

**Regulations of the Qualification Committee for  
Steel Bridge Structure Plants**

**§ 1 General provisions**

1. The Committee operates under the Ordinance on the establishment of the Qualification Committee for Steel Bridge Structure Plants
2. The Qualification Committee for Steel Bridge Structure Plants issues Qualification Certificates which are voluntary documents recommending a given plant for the manufacture or repairs of steel bridge structures and a laboratory for the performance of steel bridge structure tests.
3. The Committee's tasks include:
  - a) examination of applications for the issue of the Qualification Certificate for the manufacture of steel bridge structures, for the repair and installation of steel bridge structures and for the performance of steel bridge structures' tests, including:
    - i. conducting procedures in relation to Applicants applying for the issuance of the Qualification Certificate,
    - ii. carrying out audits,
    - iii. performing or ordering the performance of the tests or analyses necessary for conducting of the procedures,
    - iv. issuing the Qualification Certificate or giving orders on refusal to issue the Qualification Certificate;
  - b) considering applications for extension of the validity of the Qualification Certificate, including:
    - i. carrying out procedures with respect to Applicants applying for extension of the term of Qualification Certificates,
    - ii. carrying out audits,
    - iii. performing or having performed the tests or analyses necessary for conducting of the procedures,
    - iv. extending the period of validity of Qualification Certificates or issuing orders on refusal to extend the period of validity thereof;
  - c) carrying out follow-up audits of Applicants;
  - d) making formal modifications to the contents of the Qualification Certificates related to, among others, changing the name, legal form or address of the Applicant, as well as related to the transformations of the Applicants;
  - e) conducting procedures for the revocation or modification of Qualification Certificates within the period of their validity.
4. The processing of applications for the issuance of Qualification Certificates, the extension of their validity, as well as the performance of other duties by the Committee shall be carried out in accordance with commonly applicable provisions of law and also in accordance with the provisions contained in the Polish Standards.
5. Qualification Certificates for Applicants for the manufacture, repair and installation and performance of steel bridge structures tests are issued for a period of 3 years.
6. The extension of the period of validity of the Qualification Certificates referred to in section 4 above shall be made for another 3 years. The period of validity of Qualification Certificates may be extended many times.

7. The Committee shall maintain a register of issued, extended, updated, amended and revoked Qualification Certificates.

## **§ 2 Committee**

1. The Committee shall be composed of 5-7 persons, including the Chairman and the Secretary of the Committee.
2. The Chairman, the Secretary and Members of the Committee shall be appointed and dismissed by the IBDiM Director. The Director shall also confirm the termination of their term of office before the date set forth in section 3 below.
3. The term of office of the Chairman, the Secretary and the Members of the Committee shall be 5 years.
4. The IBDiM Director shall revoke a person referred to in section 2 above in case of:
  - a) an illness which makes it permanently impossible for the person concerned to carry out the duties assigned to them,
  - b) the failure to perform or inadequate performance of the obligations arising from the participation in the Committee,
  - c) a conviction for an intentional crime prosecuted by public prosecution which has the force of res judicata.
5. The term of office of each person referred to in section 2 above shall expire when they die.
6. Any of the persons referred to in section 2 above may submit to the IBDiM Director a declaration of their resignation from the Committee. In such a case, the IBDiM Director shall declare the termination of the term of office of the person concerned as of the date of receipt of the statement referred to in the preceding sentence.
7. The dismissal of the Chairman, the Secretary or Member(s) of the Committee, or the expiry or termination of their term of office before that date shall not suspend the work of the Committee, provided that the duration of the procedures referred to in § 3 or § 4 may be extended by the period during which the vacancy in the Committee existed.
8. In the event of occurrence of one of the situations referred to in section 7 above, the IBDiM Director shall immediately, and no later than within 2 weeks, complete the composition of the Committee for the remainder of their term of office.
9. The Committee and its Members shall carry out their duties in an integral, efficient and impartial manner.

## **§ 3 Procedure for the issue and extension of the Qualification Certificate**

1. The procedure for issuing or extending the Qualification Certificate (hereinafter referred to as the "Procedure") shall be initiated by submitting an application, a specimen of which is published at the IBDiM website, together with relevant attachments.
2. After a preliminary analysis of the submitted application and documents, including formal analysis, the Secretary of the Committee shall send the agreement to the Applicant for signing and shall call for the payment of an initial fee in the amount specified in the Price List, and, if necessary, shall call for the correction of deficiencies in the application or appendices within the specified time limit.
3. The Committee shall initiate the Procedure upon receipt of the agreement signed by the Applicant, as well as upon payment by the Applicant of the initial fee and delivery of the duly completed application and all necessary documents. If the Applicant fails to complete the application or appendices within the indicated time limit, the application shall be left unprocessed.
4. The Committee shall perform a proper assessment of the application and the documents attached thereto, and it shall conduct an audit at the Applicant's premises after prior agreement on the date of the audit.

5. The audit shall be carried out by 1-2 persons from among the members of the Committee indicated by the Chairman of the Committee.
  6. The scope of the audit depends on the content of a given application, but in principle it should include the following activities to verify the data contained in the application and documents from the technical, technological and organisational point of view, in order to meet the requirements to:
    - (a) the manufacture or execution of repair and installation of steel bridge structures:
      - i. with respect to technical equipment,
      - ii. qualifications of the staff concerned,
      - iii. production organisation and technology,
      - iv. technical level in welding technology, qualification of welders and welding supervision,
      - v. level of quality control.
- or
- b) the performance of tests of steel bridge structures;
    - i. with respect to technical equipment,
    - ii. qualifications of the staff concerned,
    - iii. level of quality control.
7. If necessary, the Committee may oblige the Applicant to perform and submit additional studies or analyses, or order the performance of tests or analyses by IBDiM or an independent third party at the expense of the Applicant.
  8. The Committee - depending on the results of the Procedure carried out - shall issue the Qualification Certificate / shall extend the period of validity of the Qualification Certificate or shall issue an order on refusal to issue the Qualification Certificate / shall refuse to extend the period of validity of the Qualification Certificate, along with a justification. The Qualification Certificate specimen is attached as Appendix No. 1 to these Regulations.
  9. The procedure for issuing or extending the Qualification Certificate should last no longer than 6 weeks from the date of commencing a given procedure, subject to § 2 section 7 of these Regulations. In justified cases the Chairman of the Committee may extend the Procedure.
  10. All the costs of the Procedure are set forth in the Price List which constitutes Appendix No. 3 to this Ordinance.

#### **§ 4 Follow-up audit**

1. The follow-up audit shall be carried out in relation to the Applicant who has received a Qualification Certificate, not earlier than 17 months after the date of issue of the Qualification Certificate and not later than 20 months after that date.
2. The follow-up audit shall be carried out upon determining the date thereof with the Applicant, in a manner indicated in § section 5 above.
3. The follow-up audit shall be carried out in the following areas:
  - a) changes in the scope of technical equipment and staff from the time of the last audit,
  - b) works in compliance with the scope of the Qualification Certificate and implemented since the last audit.
4. If a follow-up audit reveals any deficiencies with respect to the issued Qualification Certificate, the Committee shall request the Applicant to remedy the deficiencies within a specified period of time, not shorter than 3 weeks and not longer than 6 weeks.
5. After the expiry of the time limit set out in section 4 above, the Committee shall verify the remedy of the deficiencies identified during the follow-up audit and depending on the outcome of the follow-up audit:
  - a. it shall consider that the deficiencies have been remedied,

- b. it shall consider that the deficiencies have not been remedied and therefore it shall either revoke the Qualification Certificate or restrict or alter the scope thereof.
6. All costs of the follow-up audit are specified in the Price List.

### **§ 5 Modifications of the Qualification Certificate**

1. If the Applicant needs to make formal changes to the content of the Qualification Certificate, such as the change of the name, address and legal form, the Applicant shall submit an application for making a relevant modification to this effect and provide documentary evidence that the application is justified.
2. Upon the examination of the application and the documents referred to in section 1 above the Commission:
  - a) shall make the requested modification to the content of the Qualification Certificate and it shall submit the updated Qualification Certificate to the Applicant,
  - b) it shall refuse to make the requested modification, stating the reasons for its position,
  - c) shall request the Applicant to complete the application or documents within 14 days from the date of receipt of the Committee's letter. After completing the application or documentation, points (a) and (b) shall apply respectively.
3. During the period of validity of the Qualification Certificate, it may be modified in the event of changes in legislation, standards or in the event of significant modifications of the scientific grounds or the state of practical knowledge.
4. In special cases (e.g. when false test results or analyses are presented), the Qualification Certificate may be revoked by the Committee at its own initiative or at the request of another entity following an investigation with the participation of the Applicant.



**INSTYTUT BADAWCZY  
DRÓG I MOSTÓW  
ROAD AND BRIDGE  
RESEARCH INSTITUTE**

**QUALIFICATION COMMITTEE  
FOR STEEL BRIDGE  
STRUCTURE PLANTS**

ul. Instytutowa 1, 03-302 Warszawa

Warsaw.....

## **QUALIFICATION CERTIFICATE No. 00/00**

The Qualification Committee for the Steel Bridge Structure Plants, operating under a Committee report No. .... / .... of ..... recommends

**Name and address of  
the Plant / the Laboratory**

for .....

in accordance with commonly applicable legal regulations as well as pursuant to the provisions of the Polish Standards in the scope of:

- .....
- .....
- .....
- .....

After the follow-up audit, which will be carried out by ....., the recommendation may be changed, suspended or revoked.

This Qualification Certificate shall be valid by .....

IBDiM Director  
*Signature*

Committee Chairman  
*Round stamp of the Institute*

*Signature*

**Price List of the Qualification Committee for  
Steel Bridge Structure Plants**

Costs of the process of the issue or extension of the Qualification Certificates of Applicants located at the territory of the Republic of Poland

- 1) Application assessment, audit and issue of the Qualification Certificate for the performance of steel bridge structures: PLN 6,000 + VAT
- 2) Application assessment, audit and issue of the Qualification Certificate for the repair and installation of steel bridge structures: PLN 6,000 + VAT
- 3) Application assessment, audit and issue of the Qualification Certificate for the performance of tests of steel bridge structures: PLN 4,800 + VAT
- 4) Application assessment, audit and issue of the Qualification Certificate for the performance of steel bridge structures and performance of tests of steel bridge structures: PLN 8, 900 + VAT
- 5) Application assessment, audit and issue of the Qualification Certificate for the performance of bridge steel structures and the repair and installation of steel bridge structures: PLN 9,600 + VAT
- 6) Application assessment, audit and issue of the Qualification Certificate for the performance of bridge steel structures and the repair and installation of steel bridge structures and performance of tests of steel bridge structures: PLN 12,000 + VAT
- 7) Follow-up audit in case of procedure as per item 1) and 2) of the price list: PLN 3,000 + VAT
- 8) Follow-up audit in case of procedure as per item 3) of the price list: PLN 2,400 + VAT
- 9) Follow-up audit in case of procedure as per item 4) of the price list: PLN 4,450 + VAT
- 10) Follow-up audit in case of procedure as per item 5) of the price list: PLN 4,800 + VAT
- 11) Follow-up audit in case of procedure as per item 6) of the price list: PLN 6,000 + VAT

Costs of business trips (maximum of two auditors) charged to the Applicant according to the rules specified in separate regulations concerning the rules of payment of allowances and other fees for business trips are added to items 1) - 11) of the Price List.

If it is necessary to perform the tests or analyses referred to in § 3 section 7 of the Regulations, the Committee shall indicate the amount of costs of such tests or analyses and it shall request the Applicant to pay the specified amount within 7 days.

In the case of items 1) - 6) of the Price List an initial fee of PLN 2,000 + VAT is charged, which is deducted in the case of the issuance of the Qualification Certificate and is non-refundable in the case of the refusal to issue the Qualification Certificate.

**Price List of the Qualification Committee for  
Steel Bridge Structure Plants**

Costs of the process of the issue or extension of the Qualification Certificates of Applicants located out of the territory of the Republic of Poland

- 1) Application assessment, audit and issue of the Qualification Certificate for the performance of steel bridge structures: EUR 3,000
- 2) Application assessment, audit and issue of the Qualification Certificate for the repair and installation of steel bridge structures: EUR 3,000
- 3) Application assessment, audit and issue of the Qualification Certificate for the performance of tests of steel bridge structures: EUR 2,500
- 4) Application assessment, audit and issue of the Qualification Certificate for the performance of steel bridge structures and performance of tests of steel bridge structures: EUR 4 500 EUR
- 5) Application assessment, audit and issue of the Qualification Certificate for the performance of bridge steel structures and the repair and installation of steel bridge structures: EUR 4 800
- 6) Application assessment, audit and issue of the Qualification Certificate for the performance of bridge steel structures and the repair and installation of steel bridge structures and performance of tests of steel bridge structures: EUR 6 000
- 7) Follow-up audit in case of procedure as per item 1) and 2) of the price list: EUR 1 500
- 8) Follow-up audit in case of procedure as per item 3) of the price list: EUR 1 250
- 9) Follow-up audit in case of procedure as per item 4) of the price list: EUR 2 250
- 10) Follow-up audit in case of procedure as per item 5) of the price list: EUR 2 400
- 11) Follow-up audit in case of procedure as per item 6) of the price list: EUR 3 000

Costs of business trips (maximum of two auditors) charged to the Applicant according to the rules specified in separate regulations concerning the rules of payment of allowances and other fees for business trips are added to items 1) - 11) of the Price List.

In the case of items 1) - 6) of the Price List an initial fee of EUR 1,000 is charged, which is deducted in the case of the issuance of the Qualification Certificate and is non-refundable in the case of the refusal to issue the Qualification Certificate.