

Preliminary remarks

Please submit the following documents for each candidate:

- this completely filled in application form
- a copy of your certificate or your auditor card
- proof of auditing experience (see table)
- proof of knowledge of the Automotive Core Tools
- digital passport photo of the applicant for the auditor card

All documents shall be submitted in English or German language.

The administrative fee amounts to 200 EUR exclusive of VAT and includes the review of application, issue and sending of a new VDA certificate, a new auditor card as well as the VDA database entry.

The complete application shall be submitted by post or by mail to your training office.

Postal address:

e-mail:

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

oeqa@qualityaustria.com

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

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.

Erstellt Silvia Siegel	Geprüft Christina Mahr	Freigegeben am 20.12.2019 Judith Winter
Dateiname: FO-05-003 ID340_Extension VDA certificate Certified_Process-auditor_VDA 6.3_EN_2016_V04		
ÖQA Zertifizierungs-GmbH, A-1010 Wien, Gonzagagasse 1/27 oeqa@qualityaustria.com ; www.qualityaustria.com		Papierausdrucke unterliegen nicht dem Änderungsdienst Seite 1 von 4



Erfolg mit Qualität

ID 340

Application for the maintenance (extension) of the qualification as certified process auditors to VDA 6.3

Application for extension 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: _____

Alternative billing address:

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.

Erstellt Silvia Siegel	Geprüft Christina Mahr	Freigegeben am 20.12.2019 Judith Winter
Dateiname: FO-05-003 ID340_Extension VDA certificate Certified_Process-auditor_VDA 6.3_EN_2016_V04		
ÖQA Zertifizierungs-GmbH, A-1010 Wien, Gonzagagasse 1/27 oeqa@qualityaustria.com ; www.qualityaustria.com		Papierausdrucke unterliegen nicht dem Änderungsdienst Seite 2 von 4

Erfolg mit Qualität

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

1. Proof of the validity period

- Copy of the current certificate
- Copy of the current auditor card

2. Proof of auditing experience*

- At least 5 (five) process audits and/or potential analysis (with in total at least 10 audit days) as responsible auditor in the period of validity of the qualification. Internal as well as external process audits are accepted.

Please enter the conducted audits in the list on page 4 and have this confirmed with the signature of the QM manager or managing director.

* If evidence of the required audit experience cannot be provided, the qualification can be extended only by attendance at a "VDA 6.3 – Workshop for certified process auditors" (ID 341):

- Certificate of attendance of "VDA 6.3 – Workshop for certified process auditors" (ID 341)

3. Proof of knowledge of the Automotive Core Tools

- Certificate of qualification of "Automotive Core Tools for System and Process Auditors" (ID 417)

or

- Certificate of attendance / certificate of VDA qualification "Automotive Core Tools Professional" (ID 415, 416 and possibly ID 450)

or

- Proof of passed Online Quiz "Automotive Core Tools"***

*** If the quiz is not passed, the training "Automotive Core Tools for System and Process Auditors" (ID 417) must be completed.

I herewith confirm that the information given is correct.

Date, name and signature of the applicant

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.

Erstellt Silvia Siegel	Geprüft Christina Mahr	Freigegeben am 20.12.2019 Judith Winter
Dateiname: FO-05-003 ID340_Extension VDA certificate Certified_Process-auditor_VDA 6.3_EN_2016_V04		
ÖQA Zertifizierungs-GmbH, A-1010 Wien, Gonzagagasse 1/27 oeqa@qualityaustria.com ; www.qualityaustria.com		Papierausdrucke unterliegen nicht dem Änderungsdienst Seite 3 von 4

Erfolg mit Qualität

Re Section 2: Proof of audit experience

Please enter the conducted process audits and/or potential analysis in the following table (at least 5 audits with in total at least 10 audit days in the period of validity of the qualification):

Audit date	Number of audit days	Audited organisation	Audited process(es)	Type of audit	
				process audit	potential analysis

We herewith confirm the accuracy of the information given in section 2.

Company Stamp

Date, name and signature managing director or QM manager

To be filled in by the training organisation:

Extension approved:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
The following documents are missing / incomplete and must be provided in full:			
Date:		Application checked by:	
		Signature:	

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.