

**Remark:**

**Item 12 Welding Procedure Qualification**

1. On-site service working hour is from 09:30 to 12:30; 14:30 to 17:30. IDQ staffs provide services outside the on-site service working hour are deemed to be working overtime. Additional charge will apply for overtime.  
(Applicable to all item 12)
2. Inspection/testing frequencies, locations, standard and acceptance criteria are provided by Client. The Client shall consult with IDQ to specify the detail requirements. And complete / sign the Technical Agreement which provided by IDQ during request.  
Welding procedure qualification is suggested to reference to BS EN ISO 15614-1. If other standard is required, please specify the detail requirements during request.  
(Applicable to all item 12)
3. Client is responsible for delivering the test pieces to our specified address.  
(Applicable to item 12.2)
4. The service rate above is applicable to services provided in Macau. Client is responsible for providing all necessary transportation and accommodation when service is provided outside Macau. Additional charge of service provided outside Macau will be applied.  
(Applicable to all item 12)
5. Normally, (upon receiving the I.D. information and photo of the welder as well as the project information from the Client), if all the required tests pass, welding procedure qualification records will be issued in 15 working days after all the related tests finished. The destructive tests will take about 2 weeks. Quantity and the arrangement of report is decided by IDQ. Any extra reports requested will be charged according to item 12.17.  
(Applicable to all item 12)
6. The inspection / testing result is valid only for the inspection / testing moment. We are not responsible for verifying the reality and accuracy of the information provided by Client.  
(Applicable to all item 12)
7. Client is responsible for the proper grinding and cleaning of the surface being tested. Suitable safety platforms as well as proper lighting, electrical power supply (220V) and helper should be provided in order to provide our services efficiently.  
(Applicable to all item 12)
8. Basic charge is the total charge of the service provided during our on-site service working hours, excluding additional charges.  
(Applicable to items 12.14~12.16 and 12.21~12.25)
9. The service hours include all the time required for the transportations to and from our institute and the time required for gate entrance, also the equipment preparing and safety training course. Client is responsible for all the procedures and the application charge for site entrance application.  
(Applicable to all item 12)



10. All the service requirement should be applied three working days in advance. After the submittal of SRF, IDQ will contact the Client for details and propose the schedule of providing the Service according to the actual situation.  
(Applicable to all item 12)
11. Any sudden/on-site change in service requirements or any special requirements, including but not limited to service requirements outside the general working hours of IDQ, extension of service hours or overtime work, etc., will be arranged by IDQ through communicating with Clients whilst according to the actual situation.  
(Applicable to all item 12)
12. Even if the service requirement is confirmed, if due to any factors beyond the control of IDQ, including but not limited to bad weather or equipment failure, etc., IDQ shall retain the right to make changes or cancellations to the request without any direct or indirect liability.  
(Applicable to all item 12)
13. Service scheduled to provide in the morning or for all-day could be cancelled free of charge by written before 8:00 a.m. on the date of appointment;  
Service scheduled to provide in the afternoon could be cancelled free of charge by written before 12:00(noon) on the day of appointment;  
Otherwise, the fee will be charged according to item 12.11.  
(Applicable to all item 12)
14. Upon IDQ staffs' arrival at the workplace, if the testing service cannot be implemented which is not due to IDQ or the Client requests to cancel or postpone the services, attendance fee will be charged according to item 12.12.  
(Applicable to all item 12)
15. The discount on the service request form is only applicable to items commissioned one-off.  
(Applicable to all item 12)
16. Upon the service request form, if the Report title is not specified, Client name on the service request form will be used.  
(Applicable to all item 12)
17. Upon the service request form, If the language used on the Report does not specified, Chinese will be acquiescent used.  
(Applicable to all item 12)
18. The name of Client, Project Name, Report Title, etc. on the SRF filled by the Client shall be accurate. If the Client proposes modification due to mistaken filling after the Client has signed on the Work Order of IDQ for confirmation or IDQ has confirmed the relevant SRF to the Client (whichever is the earlier), every revision will be charged according to item 12.13.  
(Applicable to all item 12)

19. Overtime charge is hour based. Any period less than 1 hour is treated as 1 hour.

(Applicable to all item 12)

20. The time for Report urgent processing service is counted starting from the day after finishing all testing/inspection. It will only be provided upon our availability.

(Applicable to all item 12)