# Welders Window

## Navigation

Main Panel \ Materials Management \ Approved Lists \ Welders

## General Description

The Welders window allows the addition and modification of welder personnel and their qualifications.

## Procedure

The Welders window is updated and modified by the Physical Section of the KYTC Central Materials Laboratory. All other SiteManager users will have No Rights to this window.

1. Once a welder has been tested and qualified to conduct welds for KYTC, a representative from the Physical Section of the Central Office should enter the welder in SiteManager in the Welders window.

2. Welders should be entered according to the instructions in the field table below. The selections that are chosen should be based on the test the welder performed.

3. The welder's Personal contact information should be entered in the Address fields.

4. The Physical Section will distribute the Welder Card, Approval Letter, and Welder Form to the qualified welder.

5. If the Welder does not pass the weld test, then enter the Welder and the test information into SiteManager. The Last Test Date and the Expiration Date should be entered as the same date.

6. The address of the welder school should be entered into the 'Company' Address category.

Welder schools are entered in the Producer/Supplier window in SiteManager.

## Field Table

| Field Name | KYTC Population Policy & Procedure |
|---|---|

| Field Name | KYTC Population Policy & Procedure |
|---|---|
| Welder ID | The unique identification number assigned to each welder entered in the system.<br>~~Enter the Social Security Number of the Welder.~~<br>The format of the Welder ID is ####FL1<br>- ####: Last four digits of the Welder's SSN number<br>- F: Welder's first initial<br>- L: Welder's last initial<br>- 1: If a second welder has the same last digits as another welder and the same initials, this will be a sequential number (e.g. 1, 2, 3). |
| Welder Name | Enter the full name of the welder.<br>- Format will be Last Name, First Name, MI (Mixed Case). |
| Geographic Area | The geographic area in which the person is located.<br>- Enter the District of the welder, if applicable. Otherwise this field may be left blank. |
| Type | The type of welds this welder can perform.<br>- In KYTC, this is indicated as Field Welder, Tack Welder, or Field and Tack Welder. |
| Weld Process | The process that the welder is qualified to perform.<br>- Options are either Mig or Shielded Metal Arc. |
| Weld Position | The position for which the welder took the weld test on the given process.<br>- For example, it the weld test is for a vertical position, enter Vertical.<br>- If this is for a Tack weld, enter Tack in this field.<br>- Options for this field include Flat, Horizontal, Overhead, Vertical, and Tack. |
| Weld Type | The type of welding for which the welder was tested.<br>- Options for this field include Fillet, Groove, and Tack. |
| Sample ID | The ID of the Sample that was used to qualify the welder.<br>- In KYTC, this field will be used to indicate whether the welder's qualification was acquired from KYTC or at an independent welding school.<br>- If the Sample ID is WELDSCHOOLTEST, then the welder was qualified by a school. If the Sample ID WELDCENTRALOFF, then the welder was qualified by the KYTC Central Materials Laboratory.<br>• NOTE: If the Sample ID is WELDKMIMSDEF, then the Welder was migrated from the KMIMS system. This Sample ID should not be entered for any new Welders. |
| Last Test Date | Enter the date the welder last took a test for this qualification. |
| Expiration Date | Enter the date this qualification will expire.<br>- Two years from the date the test was taken. |
| Electrode Group | Select the appropriate electrode group.<br>- For example, E6010, E6011, or E70, E71 are valid entries. |
| Electrode Size | Select the appropriate electrode size.<br>- For example 5/64 to 1/8 and .045 are valid entries. |

| Field Name | KYTC Population Policy & Procedure |
|---|---|
| Electrode Unit | Select the electrode unit.<br>- 'Inches' is the only available option. |
| Material Thickness | Enter the actual thickness of the specimen.<br>- If the thickness is over one inch, input "unlimited thickness" in this field.<br>- If this is for a tack weld, then input "Rebar" in this field. |
| Material Unit | Select the material unit.<br>- 'Inches' is the only available option. |

## WELDER ADDRESS WINDOW

### *Address Description*

The Address window outlines specific information that describes the Welder, including their personal and/or company location.

### *Procedure*

In KYTC, only the Welder's personal address will be recorded in the Personal Address category, and the school will be recorded in the Company Address category. The Address window on the Welder window should be populated in accordance with the field table definitions below.

### Field Table

| Field Name | KYTC Population Policy & Procedure |
|---|---|
| Address Type | Select the address type for this user/school (e.g. Company or Personal)<br>- KYTC will only use the Personal Address Type. |
| Address For | Description of the Person or Company for this address type.<br>- When Company category is used, KYTC will enter the school name. |
| Line 1 | Enter the Personal Address Line 1.<br>- Procedurally this is a required field. |
| Line 2 | Enter the Personal Address Line2.<br>- May be conditionally used. |
| Line 3 | Enter the Personal Address Line 3.<br>- May be conditionally used. |
| City | Enter the City name of the addressee.<br>- This is a required field. |
| State/Prov | Select the state of the addressee from the available list.<br>- This is a required field. |

| Field Name | KYTC Population Policy & Procedure |
|---|---|
| Zip/Postal | Enter the Zip or Postal Code of the addressee.<br>- Procedurally this is a required field. |
| Country | Select the country of the addressee from the list of available countries.<br>- Procedurally this is a required field.<br>• NOTE: for the KYTC List of Approved Materials Report, this will delineate "Location (domestic)" (i.e. USA) versus "Location (foreign)" (i.e. anything other than USA). |
| Latitude | Enter the Latitudinal position of the addressee in degrees if available. |
| Longitude | Enter the Longitudinal position of the addressee in degrees if available. |
| Phone | Enter the phone number of the addressee.<br>- Procedurally this is a required field. |
| Ext | Enter the phone number extension of the addressee if available. |
| FAX | Enter the fax number of the addressee if available. |
| E-Mail | Enter the E-Mail address of the addressee if available.<br>- This is the Contacts email address. |
| Generic Fields | KYTC will not be using the Generic Fields. |