APPLICATION FOR EXTENSION OF VALIDITY OF CERTIFICATES

1. CERTIFICATE HOLDER

First name / Last name:		
Date of birth / Place of birth:		
Title / Academic degree:		
Phone:		
Zip, City:		
Street, No.:		

Company:	
Address:	
Phone:	
E-Mail (private or company):	
Homepage:	

2. FEE

The fee for extending the validity of an **quality**austria certificate is EUR 35,–excl. 20% VAT; payable after receipt of invoice.
Participants who attend a required refresher course don't have to pay this fee.

Invoice to:	☐ company	☐ private

3. CERTIFICATE DATA

Certificate title	**Certificate number**	**Valid to**

Customer Service Center: A-4020 Linz, Am Winterhafen 1
Phone: +43 732 34 23 22, Fax: +43 732 34 23 23,
www.qualityaustria.com Email: office@qualityaustria.com

4. PROOF OF PROFESSIONAL EXPERIENCE

The professional experience (e.g. in the field of quality management) must be submitted as evidence of practice (e.g. confirmation by the employer, interim reference letter, self-declaration etc.).

MIND: ***"Confirmation by the employer" is mandatory due to EOQ accreditation (see point 8). This only applies to the certificates "Quality Management Representative, Quality Systems Manager". A „Confirmation by the employer / contractor" is also mandatory for the certificates „Laboratory Quality Manager, Risk Manager", which is required in the „EOQ Registration Scheme".***

Written evidence enclosed:	☐ yes or

Written evidence is stated below:

Date from/to	Responsibility/Area/Project	Company

5. PROOF OF AUDITING EXPERIENCE OR ASSESSMENTS

(only for certificates Auditor, Lead Auditor, Auditor in the field of Automotive, ESG, Internal Auditor Aerospace Industry AS/EN/JISQ 9100, Visitor, Laboratory Assessor)

MIND: ***"Confirmation by the employer" is mandatory due to EOQ accreditation (see point 8). This only applies to the certificates "Auditor/Lead Auditor Quality Management Systems". A „Confirmation by the employer / contractor" is also mandatory for the certificates "Laboratory Assessor" and "Auditor Sustainability and ESG Management", which are required in the respective „EOQ Registration Scheme".***

Evidence of practice (e.g. audit/assessment plans/confirmation of visitations) enclosed:	☐ yes or

Evidence of practice is stated below:

Company / department	Date of audit/ assessment	No. of audit / assessment days total	Number of audit / assessment days (on-site or remote)	Type of audit	Standards/ regulations	Lead
						☐
						☐
						☐
						☐
						☐

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6. REFRESHER COURSES –MUST BE ATTENDED AT LEAST ONCE WITHIN THE PERIOD OF VALIDITY (Please enter the refresher course / seminar attended / you would like to attend)

Also applies as registration!

	Course date/ location/focus *)
Refresher Course for Quality Management Representatives (RQB) Refresher Course for Quality Systems Managers and Auditors, in general or with focus*) (RQA) Refresher Course for Sustainability and ESG Manager (RESG), One seminar day in the field of Sustainability and ESG Management (ESG)	
Refresher course for Integrated Management System (RIMS)	
Quality management in the medical laboratory ISO 15189:2022 (QMML)	
Refresher course for Corporate Quality Assessors (Excellence) and Committed to Excellence Validators as well as for Quality Systems Managers and Auditors (RAV, RQA-AV)	
Refresher Course for Laboratory Quality Managers and Laboratory Assessors (RLQMAT)	
Courses for Safety Management System Experts or Railway Maintenance Management System Experts (ESE/ECM), Innovation and problem-solving Coaches in Quality Management (QMI), Quality 4.0 Professional (DGQ4)	
Six Sigma (SIXGB, SIXBB), Risk Management (RM), Risk Management with focus in Healthcare (RMGW, RAGW), Business Continuity Management (BCMM), Sustainability and ESG Management (CSR), Process Management (PROM), Course Series: Energy Management Representative incl. Examination (UMEBP), Waste Management Representative incl. Examination (UMBA), Course Series: Circular Globe Transformation Coach incl. Examination (CGF)	
Two course days from Environmental Management (UM), Food Safety (LM), Corporate Quality (Excellence) or Medical Devices (MP), Participation in a training from the course Statistics for Economy, Industry and Technology (ST)	
Participation in two or four seminars from the Online Seminar Series Upgrade Training Digitization – Trends & Practice Check (DTPC); Two course days from the Course Series Accessibility and Diversity Management (DA)	
Refresher Course for Quality Managers and Auditors in the field of Automotive (RQA-A), Two course days / seminar days in the field of Automotive (AQM), Refresher Course for Internal Auditors Aerospace (RIAL),	
Refresher Course for Quality Experts in the Railway Industry according to IRIS (RIR)	
Refresher Course for Process Managers (RPROM), Refresher course Risk Management (RRM), Refresher course Risk Management in Healthcare (RRMGW)	
Seminar for Project, Process, Hygiene Managers, Auditing in Practice (PAER), The new ISO 19011 (IMA), Internal Integrated System Audits (IISA), Clinical Risk Management (KRMGW), Risk Management for Executive Personnel in Healthcare (RMFGW), Crisis Management in the Healthcare Sector (KMGW), QM-Workshops (QM-DS, QM-KVP, QM-AQ), Prevention of corruption through ISO 37001 (SKP), Compliance Management – Legal certainty as a guarantee for long-term business success (RCAD)	
Fresh-up for Visitors (dates can be requested at KTQ), Refresher Course for Education Managers (dates can be requires at Bifeb)	

*) Thematic focus can be freely selected: Food (RQA-L), Healthcare (RQA-GW), Medical Devices (RQA-MP), Automotive (RQA-A)

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7. COMPLAINTS

Any complaints against you as a certificate holder must be reported by immediate written notice to Quality Austria (see "Additional requirements for certificate holders" at www.qualityaustria.com/agb "GTCs for Personnel Certification and Education and Training").

Complaints:	☐ yes	☐ no	☐ not known

Written complaint enclosed:	☐ yes

Place/Date

Signature (Certificate holder)

The certificate holder assures with his/her signature that any data/information provided in this application is correct and s/he agrees to submit any proof when requested by Quality Austria. Furthermore, the certificate holder confirms that s/he has read and duly noted the "Additional requirements for certificate holders" at www.qualityaustria.com/agb " GTCs for Personnel Certification and Education and Training" as amended from time to time, as well as the "EOQ Code of professional conduct" (only applicable for certificates "Quality Management Representative, Quality Systems Manager, Auditor / Lead Auditor Quality Management Systems, Laboratory Quality Manager / Laboratory Assessor, Risk Manager, Auditor Sustainability and ESG Management"). The certificate holder also declares his/her consent that the data provided will be electronically processed and stored under consideration of the requirements stated in the Data Protection Act. This consent may be revoked any time.

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8. ANNEX – CONFIRMATION BY THE EMPLOYER / CONTRACTOR

COMPANY DATA

Company name:	
Street:	
ZIP/City:	
Contact person: (Line manager or head of HR; other than certificate holder)	
Phone:	
E-Mail:	

PERSONAL DATA OF THE CERTIFICATE HOLDER

Name:	
Place and date of birth:	
Certificate title **or** certificate number:	

PROFESSIONAL PRACTICE REQUIRED FOR THE CERTIFICATES "QUALITY MANAGEMENT REPRESENTATIVE", "QUALITY SYSTEMS MANAGER", "LABORATORY QUALITY MANAGER", "RISK MANAGER"

Date from / to	Occupation/Area/Projects

AUDIT PRACTICE REQUIRED FOR THE CERTIFICATES "AUDITOR/LEAD AUDITOR QUALITY MANAGEMENT SYSTEMS, LABORATORY ASSESSOR, AUDITOR SUSTAINABILITY AND ESG MANAGEMENT"

Company / Department	Date of audit	Number of audit days in total	Number of audit days (on-site or remote)	Type of audit	Standards/ Regulations	Lead Auditor
						☐
						☐
						☐
						☐
						☐

We hereby confirm that the details given are correct and agree to provide further information, if requested.

Place/Date

Corporate Signature
(Stamp and signature of the contact person)

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EOQ-CODE OF PROFESSIONAL CONDUCT

General professionalism

- EOQ Quality Auditors/Assessors/Representatives/Managers shall apply their professional skill and judgement to the best of their ability at all times, legally and with honesty and integrity, holding the valid interest of parties to whom they are contracted, whether employers, clients or customers, above personal considerations.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall take all reasonable steps to develop their own professional competence and maintain themselves abreast of current thinking and developments in their professional field.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall lay claim only to such memberships and qualifications as are valid at the time.

Responsibilities to the general public

- EOQ Quality Auditors/Assessors/Representatives/Managers shall take all reasonable precautions to safeguard the public interest.

Responsibilities to the profession

- EOQ Quality Auditors/Assessors/Representatives/ Managers shall act at all times so as to maintain the dignity and reputation of their profession. All advertising shall be decent, legal, honest and factual and shall not make comparisons with other professional services.

Responsibilities to clients, customers and employers

- EOQ Quality Auditors/Assessors/Representatives/Managers shall avoid professional employment or assignments which may give rise to conflict of interest without prior written notification of and agreement by all parties to the potential conflict.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall not knowingly undertake work for which they do not have sufficient and appropriate competence or authority.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall maintain strict confidentiality with regard to information acquired in the course of their professional work, unless disclosure either is with the consent of the employer/client from whom the information was acquired or is required by law.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall avoid any improper use for their own advantage, or that of a third party, of information acquired in the course of professional work.
- EOQ Quality Auditors/Assessors/Representatives/Manager shall not take unfair advantage of an employer's or client's lack of knowledge or expertise.
- EOQ Quality Auditors/Assessors/Representatives/Managers at all times shall give advice to clients and employers that is professionally objective, relevant and timely, along with any pertinent caveats, reservations or cautionary observations.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall behave at all times with the utmost financial probity, ensuring that, insofar as is possible, contracts and financial arrangements are unambiguous and protect the valid interests of the all parties concerned.

Responsibilities to subordinates

- EOQ Quality Auditors/Assessors/Representatives/Managers shall maintain adequate supervision over persons working under their professional authority or supervision and shall encourage them to develop their professional competence.

Responsibilities to fellow Auditors

- EOQ Quality Auditors/Assessors/Representatives/Managers shall take care not to publish or otherwise communicate unjustified and unreasonable criticism of another member’s professional work.
- An EOQ Quality Auditor/Assessor/Representative/Manager shall not knowingly place a fellow Auditor/Assessor/Representative/Manager in a position in which he or she may unwittingly breach any part of this Code of Professional Conduct.

Explanation

I have read the above EOQ Code of Professional Conduct and hereby declare that I will entirely abide by its clauses.

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