

Policy & Procedure Document

Last Modified: 07/13/2006
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1105.3

ITEM: WELDERS

REVISED: 07/13/2006

SCOPE:

To establish the policy and procedure for maintaining the SiteManager welders information.

GENERAL:

The Welders window is used to add, modify and view OkDOT qualified welders and their qualifications. In this case, "Qualified" means the welder has passed the initial qualification (welding) test given at the Central Lab. The Central Lab (MATADMIN) will populate and maintain the Welders window. The welder's contact information (address and phone number) will only be input into SiteManager if the welder authorizes OkDOT to do so. This must be indicated on the application form, and the welder must then sign the form.

The listing of welders in SiteManager is not intended to circumvent the welder's card verification process but is being maintained and made available to work in conjunction with that.

SiteManager Access Assignments				
Central Office				
Group Code	Group Name	Update	Inquiry	None
CENADMIN	Central Office Administration			X
FHWA	Federal Highway Administration		X	
CENINQRY	Central Office Inquiry Group			X
REGSERV	Regulatory Services			X
SYSADMIN	System Administration	X		
Construction Division				
Group Code	Group Name	Update	Inquiry	None
CONSADMN	Construction Administration		X	
CONEST	Construction Estimate Processor			X
CONSLOAD	Construction Project Load			X
Field Division				
Group Code	Group Name	Update	Inquiry	None
DIVADMIN	Field Division Administration		X	
DIVAUDIT	Field Division Auditor		X	
DIVINQRY	Field Division Inquiry		X	
Materials Division				
Group Code	Group Name	Update	Inquiry	None
MATADMIN	Materials Administrator	X		
MATAUTH	Materials Authorizations		X	
MATIAS	Materials Independent Assurance		X	
MATINQRY	Materials Inquiry		X	
MATSTA	Materials Sampling Testing & Approval		X	
MATTEST	Materials Tester		X	
MATTRAIN	Materials Training			X
Residency				
Group Code	Group Name	Update	Inquiry	None
RESADMIN	Residency Administration		X	
RESAUDIT	Residency Auditor		X	
COUNTPRT	Contractor Counterpart			X
RESINQRY	Residency Inquiry		X	
RESLABMN	Residency Lab Manager		X	
RESLABTC	Residency Lab Technician		X	
RESINSP	Residency Inspector		X	
RESPRMAN	Residency Project Manager		X	
RESSCTRY	Residency Secretary		X	

When a welder is selected from the Select Welder List, the Welders window displays the following fields:

TOP PANEL

Welder ID - This is a unique identification number for the Welder. In OkDOT there will be two ID formats for Welders. Welders testing prior to SiteManager will have the ID format of XXXXXMMYY where XXXXX is the Lab tracking or "Lab" number on the assigned qualification card and MMY is the month and year the welder was qualified. Welders now will have the ID format of owMMDDYY where MM is the month qualified, DD is the date qualified, and YY is the year qualified. If a welder must be re-qualified, the welder will keep the ID listed in SiteManager. No new numbers will be issued once a welder has been issued an ID. The previous method of tracking, recording and reporting on Welders by their Social Security number is hereby discontinued.

Welder Name - This is the name of the welder. In OkDOT the name of the welder is displayed Last, First (City, State). For example, if John Smith indicated he was from Tulsa, OK when he initially tested, then the name field would read Smith, John (Tulsa, OK). Should an address change become known, the (City, State) listed behind the Welder Name will be adjusted accordingly. If a welder's qualification is revoked, REVOKED will follow his name entry.

Type - This is the type of welder (for Field, Shop, etc.). In OkDOT, the Type is Field.

Geographic Area - This is for the geographical area where the welder is located. In OkDOT the Geographic Area is Mobile.

LOWER PANEL

Note: Data entered in lower panel appears in center panel. Current procedures and custom report facilities dictate that only one (1) set of lower panel criteria may exist for any given welder.

Weld Process - This is the process that the welder is qualified to perform. In OkDOT, the Weld Process is Steel.

Weld Position - This is the position(s) that the welder is qualified to perform on the given process. In OkDOT the Weld Position is All Standard.

Type - This is the type of welding the welder is qualified to perform on the given process. In OkDOT the Type is Fillet & Groove.

Sample Id - This is a required field and is for linking the electronic sample information record by which the welder qualified. Until such time that separate electronic sample information records are required, a "dummy record" named WELDERPRELOAD is being listed for all welders.

Last Test Date - This is the date when the welder was last tested for qualification purposes by Central Lab.

Expiration Date - This is the date the qualification expires. This is a required field and for initial populations, the field is being populated with a "dummy date" of 12/31/49. In OkDOT, the true expiration date will be entered when the Welder has been disqualified by Central Lab or when otherwise discovered by Central Lab that the welder's qualifications have actually expired.

Electrode Group - This is the group of electrodes upon which the qualification was done. In OkDOT the Electrode Group is typically E7018.

Electrode Size - This is for the size of the electrode used for qualification. In OkDOT, this field will not be used.

Electrode Unit - This is for the unit of measure of the Electrode Size. In OkDOT, this field will not be used.

Material Thickness - This is the thickness of the base material test plates. In OkDOT, this field is typically 1.

Material Unit - This is the unit of measure of the Material Thickness. In OkDOT, this field is typically Inches.

Support Facility:

Path to Facility on H: (filesrv1/materials)	Table Maintenance? (TYPE)	Report Capacity? (TYPE)	Form Capacity? (TYPE)
H:\Web-Publishing\110612\WELDCA RD.mdb	NO	YES (Official Field Welder Cards for Issuance by Materials Division)	YES (Field Welder selection)