

## APPLICATION FOR CERTIFICATION LABORATORY QUALITY MANAGER AND LABORATORY QUALITY ASSESSOR

For participation in the certification examination pre-conditions are defined in the certification program. We kindly ask you to specify the relevant qualifications and add the respective documentation to this application form as a copy.

Please return the completed application by mail, fax or e-mail to:

Quality Austria  
Trainings, Zertifizierungs und Begutachtungs GmbH  
Attn. Ms. Viktoria Kramer  
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A-4020 Linz  
Fax: +43 732 34 23 23  
Phone: +43 732 34 23 22-31  
[viktoria.kramer@qualityaustria.com](mailto:viktoria.kramer@qualityaustria.com)

### 1. NAME, E-MAIL-ADRESS

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Family name:

First name:

Title:

E-mail:

### 2. INTENDED CERTIFICATE

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<b>Laboratory Quality Manager</b>	<input type="checkbox"/>
<b>Laboratory Assessor</b>	<input type="checkbox"/>

### 3. SPECIFIC TRAINING AND EXAMINATION

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	<b>Request</b>	<b>Date of training and exam</b>
<input type="checkbox"/>	Participation in the Quality Training „Laboratory Quality Manager and Laboratory Assessor“	
<input type="checkbox"/>	<b>Recognition of an equivalent training</b>	

#### 4. PRE-REQUISITS

	<b>Laboratory Quality Manager</b>	<b>Attached evidence</b>	<b>Checkmark QA</b>
<b>Basic Education</b>	University or higher technical degree or equivalent in a relevant scientific or technological discipline		
<b>Workplace experience</b>	In the specific field of quality management or quality assurance (minimum period of two (2) years, in a laboratory and/or technical fields including at least 1 year in the field of quality control, quality assurance or quality management)		

	<b>Laboratory Assessor</b>	<b>Attached evidence</b>	<b>Checkmark QA</b>
<b>Basic Education</b>	University or higher technical degree or equivalent in a relevant scientific or technological discipline		
<b>Work place experience</b>	In the specific field of quality management or quality assurance (minimum period of two (2) years, in a laboratory and/or technical fields including at least 1 year in the field of quality control, quality assurance or quality management)		
<b>Audit experience</b>	The performance of audit activities of at least four (4) complete internal, 2nd- or 3d-party quality management system audits or business process audits, comprising not less than 20 audit days (minimum 12 days on site) within the last 3 years based on the standard requirements ISO 9001, ISO/IEC 17025, or ISO 15189 prior to the certification. Alternatively, evaluation by a designated peer is acceptable. This shall include at least 2 days of on-site witnessing, where the candidate is acting as lead auditor. The audit documentation prepared by the candidate shall be evaluated by the peer.		

I confirm the correctness of all information provided. Copies of evidence are enclosed with this application.

Furthermore, I confirm that I have read the EOQ-Code of Professional Conduct and hereby declare that I will comply with its provisions.

**Place**

**Date**

**Signature**

## 5. CONFIRMATION BY THE EMPLOYER / CONTRACTEE

### COMPANY DATA

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

### PERSONAL DATA OF THE CERTIFICATE HOLDER

<b>Name:</b>	
<b>Place and date of birth:</b>	
Certificate name:	

### PROFESSIONAL PRACTICE REQUIRED FOR THE CERTIFICATES "QUALITY MANAGEMENT REPRESENTATIVE", "QUALITY SYSTEMS MANAGER", "AUDITOR/LEAD AUDITOR QUALITY MANAGEMENT SYSTEMS", "LABORATORY QUALITY MANAGER", "LABORATORY ASSESSOR"

Date from - to	Occupation/Area/Projects

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

Company/Area	Audit date	Number of audit days in total	Number of audit days on site	Type of audit	Standards/Regulations	Lead Auditor
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

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

Place/Date

Corporate Signature

## 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.