

# WELDER CERTIFICATION PROGRAM AUDIT CHECKLIST

To be completed by the MDOT auditor and submitted to the Structural Fabrication Unit.  
**Naming Convention: 5619 Testing Agency Date**

TESTING AGENCY INFORMATION	
AGENCY NAME	DATE
NAME (CWI #1)	NAME (CWI #2)
AWS-CWI #	AWS-CWI #
AUDITOR	COMAPNY
KNOWLEDGE	
	Do they have a procedure for conducting welder certifications? Check content (written or verbal)
	Do they have AWS and MDOT codes available? (hard copy or electronic, D1.1 & MDOT Standard Specs)
	What thickness plates do they test? (3/8" or 1" or both)
	What type of components welding does this MDOT program apply?
	What do they allow for cleaning passes?
	What type of welding processes are allowed under this MDOT program?
	Is all welding witnessed by the Agency CWI?
	Where do you send completed forms?
MATERIALS	
	Check supplied test coupons for bevel, size and material test report, including backer bar.
	Do they supply consumables and are they stored correctly?
	Does all material have proper traceability and material test reports?
	What grade of material do they use?
EQUIPMENT	
	Verify bend test jigs meet AWS requirements. Verify saws, grinders and mill are available as needed.
	Verify in lab welding machines are in good working order (Calibrated or Amp/Volt meter availability)
	Verify field welding machines are in good working order (Calibrated or Amp/Volt meter availability)
	Verify field or lab consumable storage ovens, dry area, properly labeled, working condition. Is field equipment checked?
	Verify availability of amp/volt meter, weld gauges, temp guns/sticks, fit-up gauges, angle finder etc...
DOCUMENTATION	
	Lab logbook documenting MDOT welder certifications performed (names, company, welding process, position, test result)
	Completed coupon storage - testing agency lab to maintain coupons for 6 months.
	Verify testing agency has provided a current contact list to MDOT ( <a href="#">MDOT Form 5618</a> )
	Verify testing agency has current MDOT contact list for submitting test results under this program
	Welder Certification Test Result Report ( <a href="#">MDOT Form 5620</a> )
COMMENTS	SIGNED
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