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 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:

4. Management Systems Experience

4.1 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.

4.2 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 that you are able to audit or assess, qualifications, number of audits/assessments, and time period.

4.3 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 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 and/or OIML D 32:

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

For use by the Executive Secretary only

Executive Secretary Review:

Process stage	Information	Comments
Date application received:		
Date of application review:		
All relevant information provided:	No	
CV provided:	No	
Application accepted:	No	
Date sent to Review Committee:		

Review Committee:

Process stage	Information	Comments
Date of review:		
Recommendation to approve expert:	No	
Date sent to Management Committee:		

Management Committee Approval:

Process stage	Information	Comments
Date of review:		
Approve expert:	No	
Date expert notified:		
Date expert added to list:		

For use by the Review Committee only

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

Recommendation on the approval of the Management System Expert:

☐ Yes ☐ No

Comments:

Review Committee Chairperson

Signature: Date: