|  |
| --- |
| 1. **Personal data**
 |
| Surname: |        | Title: |        |
| Forename(s):  |        | Date of birth: |       |
|  |
| **Contractual partners[[1]](#footnote-1)** |
| **Framework agreement** should be concluded between DAkkS and |
| 1. [ ]  my person *or* my own company
 |
| 1. [ ]  my employer
 |
|  |
| **Contact address or address of my own company** |
| Company name:(if necessary) |       |
| Street / No.: |       | Country |       |
| Post code / location |       | Phone (incl. prefix): |       |
| E-Mail: |       | Mobile phone: |       |
|  |
| **Employer** |
| Company / authority |       |
| Street / No.: |       | Phone (incl. prefix): |       |
| Post code / location |       | Country |       |
| E-Mail: |       | Mobile phone: |       |
|  |
| **Invoice address** |
| Company / authority: |       |
| Street / No.: |       |
| Post code / location |       |
| E-Mail: |       |
| Information required for invoicing: |
| Account owner: |       |
| IBAN: |       | BIC: |       |
| Other data |       |

|  |
| --- |
| 1. **Education**[[2]](#footnote-2)
 |
| Technical school[[3]](#footnote-3): |       | Profession: |       |
| Technical college3: |       | Specialised education (Please indicate field of study): |
| College3: |       |       |
| University3: |       |

| **Language skills** |
| --- |
| Language | School knowledge | Simple conversation | Good command of spoken and written language |
| German | **[ ]**  | **[ ]**  | **[ ]**  |
| English | **[ ]**  | **[ ]**  | **[ ]**  |
| French | **[ ]**  | **[ ]**  | **[ ]**  |
| Spanish | **[ ]**  | **[ ]**  | **[ ]**  |
| Portuguese | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  |

| 1. **Committee work**
 |
| --- |
| **In which standardisation and technical committees, working groups, or the like, have you participated in the last 5 years?** |
| Name | Period |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

| 1. **Quality management[[4]](#footnote-4)**
 |
| --- |
| **What training in relation to quality management systems do you have (e.g. Q-Manager, Auditor)?** |
| Graduated as: | Institution/organisation | Date |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|  |
| **What practical experience is available in the field of quality management?** |
| Function Period | Field of activity | Period |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **Have you participated in courses according to the DAkkS framework program for the training of assessors in the accreditation process?4** |
| Module | Accreditation activity | Date |
| [ ]  Basic training course |       |       |
| [ ]  Advanced training Level 3 |       |       |
| [ ]  Exchange of experience level 4/5 |       |       |
|       |       |       |

| 1. **Assignment[[5]](#footnote-5)**
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| --- |
| **Which assessor status do you apply for?** |
| [ ]  Technical assessor | **[ ]**  System assessor[[6]](#footnote-6) | **[ ]**  Technical expert |
|  |
| **Which accreditation activities as technical assessor/system assessor/technical expert do you apply for?** |
| Type of laboratory[ ]  Testing laboratoryaccording to DIN EN ISO/IEC 17025[ ]  Calibration laboratoryaccording to DIN EN ISO/IEC 17025[ ]  Medical laboratoryaccording to DIN EN ISO 15189[ ]  Medical laboratory with POCTaccording to DIN EN ISO 22870 with DIN EN ISO 15189[ ]  Reference measurement laboratory (Calibration laboratory)according to DIN EN ISO 15195 with DIN EN ISO/IEC 17025 | Certification body in the field of[ ]  Management systemsaccording to DIN EN ISO/IEC 17021-1[ ]  Personsaccording to DIN EN ISO/IEC 17024[ ]  Products, processes and servicesaccording to DIN EN ISO/IEC 17065 | [ ]  Inspection body according to DIN EN ISO/IEC 17020 |
| [ ]  Providers of proficiency testing(Providers of interlaboratory comparisons) according to DIN EN ISO/IEC 17043 |
| [ ]  Greenhouse gas validation and verification bodies according to DIN EN ISO/IEC 17029 with DIN EN ISO 14065 | [ ]  Producers of reference materialsaccording to DIN EN ISO/IEC 17034 |
| [ ]  Biobank according to DIN EN ISO 20387 |
|  |
| **Were you / are you active as technical assessor/system assessor/technical expert for other bodies?** |
| **[ ]**  **Yes** | **[ ]**  **No** |
| Description of the body | Number of assessments carried out during the last three years |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| **Which technical fields and areas as technical assessor/technical expert do you apply for?****For concretization, we require the corresponding questionnaires on the scope of designation in the respective** **subject areas - see DAkkS website** [**https://www.dakks.de/de/fachspezifische-frageboegen.html**](https://www.dakks.de/de/fachspezifische-frageboegen.html) |
| **Division 1** | **Division 2** |
| **[ ]  Dept. 1.1 Dimensional and Electrical Quantities | High Frequency and Radiation Quantities****[ ]  Dept. 1.2 Mechanical, Thermodynamic, Chemical and Medical Quantities | Measuring Instruments****[ ]  Dept. 1.3 Construction and Construction Products | Fire Protection | Mining****[ ]  Dept. 1.4 Transport | Logistics | New Mobility | Fuels****[ ]  Dept. 1.5 Automobiles | Homologation and Vehicle Monitoring****[ ]  Dept. 1.6 Energy and Emission Trading****[ ]  Dept. 1.7 Information Technology and Cybersecurity** | **[ ]  Dept. 2.1 Installation and Machinery Safety | Precision Engineering | Optics | Explosion Protection****[ ]  Dept. 2.2 Electrical Engineering | Telecommunication | EMC | Active Medical Devices****[ ]  Dept. 2.3 Material Testing and Materials Technology (destructive testing)****[ ]  Dept. 2.4 Consumer Protection and Product Labelling (Non-Food)****[ ]  Dept. 2.5 Material Testing and Materials Technology (non-destructive testing)** |
| **Division 3** | **Division 4** |
| **[ ]  Dept. 3.1 Forensics****[ ]  Dept. 3.2 Food and Agriculture | Forestry and Wood | Textile and Clothing Industry****[ ]  Dept. 3.3 Consumer Health Protection | Veterinary Medicine****[ ]  Dept. 3.4 Medicine | Pharmacy | Non Active Medical Devices****[ ]  Dept. 3.5 Medical diagnostics (human genetics, microbiology, virology) | Pathology****[ ]  Dept. 3.6 Certification of Persons and Management systems (cross-sector)****[ ]  Dept. 3.7 Medical diagnostics (Immunology, Clinical Chemistry, POCT, Transfusion Medicine) | Proficiency Testing Provider in Medical Diagnostics** | **[ ]  Dept. 4.1 Chemical Products and Combustibles****[ ]  Dept. 4.2 Water | Drinking Water | Water Supply****[ ]  Dept. 4.3 Environment | Soil | Waste | Recycling | Internal Security | Explosives****[ ]  Dept. 4.4 Immission Control | Radiation Protection****[ ]  Dept. 4.5 Social and Educational System | AZAV (employment promotion) | Occupational Safety | PSE | Due Diligence****[ ]  Dept. 4.6 Financial, Compliance, Competition and Procurement Systems | Data Protection | Health | Trade | Craft** |

**Please attach to the application a current professional career, proof of your educational qualifications,** [**completed list(s) of the scope of designation as a DAkkS technical assessor in technical/subject areas**](https://www.dakks.de/de/fachspezifische-frageboegen.html) **as well as further proof of qualification (including job descriptions, references, publication lists). We are happy to offer you the option of transmitting this data to us in encrypted form. Please contact us.**

With my signature, I confirm the correctness of the specifications in this application and information given in the attached lists for assignment about scope of my professional competence.

**Privacy statement**

For the handling of personal data, the German Accreditation Body GmbH (DAkkS) has taken technical and organizational measures in accordance with Art. 32 DS-GVO in order to ensure that during the processing the subject of the processing of personal data are in particular the following data types / categories:

Datenschutz und die Datensicherheit zu gewährleisten.

* Personal master data (name, address, date of birth, place of birth)
* Communication data (e.g. telephone, e-mail)
* Information on qualification and activity

The categories of data subjects affected by the processing include in particular:

* Assessors (technical and system assessors) and technical experts

The legal basis for the collection, processing, storage and transmission of personal data is as follows
Art. 8 No. 7 to 9; 10 and 14 VO (EG) No. 765/2008 with DIN EN ISO/IEC 17011 and Art. 6 Abs. 1 lit. e) DS-GVO with § 1 Abs. 1 AkkStelleG.

The personal data and business information submitted as part of the application process are collected, processed and stored to the extent necessary for processing the application. In the context of DAkkS evaluations, personal data is made available to members of the EA evaluation team (European co-operation for Accreditation - EA), who are in turn bound to confidentiality.

The personal data and business information shall be retained for at least as long as the status as a technical or system assessor or subject matter expert continues and, in addition, the retention period for proceedings in which that person has participated.

We would like to point out that you are free at any time to lodge a complaint with the supervisory authority regarding the handling of your personal data and that you have a right to information about your personal data at any time. You can also have your data corrected, deleted or restricted at any time. Likewise, you have the right to object to the processing of your personal data and, if applicable, to assert data portability. Please contact our data protection officer for this purpose.

|  |  |  |
| --- | --- | --- |
| Contact: | DatenschutzbeauftragterDeutsche Akkreditierungsstelle GmbH (DAkkS)Spittelmarkt 1010117 Berlin / Germany | Tel.: +49 (0)30 670591-0E-Mail: datenschutz@dakks.de |

### Declaration of confidentiality and independence

With my signature, I confirm that I will maintain confidentiality and independence in the course of my work as a DAkkS observer (i.e. during and after the end of my work as an observer, I will treat all personal and company-related data, in particular company and business secrets, with absolute confidentiality and will not disclose them to any unauthorized person) and that I will inform the DAkkS without delay of any changes that could have an influence on the performance of my work as an observer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |   |  |  |
| Place, Date | Name | Signed Applicant |

1. Contact and invoicing shall take place exclusively via this address including email address. Changes in the address and email details must be reported actively and in good time. [↑](#footnote-ref-1)
2. Copy of certificate of highest level of education [↑](#footnote-ref-2)
3. Name of institution, completion date [↑](#footnote-ref-3)
4. Please attach copies of the certificates/certificates of attendance. [↑](#footnote-ref-4)
5. Where necessary apply for further assignments. [↑](#footnote-ref-5)
6. No supplementary form necessary. [↑](#footnote-ref-6)