



## OIML CERTIFICATION SYSTEM (OIML-CS)

### Management System Expert Application Form

#### 1. Scope:

*Please select the scope for which you are applying.*

Management System Expert (team leader) for peer assessments of:

OIML Issuing Authorities (ISO/IEC 17020)

OIML Issuing Authorities (ISO/IEC 17065)

Test Laboratories (ISO/IEC 17025)

#### 2. Personal Details:

Surname:	
First Name:	
Date of Birth:	
Nationality:	
Job Title:	
Company:	
Company Address:	
Phone Number:	
E-mail:	

#### 3. Current Responsibilities and General Work Experience:

Please provide information on your current responsibilities and general work experience:

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**4. Management Systems Experience**

**4.1** Do you perform assessments/audits according to ISO/IEC 17020?

Yes

No

If the answer is “Yes”, please indicate in which category of Experts you belong:

Management Systems Expert (Team Leader/Lead Assessor)

Metrological/Technical Expert

Please provide relevant details, e.g. areas of competence that you are able to audit or assess, qualifications, number of audits/assessments, and time period.

**4.2** Do you perform assessments/audits according to ISO/IEC 17025?

Yes

No

If the answer is “Yes”, please indicate in which category of Experts you belong:

Management Systems Expert (Team Leader/Lead Assessor)

Metrological/Technical Expert

Please provide relevant details, e.g. areas of competence that you are able to audit or assess, qualifications, number of audits/assessments, and time period.

4.3 Do you perform assessments/audits according to ISO/IEC 17065?

Yes

No

If the answer is "Yes", please indicate in which category of Experts you belong:

Management Systems Expert (Team Leader/Lead Assessor)

Metrological/Technical Expert

Please provide relevant details, e.g. areas of competence (including product certification scheme(s)), qualifications, number of audits/assessments, and time period.

4.4 Do you perform assessments/audits for an Accreditation Body?

Yes

No

If the answer is "Yes", please indicate:

The name of the Accreditation Body:

The relevant standards(s):

ISO/IEC 17020 - Inspection Bodies

ISO/IEC 17021 - Certification of Management Systems

ISO/IEC 17025 - Calibration and Testing Laboratories

ISO/IEC 17065 - Product Certification

Other (please specify):

## 5. Legal Metrology Experience

Please provide information on your legal metrology experience, including knowledge of the OIML Certification System (OIML-CS), OIML D 30, OIML D 32 and OIML D 37:

## 6. Other knowledge and skills

*Please describe your knowledge and skills in relation to the following.*

6.1 Communication skills (appropriate to interact with all levels within an OIML Issuing Authority or Test Laboratory):

6.2 Opening and closing meeting skills

6.3 Interviewing skills

6.4 Note-taking and report-writing skills:

## 7. Additional Information

7.1 Is there any country to which you are unable to travel?

Yes

No

If the answer is "Yes", please indicate which one(s):

7.2 Language skills (competence on a scale 1 – 5, where 1 = excellent and 5 = basic):

Language	Spoken	Written	Reading

**8. Declaration**

8.1 I declare that the information provided is true, complete and accurate.

Name	Date	Signature

***End of Application Form***

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***For use by the Executive Secretary only***

**Executive Secretary Review:**

<b>Process stage</b>	<b>Information</b>	<b>Comments</b>
Date application received:		
Date of application review:		
All relevant information provided:		
CV provided:		
Application accepted:		
Date sent to Review Committee:		

**Review Committee:**

<b>Process stage</b>	<b>Information</b>	<b>Comments</b>
Date of review:		
Recommendation to approve expert:		
Date sent to Management Committee:		

**Management Committee Approval:**

<b>Process stage</b>	<b>Information</b>	<b>Comments</b>
Date of review:		
Approve expert:		
Date expert notified:		
Date expert added to list:		

**For use by the Review Committee only**

Requirement	Yes/No	Comments
Management Systems experience		
17020 audits/assessments:		
17025 audits/assessments:		
17065 audits/assessments:		
Relevant AB experience:		
Evidence of qualifications:		
Evidence of competence:		
Legal Metrology experience		
Relevant responsibilities and experience:		
Evidence of knowledge of OIML-CS:		
Evidence of knowledge of D 30/D 32/D 37:		
Other knowledge and skills		
Communication skills:		
Opening and closing meeting skills:		
Interviewing skills:		
Note-taking and report-writing skills:		
Other		
Any limitations?		

**Recommendation on the approval of the Management System Expert:**

Yes

No

Comments:

Review Committee Chairperson

Signature:

Date: