

# **APPLICATION** for approval as an external expert for DIN CERTCO

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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)

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The person named below requests recognition as:

- ☐ Expert      ☐ Auditor      ☐ Inspector      ☐ Assessor

Digital Approval letter in:      ☐ German      ☐ English

## **1 General**

### **1.1 Applicant**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Tax identification number: \_\_\_\_\_

### **1.2 Address**

Company name (when applicable): \_\_\_\_\_

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 Please briefly describe the activity you wish to be recognized for**

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**1.5 How do you ensure to be up-to-date with the latest developments in the respective field?**

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**1.6 In case you are active as a freelancer – please briefly summarize the other services you are offering.**

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**1.7 How do you ensure the impartiality and how do you avoid conflict of interests, that may result from your other services? Please briefly describe.**

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**1.8 How do you ensure not to jeopardize confidence in the independence of your work and integrity?**

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**1.9 Are further subcontractors involved?**

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

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**1.11 Details of other additional activities:**

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I confirm that I received the following documents and I 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

I confirm that once conflicts of interest occur or the impartiality can not be ensured, DIN CERTCO needs to be informed in written immediately and potentially resign from the order.

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.

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Place, date

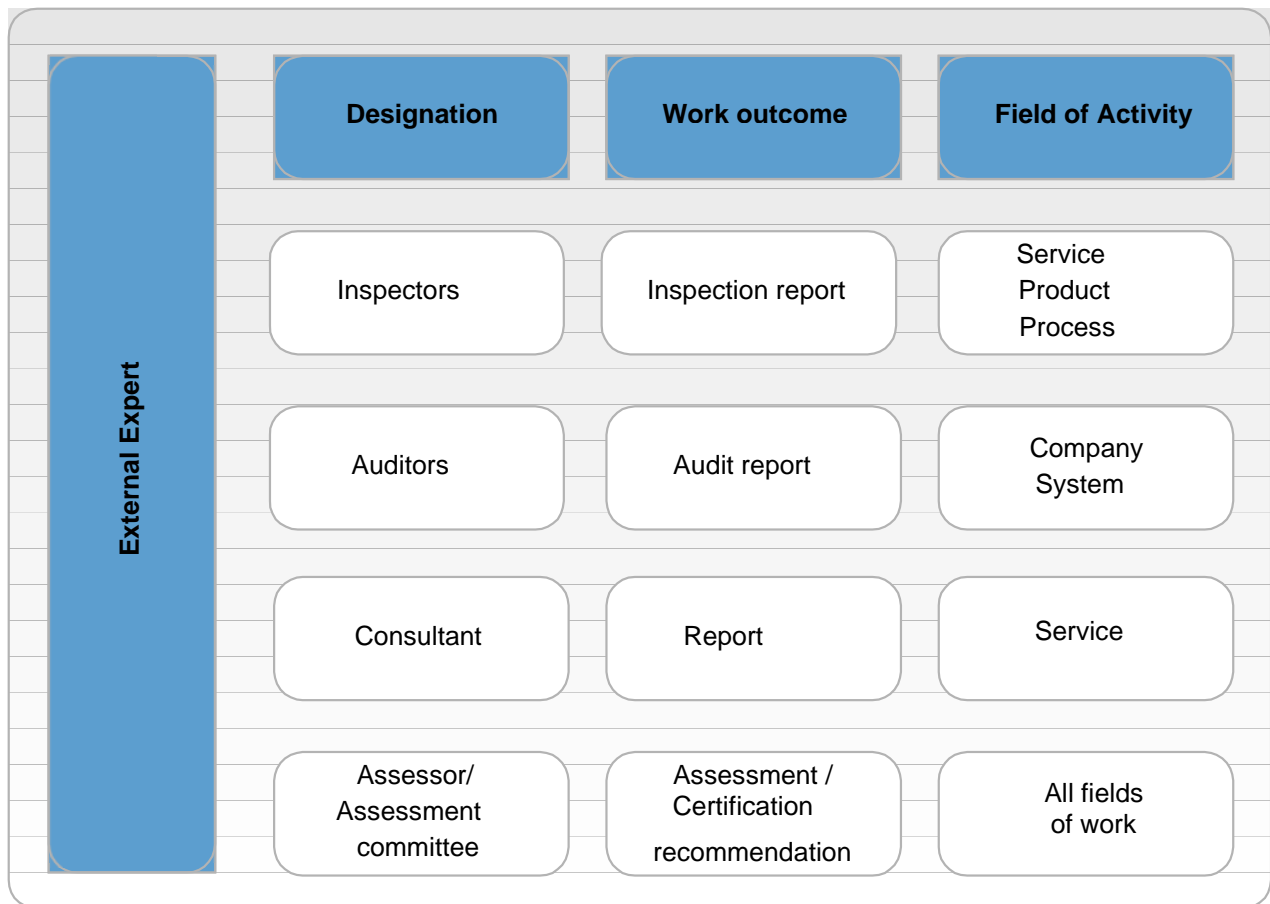
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Company stamp, legally binding signature

## 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 (additional requirements may be defined by individual certification scheme):**

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

**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