



Welder Training Handbook

On-Site Certification Facility

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SCOPE

The contents of this Handbook are specific to Welder Training conducted at the On-Site Certification Facility.

MISSION STATEMENT

On-Site Certification offers welding, fabrication, training, certification, and inspection services on a corporate as well as an individual level. We are a family owned Limited Liability Company (LLC) with a passion to have a positive impact on our world. We base our values on Christian morals and teachings which provide a foundation for the structure and business model we choose to execute in all of our practices. We strive to maintain an environment which represents a spirit of excellence.

RIGHT OF REFUSAL

On-Site Certification is registered with the state of Texas as a Limited Liability Company (LLC) and does not operate under the direction or regulation of the Texas Workforce Commission or any other state agency which governs education in the state, nor does it hold accreditation from any agency, institution, or entity. As a private business, we reserve the right to refuse service to anyone for reasons that violate our policies and practices as in accordance with all applicable state and federal laws.

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TRAINING OPTIONS

On-Site Certification offers hourly training, as well as 64-hour Certificates of Completion. Each Certificate of Completion is 64 contact hours in length. A Certificate of Completion is a document of record stating that an individual has met all the requirements of the course, which includes being present for all 64 contact hours. Contact hours are actual hours spent in the laboratory and/or classroom. "Testing Out" or requesting to demonstrate the ability to perform the requirements without taking the entire course is not an acceptable means of attaining a Certificate of Completion, which by its very nature is used to provide a demonstrated ability to start and complete a course within its entirety. On-Site Certification does not accept training, education, contact or credit hours or certifications from schools, other facilities, trade programs, or colleges in exchange for Certificates of Completion or issuance of Welder Certifications. Any Certificate or Certification offered at our establishment must be earned entirely within our programs and methods of training.

ATTENDANCE POLICY

Following through with commitments and obligations is a key element in the functionality and success of any individual, company or organization. Attendance is one of the fundamental factors in acquiring a Certificate of Completion from On-Site Certification, as well as elemental in preparing individuals to be dependable and reliable employees and productive members of the workforce. We understand that sometimes unavoidable circumstances arise that are not within our reasonable control. In the event a client is unable to attend a session as scheduled, it is a requirement to contact the office to notify of an inability to attend training. A client with repeated cancellation occurrences, at the discretion of On-Site Certification, could be removed from the Certificate course and awarded a "W." Additionally, any individual who demonstrate repeated tardiness or repeated cancellation occurrences may be denied future involvement or be required to adhere to an altered payment structure.

SCHEDULING / CANCELLATIONS

On-Site Certification's training structure allows for our clients to schedule training that best accommodate his/her availability. To schedule training, a welding booth must first be reserved. To reserve a welding booth, clients must contact On-Site Certification or utilize the means of scheduling as communicated by On-Site Certification staff. Should a client arrive without a reservation, accommodations may be made. However, those with a reservation are guaranteed their scheduled time slot(s). In the event a client is unable to attend scheduled training, he/she is required to contact On-Site Certification to notify of the cancellation.

CERTIFICATES OF COMPLETION

Certificates of Completion for each completed 64 Hour course

Fillet Welds Carbon Steel Plate			
SMAW (Stick)	GMAW (MIG)	FCAW (Flux Core)	GTAW (TIG)
<ul style="list-style-type: none"> ▪ 64 Hours ▪ T-Joint ▪ 1F, 2F, 3F, 4F ▪ E6010 and E7018 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ T-Joint ▪ 1F, 2F, 3F, 4F ▪ ER70S-6 Wire 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ T-Joint ▪ 1F, 2F, 3F, 4F ▪ E71T-1 Wire 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ T-Joint ▪ 1F, 2F, 3F, 4F ▪ ER70S-2 Filler

Groove Welds on Carbon Steel Plate			
SMAW (Stick)	GMAW (MIG)	FCAW (Flux Core)	GTAW (TIG)
<ul style="list-style-type: none"> ▪ 64 Hours ▪ Beveled Plate ▪ 1G, 2G, 3G, 4G ▪ E6010 Root/Hot Pass ▪ E7018 Fill and Cap 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ Beveled Plate ▪ 1G, 2G, 3G, 4G ▪ ER70S-6 Wire 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ Beveled Plate ▪ Backing or Backweld ▪ 1G, 2G, 3G, 4G ▪ E71T-1 Wire 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ Beveled Plate ▪ 1G, 2G, 3G, 4G ▪ ER70S-2 Filler
	GMAW and FCAW Combination		
	<ul style="list-style-type: none"> ▪ 64 Hours ▪ Beveled Plate ▪ 1G, 2G, 3G, 4G ▪ GMAW ER70S-6 Root ▪ FCAW E71T-1 Fill and Cap 		

Groove Welds on Carbon Steel Pipe		
SMAW (Stick)	GMAW and FCAW Combination	GTAW (TIG)
<ul style="list-style-type: none"> ▪ 64 Hours ▪ Butt Joint ▪ 2G, 5G, 6G ▪ E6010 Root/Hot Pass ▪ E7018 Fill and Cap 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ Butt-Joint ▪ 2G, 6G ▪ GMAW Root-ER70S-6 Wire ▪ FCAW Fill and Cap -E71T-1 Wire 	<ul style="list-style-type: none"> ▪ 64 Hours ▪ Butt-Joint ▪ 2G, 5G, 6G ▪ ER70S-2 Filler

The order of courses listed is not necessarily the order in which they must be taken. Course availability and individual assessment is required prior to course order determination or deviation.

PHOTO AND VIDEO DISCLAIMER

On-Site Certification reserves the right to photograph/video individuals receiving training from any staff member, associate, or affiliate of Bashweld, LLC or On-Site Certification, or while participating in events sponsored by Bashweld, LLC or On-Site Certification, and further reserves the right to use said photograph/video without the expressed written permission of those included within the photograph/video. On-Site Certification may use the photograph/video in publications, news releases, and any online or other communications related to the mission of On-Site Certification. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the subject, parent or legal guardian. By participating in training or instruction provided by On-Site Certification or participating in events sponsored by Bashweld, LLC or On-Site Certification or by failing to notify On-Site Certification in writing of your desire to not have your photograph/video used, you consent to having your photograph/video used as a public service to the mission of On-Site Certification without the expectation of payment or any other form of compensation and agree to release, defend, hold harmless and indemnify Bashweld, LLC, On-Site Certification, and/or any of its affiliates from any and all liability which may arise from the use of such photographs, audio, and/or video recordings.

CODE OF CONDUCT

All individuals, visitors, potential clients, current clients, former clients, and staff members are required to behave in a manner that promotes safety and respect and is non-disruptive to themselves or others. We at On-Site Certification believe that harassment toward **anyone** is unacceptable and will not be tolerated. In addition, none of the following will be excused or allowed while on company property:

- Cursing or inappropriate language of any kind
- Harassment in any form aimed directly or indirectly toward anyone
- Disrespectful behavior toward any person or property
- Clothing, attire or equipment that displays curse words or inappropriate language
- Unsafe behavior or horseplay of any kind
- Possession or use of illegal drugs
- Use of tobacco or electronic smoking devices and/or products
- Consumption of alcohol
- Anyone under the influence of alcohol or an illegal or legal drug

SAFETY POLICY

In an effort to ensure our clients, visitors, customers, and staff members operate in a safe manner to both themselves and others, a safety policy is strictly enforced at all times. In addition to the following rules, a separate safety policy will be posted in the welding laboratory.

- Smoking or the use of electronic smoking devices in any form is strictly prohibited while on company property.
- Safety glasses are required at all times while in the welding laboratory or production areas.
- Safety glasses, earplugs, long sleeved 100% cotton work shirt, 100% cotton work pants, and leather work boots are required at all times while working in the laboratory.
- The following additional PPE will be required in the laboratory while welding, cutting, grinding, or sharpening tungsten:
 - Welding: ANSI approved welding hood with appropriate filter plate, welding cap (as needed) and welding gloves
 - Oxy-Fuel Cutting: ANSI approved No. 5 face shield and appropriate gloves
 - Hand Grinder: ANSI approved clear face shield or welding hood with flip lens and leather gloves
 - Sharpening Tungsten: ANSI approved clear face shield or flip lens style welding hood and NO gloves while using pedestal grinder
- Pant legs are to cover the upper portion of work boots at all times.
- Shirt tails shall be tucked in at all times while in the laboratory.
- Grinders shall have a proper guard installed at all times and be in good working order.
- At no time shall grinding sparks or torch spray be directed into the air, past a horizontal position or at another person.
- All gas cylinders are to be properly stored and secured while not in use, shall have a safety chain while in use, and chained and fitted with safety cap while being transported with a functional hand truck or dolly.
- Welding booths and cutting and grinding areas are to be cleaned and swept after each class or session, and trash, debris, floor sweep, and material shall be placed in proper locations, bins, or receptacles.
- Absolutely no headphones, earbuds or music is allowed in the classroom or laboratory.
- Mobile phones are to be kept on silent and used outside of the classroom or laboratory.
- All brooms, dust pans and equipment shall be returned to their proper place after each use.
- Proper instruction shall be given before operating any equipment.
- Housekeeping shall be treated as a top priority. Everyone is required to clean up at the end of each session, lesson, or class and as needed in order to insure a clean and safe work environment.

DISCIPLINARY PROCESS

On-Site Certification offers training that implements a particular philosophy centered on a spirit of excellence, and its leadership understands that learning is a process that involves the adoption and execution of different elements and methods used in learning. Some of these elements, fundamentals and practices allow for a period of time and acclamation, while others such as safety standards or inappropriate conduct do not.

- Any client behavior defined as inappropriate as outlined in any of the policies and procedures or deemed as such by an On-Site Certification staff member and that occurs on company property, may result in immediate dismissal by any staff member. In the event a staff member or any representative of On-Site Certification behaves inappropriately toward a client, a member of management should be informed immediately.
- A client that has been dismissed for any reason may resume or return for further training if approval has been granted by an acting member of management.
- On-Site Certification does not employ or implement the use of security personnel. In the event it is found necessary to dispatch local law enforcement, the Waller Police Department, Waller County Sheriff's Department or the Texas Department of Public Safety will be notified for immediate assistance in an effort to mitigate any situation that poses a threat to the safety and well-being of others.

ADDITIONAL FEES

Certification of Completion Duplicate.....	\$10/Duplicate
Returned Payment Fee.....	\$40/Item
Late Cancellation/No Show.....	\$40/Occurrence

PAYMENT TERMS

At a minimum, payments are due at the conclusion of each scheduled session. Clients may make payments in advance to keep his/her account in good standing. Client account reconciliations are available upon email request to the On-Site Certification office. The following payment methods are accepted: cash, check, money order, Credit Card* (via square) *Processing fees apply

REFUND POLICY

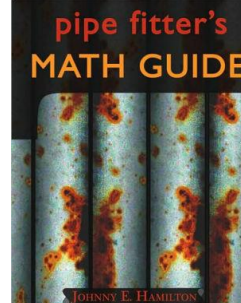
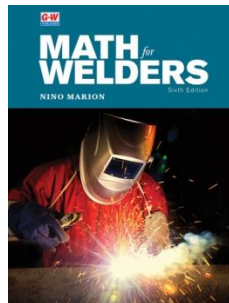
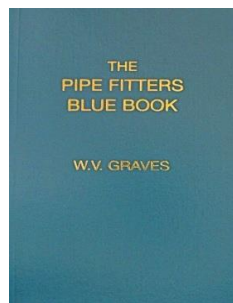
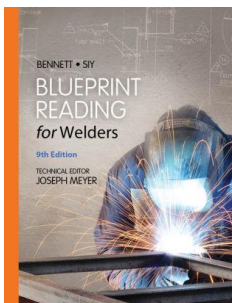
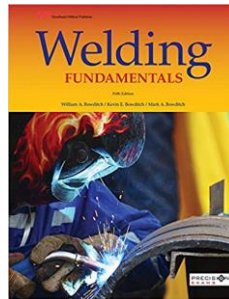
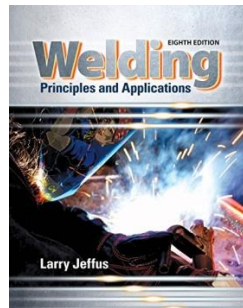
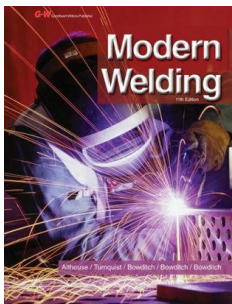
All payments made to On-Site Certification are non-refundable.

CLIENT REFERENCE

Textbooks



There are many text and handbooks utilized throughout the welding and fabrication industry. Some serve a specific purpose or process, while others provide for a more general application. Those that are used in education such as trade schools, colleges and universities often focus on classroom and laboratory fundamentals, while others tend to focus on manufacturing and production environments. On-Site Certification does not require the use or possession of a textbook as part of course curriculum at this time. However, we do encourage their use and are here to help in the selection process depending on the training a client may be involved in. There are some important factors to consider when choosing a book that will provide the best information for the situation in which it will serve:

- Purpose
- Buy or Rent
- Single or Multiprocess
- Size (for manufacturing)
- Electronic or Hardcopy
- Resale or Keep
- Cost: New or Used
- Easy to Understand



It is important to note that these books can be purchased online through many different vendors. Prices will vary depending on where they are rented or purchased, type (electronic or hardcopy), and whether shipping rates apply.

Tools and Equipment

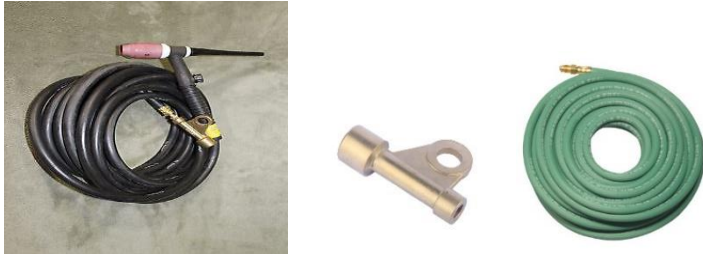
<p>25' Tape Measure</p>			
<p>Leather Welding Gloves</p>	<p>SMAW or FCAW</p>	<p>GMAW</p>	<p>GTAW</p>
			
<p>ANSI Z87 Clear Safety Glasses</p>			
<p>Locking Pliers</p>			
<p>Welding Pliers</p>			

<p>Friction Striker</p>	
<p>Torch Tip Cleaner</p>	
<p>Minimum Shade 10 Flip Style ANSI Welding Hood OR Variable Shade Auto Darkening ANSI Welding Hood</p>	
<p>Leather OR Cotton Welding Jacket</p>	
<p>Cotton Welding Cap</p>	
<p>4 ½" Angle Grinder</p>	

<p>1/4" x 4 1/2" Grinding Discs With or Without Center Arbor Nut</p>	
<p>4" Wire Wheel</p>	
<p>Square or Round Soap Stone (Holder Optional)</p>	
<p>5 Gallon Tool Bucket With Organizer Pouch</p>	
<p>Clear Face Shield</p>	
<p>12" Adjustable Wrench</p>	

GTAW Torch, Parts and Accessories

Heavy Duty GTAW Torch,
Power Cable, Argon Hose and
Power Block.



Short, Medium, or Long Style
Back Cap



Large 1/8" Gas Lens



Large # 8 and #10 Ceramic Cup



1/8" EWG Purple Tungsten
Electrodes



1/8" Collet



GRADING POLICY

On-Site Certification uses an “S” (Satisfactory) or a “U” (Unsatisfactory) as a means of establishing a pass/fail degree of success for completing a certificate course.

INCOMPLETE OR WITHDRAW

In the event a client is unable to complete the contact hours required for a Certificate of Completion, an “I” (Incomplete) or a “W” (Withdraw) may be awarded depending on the situation and intentions of the client. If a client is no longer able to attend, but has a desire to return at a later time and date, then an “I” may be awarded which will allow them the ability to return and continue where he or she left off, as long as it is within a specific amount of time as agreed upon by both parties. A “W” may be awarded in the event a client is no longer able to attend and either has no intentions of returning to the program at all or any time soon. At the discretion of On-Site Certification, a “W” may allow for some of the hours to be restored or applied in the event the client does decide to return and is also used to mark a healthy departing relationship between the client and On-Site Certification. Clients shall consult with an On-Site Certification staff member to proceed with the Incomplete or Withdraw process.

JOB PREPARATION ASSISTANCE

On-Site Certification is not required to provide our clients with job placement assistance. However, we may choose to do so if the need arises or we feel an individual would be a qualified candidate for a particular job or position. Assistance may come in the form of resume building, using our staff members as references, interview exercises and weld test preparation.

WELDER CERTIFICATIONS

The American Welding Society defines a welder certification as a written verification that a welder has produced welds meeting a prescribed standard of welder performance. This written form is also known as a Welder Qualification Test Record (WQTR) or Welder Performance Qualification Record (WPQR) and serves as a document of record and verification that a welder has passed a weld test in accordance to a particular welding code. On-Site Certification is equipped and able to provide welder certifications for prequalified Weld Procedure Specifications (WPS), qualified WPSs, as well as in some cases qualify certain WPSs to qualify or certify a welder.

CLIENT ATTESTATION

An electronic version of this Handbook is downloadable at <https://www.on-sitecertification.com/sign-me-up>.
I attest that I have received, either in hardcopy or electronic form, the Welder Training Handbook, Version 1.2
Published November 2020. Further, I attest that I have read and fully understand its contents and agree to comply
with the policies and procedures contained within.

Client Information

Name: _____

Age of Minor *(If under 18 years old, but 13 or older, Parent or Guardian must also sign):* _____

Legal Guardian Name, if applicable: _____

Mailing Address: _____

Phone: _____

Email: _____

Client Signature: _____

Date: _____

Parent or Guardian Signature: _____

Date: _____

ACCIDENT WAIVER AND RELEASE OF LIABILITY

I do hereby assume all of the risks of participating in any/all activities associated with my physical presence at On-Site Certification, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically able and capable, have been made sufficiently aware of the clear and present dangers, and am prepared for participation in training exercises and activity associated with welding, cutting, fabrication, and grinding, and have not been advised to NOT participate by any qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation, and that I have been informed and made aware of the risks associated with any and all activities.

I acknowledge that this **ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM** will be used by Bashweld, LLC, On-Site Certification, any of its affiliates, event holders, sponsors, and organizers of any activity in which I may participate, and that it will govern my actions and responsibilities in any activity. In consideration of my application and permitting me to participate in this activity, I hereby take full action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

- (A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: Bashweld, LLC, On-Site Certification, and/or any of its affiliates.
- (B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph and release from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise. I acknowledge that James Basham, Jenny Basham, Bashweld, LLC, On-Site Certification, its affiliates, and anyone residing at 21735 W Mulberry Field Cr, Cypress, TX 77433, and/or operating at 2930 Washington St, Waller, TX 77484 are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

Furthermore, I acknowledge that any and all activities may involve a test of my physical and mental limits, and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by ultraviolet light, sharp metallic material, loud noises, fumes, particulates, and debris associated with welding, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of any activity. These risks are not only inherent to participants but are also present for administrators and staff members.

I hereby consent to receive medical treatment at my cost which may be deemed advisable in the event of injury, accident, and/or illness during or as a result of any activity.

The **ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM** shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Name: _____ Age of Minor (If under 18 years old, but 13 or older, Parent or Guardian must also sign): _____

Legal Guardian Name, if applicable: _____

Client Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____