

APPLICATION for approval as an external expert for DIN CERTCO

DIN CERTCO Gesellschaft für
Konformitätsbewertung mbH
Alboinstraße 56
12103 BERLIN
GERMANY

- First Approval
- Renewal
- Extension/amendment to scope of approval

Existing registration number:
(in the case of applications for renewal, upgrade/amendment)

The person named below requests recognition as:

- Expert Auditor Inspector Assessor

Issue of optional documents:

- Approval letter German English
 as digital version as paper version

1 General

1.1 Applicant

Name: _____

Date of birth: _____

Tax identification number: _____

1.2 Address

Street/PO box: _____

Postcode/city: _____

Telephone: _____

Telefax: _____

E-mail/website: _____

1.3 Details about the client/invoice recipient (where relevant)

Name: _____

Street/PO box: _____

Postcode/city: _____

Website: _____

Tax identification number/VAT No.: _____

1.4 Precise description of the field of testing/inspection for which recognition will be applied:

1.5 What steps are taken to ensure that the expert/auditor/inspector/assessor is kept up-to-date with the latest technical developments through training and information?

1.6 What steps are taken to ensure that the expert/auditor/inspector/assessor is not influenced by any commercial, financial or other influences which may compromise his technical judgment and that investigation and test results are not influenced in any way by external personnel or organizations?

1.7 What steps are taken to ensure that the expert/auditor/inspector/assessor does not engage in activities which may jeopardize confidence in the independence of his assessment and integrity as far as his assessment activities are concerned?

1.8 Which aspects of auditing/assessment are subcontracted?

1.9 If so, what steps are taken to ensure the technical competence and integrity of the subcontractor?

1.10 Details of other additional activities:

We confirm that we received the following documents and we acknowledge these without reservation:

- If possible the respective schedule of fees in their current version
- [Standard Fee Unit of DIN CERTCO](#)
- [the general terms and conditions of DIN CERTCO](#)
- [Testing, Registration and Certification Regulations DIN CERTCO](#)
- Terms of Recognition and Assignment for External Experts

All personal data is saved and processed in automated procedures according to Art. 6 GDPR (General Data Protection Regulation). The right to use this data for the purpose of advertising or market and opinion research can be revoked at any time.

Documents to enclose:

Please refer to the last page of the leaflet for information about requirements for external experts and documentation to be submitted.

Place, date

Company stamp, legally binding signature

Leaflet: Information about requirements for external experts and documentation to be submitted

We would prefer to receive the necessary documentation electronically.

The term 'external experts' encompasses inspectors, auditors, consultants, assessors, and they are referred to below by the standard term 'external experts' (see figure 1).

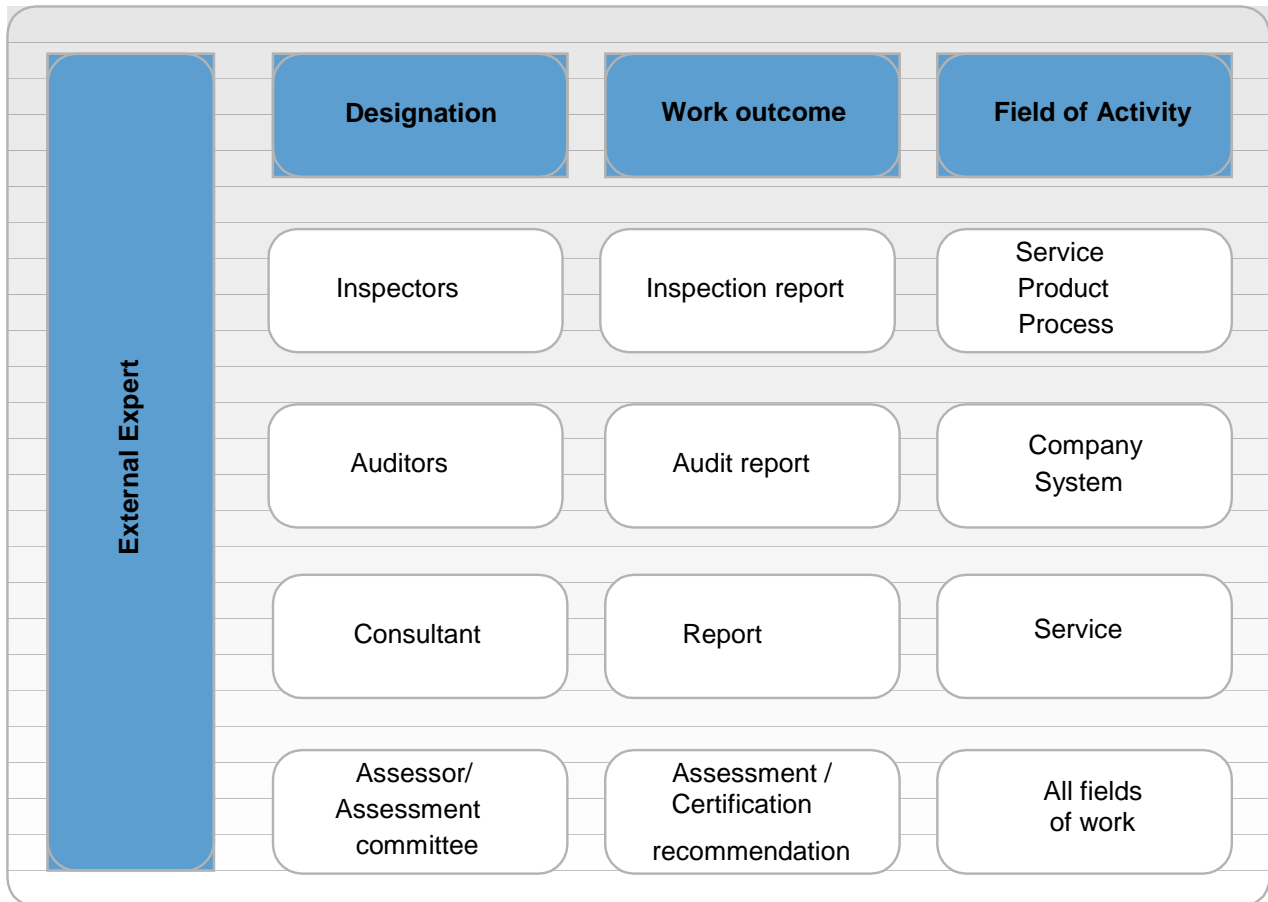


Figure 1 External experts

Basic requirements for external experts:

The following apply to all external experts:

- They must have successfully completed a course of study in an area of science or a training course/qualification deemed reasonable for their planned work at DIN CERTCO
- They must have product-specific and production engineering expertise and experience in the relevant area of recognition
- They must be familiar with the specific standards and relevant certification documentation, as well as the certification process
- Professional training in the area of operation (for example, be members of the standards committee or engage in scientific research activities, etc.)
- They must regularly participate in DIN CERTCO groups where experience is exchanged; where relevant, they must have a command of foreign languages;

Additional requirements for the different experts:

No.	External experts	Additional qualification requirements
1	Inspector	<ul style="list-style-type: none"> – Experience in conducting and documenting audits or inspections – Experience and expertise in the ISO 9000 and/or DIN EN ISO 19011 series of standards – Good rhetorical skills – Assertiveness – Continuous training by regularly conducting a number of factory inspections every year
2	Auditor	<ul style="list-style-type: none"> – Qualification in the ISO 9000 and/or DIN EN ISO 19011 series of standards – Experience in conducting and documenting system and process audits – Good rhetorical skills – Assertiveness – Continuous training by regularly conducting a number of factory inspections every year
3	Expert	<ul style="list-style-type: none"> – Periods in preparing expert reports in the relevant areas – Clear and fluent reporting style
4	Assessor/ Assessment committee	<ul style="list-style-type: none"> – Detailed knowledge of standards and general expertise or experience as an auditor, inspector or consultant, depending on the area of recognition

Documents to enclose:

- Completed and signed application for recognition as a DIN CERTCO expert
- Curriculum vitae
- Copy of the professional training qualification certificate
- Qualification records
 - Certificates
 - References
 - Appraisals
- List of relevant inspections and audits conducted
- ISO 9000 and/or DIN EN ISO 19011 certificate