

### **Preliminary remarks**

Please submit the following documents for each candidate:

- this filled in application form
- a copy of your certificate of qualification of the training "VDA 6.3 – Qualification as Process Auditor (2016)"
- proof of completion of a three-day auditor qualification course based on DIN EN ISO 19011 or a qualification for VDA Quality Manager and Internal Auditor
- proof of knowledge of the Automotive Core Tools
- proof of a least five years of full-time professional experience at the production company, at least two years in quality management (personal data sheet). Company apprenticeships can be taken into account for candidates with three years or more of professional experience
- a digital passport photo of the applicant for the auditor card

Company apprenticeships are counted toward the candidate's professional experience at a rate of 50%, and only for candidates who have completed a dual course of apprenticeship/study in a technical profession at the production company.

Company internships, time as a student trainee, etc. during the course of academic Bachelor's or Master's study programs cannot be counted toward a candidate's professional experience.

All documents shall be submitted in English or German language.

The complete application shall be submitted by post or by e-mail to:

**Postal address:**

ÖQA Zertifizierungs-GmbH  
attn. Mrs. Mag. Silvia Siegel  
Gonzagagasse 1/27  
1010 Vienna  
Austria

**e-mail:**

[silvia.siegel@qualityaustria.com](mailto:silvia.siegel@qualityaustria.com)

Please follow all current provisions and important information with regard to the application communicated to you previously!

As soon as the candidate is admitted to the examination, a confirmation will be sent. Please do not make any travel arrangements before having received your confirmation.

Valid to the general terms and conditions of ÖQA Zertifizierungs-GmbH in connection with personnel certification, education and training. The actual version of GTC are on the website [www.qualityaustria.com/oeqa\\_vda\\_training](http://www.qualityaustria.com/oeqa_vda_training), [www.austriaguetezeichen.at](http://www.austriaguetezeichen.at)

Erstellt am 02.02.2021 Christina Mahr	Geprüft am 02.02.2021 Christina Mahr	Freigegeben am 08.02.2021 Martina Winter
Dateiname: FO-05-001 ID353_Application_process-auditor_examination VDA 6.3_EN_2016_V06		
ÖQA Zertifizierungs-GmbH, A-1010 Wien, Gonzagagasse 1/27 <a href="mailto:oeqa@qualityaustria.com">oeqa@qualityaustria.com</a> ; <a href="http://www.qualityaustria.com">www.qualityaustria.com</a> ; <a href="http://www.austriaguetezeichen.at">www.austriaguetezeichen.at</a>		Papierausdrucke unterliegen nicht dem Änderungsdienst Seite 1 von 3

**Application for admission for certified process auditors VDA 6.3**

Title, first name of the applicant: \_\_\_\_\_

Last name of the applicant: \_\_\_\_\_

Date of birth (dd.mm.yyyy): \_\_\_\_\_

Applicant's actual company address:

Company name: \_\_\_\_\_

Department: \_\_\_\_\_

Street: \_\_\_\_\_

Zip Code, City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of exam:

Please indicate below the dates of your choice you will find on our website [www.qualityaustria.com/oeqa\\_vda\\_training](http://www.qualityaustria.com/oeqa_vda_training). If possible, we will assign you accordingly. However, you are not entitled to it.

**1<sup>st</sup> choice:**        \_\_\_ / \_\_\_ / \_\_\_\_\_

**2<sup>nd</sup> choice:**        \_\_\_ / \_\_\_ / \_\_\_\_\_

**3<sup>rd</sup> choice:**        \_\_\_ / \_\_\_ / \_\_\_\_\_

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(Please cross applicable box; enclose proofs, signature: applicant)

**1. Proof of training VDA 6.3**

- a copy of your certificate of qualification of the training "VDA 6.3 – Qualification as Process Auditor (2016)"

**2. Qualification requirements**

- Proof of completion of a three-day auditor qualification course based on DIN EN ISO 19011 or a qualification for VDA Quality Manager and Internal Auditor  
**and**
- Proof of knowledge of the Automotive Core Tools

The training "Automotive Core Tools for System and Process Auditors" (ID 417) and the VDA qualification "Automotive Core Tools Professional" (ID 415 and 416 and possibly 450) are recognized. Alternatively, evidence of a minimum two-day training about Automotive Core Tools by another training provider as well as the passing of an Automotive Core Tools online quiz is required. If the quiz is not passed, the "Automotive Core Tools for System and Process Auditors" course (ID 417) must be completed.

**3. Working experience**

- Proof of at least five (5) years industrial experience including at least two (2) years in quality management

**4. Further documents**

- Digital passport photo of the applicant for the auditor card

Herewith I confirm that the statements made in this application and in the documents submitted are true:

Date and signature  
of applicant:

\_\_\_\_\_

To be filled in by the training organisation:

<b>The applicant is admitted:</b>		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
The following missing or incomplete documents must be submitted as quickly as possible:			
Date:	Application checked by:		
	Signature:		

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