



CHECKLIST · TENDERS AND QUALITY

Tender Weld Documentation Checklist

Checks that the welding documents in a tender or prequalification submission show a controlled welding system that a principal's reviewer can verify.

FOR Fabrication and repair workshops, welding contractors and their quality leads preparing tenders, panel applications and principal-contractor prequalification.

DOCUMENT	VERSION	DATE	PAGES
VS-CL-002	v1.0	8 October 2026	4

HOW TO USE THIS CHECKLIST

Run it against the tender documents before you assemble the pack, and mark each item Y, N or N/A with where the evidence sits. A reviewer looks for a system: one register, one standard, current revisions and records that trace to each other. Before you submit, have one person read the whole pack as the reviewer will.

KEY ☐ Y ☐ N ☐ N/A Every N gets a note.

Abbreviations WPS welding procedure specification · PQR procedure qualification record · ITP inspection and test plan · NDT non-destructive testing · GP / SP general purpose / structural purpose weld categories · CC Construction Category (AS/NZS 5131) · NATA National Association of Testing Authorities · RFI request for information

JOB DETAILS

Tender or contract	Principal or client	Scope of welded work
Specification and drawing references	Prepared by	Date

1**READ THE TENDER FIRST**

Contract requirements

What the principal has asked for decides what your pack must show.

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
1.1	Standard and edition named	The welding standard and edition called up (for example AS/NZS 1554.1, 1554.4 or 1554.5), used the same way in every document.	Contract specification	☐	☐	☐	
1.2	Weld categories confirmed	GP or SP for each weld group, from the drawings or the specification. If none is stated, raise an RFI rather than assume.	AS/NZS 1554.1 Appendix D	☐	☐	☐	
1.3	Construction Category identified	Where AS/NZS 5131 applies, CC1 to CC4. It sets the welding quality level, qualifications, traceability and NDT extent.	AS/NZS 5131 Appendix C	☐	☐	☐	

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READ THE TENDER FIRST

Contract requirements continued

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
1.4	Welding quality level matched	The AS/NZS ISO 3834 part called for (Part 2 comprehensive, Part 3 standard, Part 4 elementary) and your evidence for it.	AS/NZS ISO 3834	☐	☐	☐	
1.5	Testing and witnessing settled	Who tests and witnesses procedure tests, and whether NATA is required. AS/NZS 1554.1 does not require it, but the contract may.	AS/NZS 1554.1 Appendix D	☐	☐	☐	

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PROCEDURES

Welding procedures and qualification

Every joint on the drawings traces to a controlled, qualified procedure.

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
2.1	WPS register	One controlled list: number, revision, process, material, joint, thickness, position, route, PQR. Superseded revisions marked.	Your quality system	☐	☐	☐	
2.2	A WPS for every joint type	Each joint on the drawings maps to a WPS. Butt and fillet procedures are qualified separately, so mixed joints need both.	AS/NZS 1554.1 Section 4	☐	☐	☐	
2.3	Qualification route stated	Prequalified, qualified by test, previous qualification, or another fabricator's procedure named with its audit trail.	AS/NZS 1554.1 clause 4.2	☐	☐	☐	
2.4	Prequalified claims backed	Listed steel, a prequalified preparation, matched consumables within the maker's ranges, and a documented macro test.	AS/NZS 1554.1 clause 4.3.1(e)	☐	☐	☐	
2.5	PQRs complete	Measured preheat, interpass, current, voltage, speed and arc energy, each test result and report number, and the witness.	AS/NZS 1554.1 clause 4.7 AS 2205	☐	☐	☐	
2.6	WPS states the actual joint	Joint and combined thickness the preheat was worked at. Any PQR range is shown separately, with preheat worked at its top.	AS/NZS 1554.1 Section 5	☐	☐	☐	
2.7	Arc energy measured at the arc	From measured current, voltage and travel speed. Pulsed or waveform-controlled welding uses the power source's energy reading.	ISO/TR 18491	☐	☐	☐	
2.8	WPS authorised for use	Signed by your welding supervisor or welding coordinator, with the principal's approval where the contract requires it.	AS/NZS ISO 14731	☐	☐	☐	

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PEOPLE

Welders, supervision and coordination

Qualifications that are current, traceable and at the level the category asks for.

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
3.1	Welder register, kept current	Processes, positions and procedures for each welder, the standard and test date, and the records that keep each one current.	AS/NZS 1554.1 clause 4.12 AS/NZS ISO 9606.1	☐	☐	☐	

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PEOPLE
Welders, supervision and coordination continued

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
3.2	Welder standard for the category	At CC3 and CC4, welders qualified to AS/NZS ISO 9606.1 or AS/NZS 2980, not only to the application standard.	AS/NZS 5131 clause 7.4.2	☐	☐	☐	
3.3	Supervisor or coordinator named	The person, their qualification and responsibilities on this job. At CC3 and above, coordination to AS/NZS ISO 14731.	AS/NZS 5131 clause 7.4.3 AS 2214	☐	☐	☐	

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MATERIALS
Materials, consumables and traceability

Paperwork counts only when it is tied to the steel and the wire in the shop.

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
4.1	Consumable list	Classification and hydrogen rating, trade name and the WPS it serves, with impact properties to suit service temperature.	AS/NZS 1554.1 clause 4.6	☐	☐	☐	
4.2	Consumable storage	Original packs, protected storage, maker-specified ovens, and a re-dry or discard rule.	Maker's data sheets	☐	☐	☐	
4.3	Mill certificates checked	Grade, heat number, properties and chemistry including boron, checked against the product standard and tied to the steel.	AS/NZS 3678 AS/NZS 3679.1	☐	☐	☐	
4.4	Traceability level met	Heat identification kept through cutting, offcuts re-marked, and lot, piece-mark or piece traceability as specified.	AS/NZS 5131 clause 5.2.3	☐	☐	☐	

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INSPECTION AND RECORDS
Inspection, testing and records

The trail from procedure to final acceptance is unbroken.

#	ITEM	WHAT GOOD LOOKS LIKE / EVIDENCE TO SIGHT	REFERENCE	Y	N	N/A	NOTES
5.1	Inspection and test plan	Points in order of manufacture, with criteria and source, records and verifier. Procedures still to be qualified flagged.	AS/NZS 5131 AS/NZS ISO 3834	☐	☐	☐	
5.2	NDT plan	Method, extent and timing per weld category, criteria by standard and category, and extent set for the service category.	AS/NZS 5131 Table 13.6.2.2(A)	☐	☐	☐	
5.3	NDT provider and personnel	Subcontractor named with its quality basis, technicians qualified for each method, and written NDT procedures available.	AS/NZS ISO 9712	☐	☐	☐	
5.4	Weld identification	Each weld traced to welder, WPS and inspection record by drawing table, weld map or job card.	AS/NZS 5131 clause 7.4.1.2	☐	☐	☐	
5.5	Rejected welds and repair	How a rejected weld is recorded, quarantined, repaired to a qualified procedure, re-inspected and dispositioned.	AS/NZS ISO 3834	☐	☐	☐	
5.6	Calibration register	Welding and clamp meters, thermometers and gauges calibrated or validated, with due dates.	AS/NZS ISO 3834	☐	☐	☐	

COMMON GAPS WE SEE

Where tender weld packs usually lose marks

01 Prequalified, with no macro.

Prequalification rests on all of its conditions, including a documented macro test. No record, no prequalified status.

03 Qualifications nobody maintained.

A test certificate is not a current qualification. Reviewers ask for the confirmation records that keep it live.

05 A CC2 system tendering CC3 work.

CC3 steps up to AS/NZS ISO 3834 Part 2, welders to AS/NZS ISO 9606.1 or AS/NZS 2980, and an AS/NZS ISO 14731 coordinator.

02 One preheat across a wide range.

Runs and preheat belong to a thickness. One preheat across a broad range is unconservative at the thick end. State the joint.

04 Arc energy from the panel meter.

Long or coiled leads make the panel read above the true arc voltage, and pulsed waveforms fool ordinary meters. Inflated arc energy understates preheat.

06 A consumable swapped without paper.

A new trade name may need the principal told. Raising the hydrogen rating, say H5 to H10, is an essential-variable change.

SIGN-OFF

ROLE	NAME	SIGNATURE	DATE
Pack checked by			
Reviewed by (quality or welding lead)			
Approved for submission by			

Signing records that each item was checked and the evidence sighted. It is not a certification of the work, and it does not replace the sign-offs your contract or site requires.

NEXT STEP

Have the weld pack prepared for you

From your drawings and design, Veristruct prepares the WPS set, weld map, ITP and NDT plan for your own qualification and approval. Your welding supervisor or coordinator authorises them for use.

Fixed-price packages, two revision rounds included. Turnaround from receipt of complete information: Essential 3 business days, Professional 5, Premium 10.

SERVICES Weld & Fabrication Documentation •
Welding & Fabrication Advisory

TALK TO

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Send the tender specification and drawings. You get a fixed-price quote for a defined package.

IMPORTANT

General guidance only. It is not engineering advice for a specific job and does not replace the contract specification, the drawings, the standards that apply or advice from a qualified person. Standards are named as pointers. Clause references are to AS/NZS 1554.1:2014 and AS/NZS 5131:2016 including Amendment 1. Work to the edition your contract names, read from your own licensed copy.

REVISION HISTORY

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