**General information**

Necessary qualifications for quality assessors and junior quality assessors are defined in the procedure “P004 – Authorizing of assessors and technical experts and monitoring of their competences and performances”.

Assessors are registered to the National register of quality and technical assessors for a period of 3 years. Registration is renewable.

The registration of an assessor is valid on decision of the head of OLAS department.

Qualification for ***junior quality assessors*** must include the following criteria:

* a diploma granted by an establishment of higher education,
* 5 years of professional experience, including at least 2 years of activities related to quality management within the last 4 years prior to the application,
* training for assessors on one or more accreditation standards recognised by OLAS.

Qualification for ***quality assessors*** must include the following criteria:

* a diploma granted by an establishment of higher education,
* 5 years of professional experience, including at least 2 years of activities related to quality management within the last 4 years prior to the application,
* at least 4 assessments in the required area of accreditation,
* training for assessors on one or more accreditation standards recognised by OLAS.

# Any assessor with documentation proving their status as a quality or ***technical assessor and has been qualified by an accreditation organization that is an EA member*** (European co-operation for Accreditation) is deemed to hold the required qualifications.

All documents relating to the functioning of OLAS can be found on our home page: [portail-qualité](https://portail-qualite.public.lu/fr/accreditation-notification/accreditation/accreditation-olas.html).lu

The duly completed form must be sent by mail or post to the following address:

**Office Luxembourgeois d'Accréditation et de Surveillance**

**South Lane Tower I**

**1, avenue du Swing**

**L-4367 Belvaux**

**Tél.: (+352) 2477 4360**

**Fax: (+352) 2479 4360**

olas@ilnas.etat.lu

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| Quality / junior quality assessor contact information |
| Name |  |
| Date of birth |  |
| Address |  |
| Office address |  |
| Home phone |  |
| Office phone |  |
| Cellular phone |  |
| Fax |  |
| e-mail |  |

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| Languages fluently spoken in which you are able to carry out an assessment |
| [ ]  French | [ ]  German |
| [ ]  English | [ ]  Other, please specify :  |

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| You want to be registered as |
| [ ]  Quality assessor | [ ]  Junior quality assessor |

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| You want to register for the standard(s): |
| [ ]  ISO/IEC 17025 – Testing ([p. 4](#_Testing)) | [ ]  ISO/IEC 17025 – Calibration ([p. 4](#_Calibration)) | [ ]  ISO 15189 ([p. 4](#_Medical_biology)) |
| [ ]  ISO/IEC 17020 ([p. 5](#_Inspection)) | [ ]  ISO/IEC 17065 ([p. 6](#_Products_certification)) | [ ]  ISO/IEC 17021-1 ([p. 6](#_Management_systems_certification)) |
| [ ]  ISO/IEC 27006 ([p. 7](#_SMQ3)) |  |  |

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| Education and additional training |
| **School, university, institute, body offering continuing education** | **Training, title of the training** | **Diploma** |
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| OLAS qualifications to accreditation standards, another accreditation body signatory of multilateral agreement (EA, ILAC or IAF), or a recognized training body |
| **Accreditation body or recognized training body** | **Accreditation standard** | **date of granting** |
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# **Please select from the list, the general and technical domains (see A005) for which either:**

* you are qualified by another accreditation body signatory of EA, ILAC or IAF mutual recognition agreements (qualification certificate),
* you already have performed accreditation audits (audits list of the last two years, if applicable),
* you have knowledge due to your initial training (higher education diplomas).

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| Where appropriate, qualifications for auditing internal calibrations |
| [ ]  Temperature | [ ]  Volume | [ ]  Mass |
| [ ]  Dimensional | [ ]  Time/frequency |  |
| [ ]  Other(s): Click or tap here to enter text. |
| Documents to provide for the assessment of internal calibrations:* Proof of having followed a training in metrology, with the training programme (quantities concerned)

and/orevidence of providing trainings in metrology, including the training programme (quantities concerned);* Proof of training or a description of your knowledge of the principles of uncertainty calculation (GUM);
* If applicable, a description of your experience in managing metrological aspects in a laboratory.
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| Testing |
| LAB1 | Analytical Chemistry / Biochemistry | [ ]  |
| LAB2 | Microbiology | [ ]  |
| LAB3 | Food biology | [ ]  |
| LAB4 | Serology | [ ]  |
| LAB5 | Water chemistry | [ ]  |
| LAB6 | Soil chemistry | [ ]  |
| LAB7 | Air chemistry | [ ]  |
| LAB8 | Solid chemistry | [ ]  |
| LAB9 | Liquid chemistry | [ ]  |
| LAB10 | Gas chemistry | [ ]  |
| LAB12 | Radioprotection | [ ]  |
| LAB13 | Properties of materials | [ ]  |
| LAB14 | Characterisation of materials | [ ]  |
| LAB15 | Climatic and thermostatic chambers | [ ]  |
| LAB16 | Forensic biology | [ ]  |
| LAB17 | Electrical safety | [ ]  |
| LAB18 | Biological analysis | [ ]  |
| LAB19 | Food microbiology | [ ]  |
| LAB20 | Veterinary microbiology | [ ]  |
| LAB21 | Veterinary biochemistry | [ ]  |
| LAB22 | Veterinary haematology | [ ]  |
| LAB23 | Engine/toxic emission | [ ]  |
| LAB24 | Forensic chemistry |  |
|  | Other (please specify): Click here to enter text. | [ ]  |

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| Calibration |
| CAL1 | Electricity | [ ]  |
| CAL2 | Time / frequency | [ ]  |
| CAL3 | Mass | [ ]  |
| CAL4 | Dimensional | [ ]  |
| CAL5 | Flow rate | [ ]  |
| CAL6 | Temperature | [ ]  |
|  | Other (please specify): Click here to enter text. | [ ]  |

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| Medical biology |
| MED1 | Clinical biochemistry | [ ]  |
| MED2 | Haematology | [ ]  |
| MED3 | Immunology | [ ]  |
| MED4 | Medical microbiology  | [ ]  |
| MED5 | Serology | [ ]  |
| MED6 | Genetics | [ ]  |
| MED7 | Reproductive biology | [ ]  |
| MED8 | Anatomy-pathology | [ ]  |
| MED9 | Collection of biological samples | [ ]  |
|  | Other (please specify): Click here to enter text. | [ ]  |

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| Inspection |
| INS1 | Asbestos control | [ ]  |
| INS2 | Security of buildings | [ ]  |
| INS3 | Atmosphere of the workplace | [ ]  |
| INS4 | Pressure equipment | [ ]  |
| INS5 | Stability of constructions and safety of construction sites | [ ]  |
| INS6 | Electrical installations | [ ]  |
| INS7 | Machines / protective equipment | [ ]  |
| INS8 | Dangerous fluids | [ ]  |
| INS9 | Legal metrology | [ ]  |
| INS10 | Transports – Transportation means | [ ]  |
| INS11 | Veterinary | [ ]  |
| INS12 | Homologation of vehicles | [ ]  |
| INS13 | Television inspection of sewers | [ ]  |
| INS14 | Energy | [ ]  |
| INS15 | Technical control of construction | [ ]  |
|  | Other (please specify): Click here to enter text. | [ ]  |

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| Products certification |
| PRO1 | Industrial products certification | [ ]  |
|  | Other (please specify): Click here to enter text. | [ ]  |

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| Management systems certification |  |
| EA/IAF codes | SMQ1**ISO 9001** | SMQ4**ISO 14001** | SMQ5**ISO 45001** |
| 1. Agriculture, fishing |[ ] [ ] [ ]
| 2. Mining and Quarrying |[ ] [ ] [ ]
| 3. Food products, beverages and tobacco |[ ] [ ] [ ]
| 4. Textiles and textile products |[ ] [ ] [ ]
| 5. Leather and Leather products |[ ] [ ] [ ]
| 6. Wood and wood products |[ ] [ ] [ ]
| 7. Pulp, Paper and paper products |[ ] [ ] [ ]
| 8. Publishing companies |[ ] [ ] [ ]
| 9. Printing companies |[ ] [ ] [ ]
| 10. Manuf. of coke and refined petroleum products |[ ] [ ] [ ]
| 11. Nuclear fuel |[ ] [ ] [ ]
| 12. Chemicals, chemical products and fibbers |[ ] [ ] [ ]
| 13. Pharmaceuticals |[ ] [ ] [ ]
| 14. Rubber and plastic products |[ ] [ ] [ ]
| 15. Non-metallic mineral products |[ ] [ ] [ ]
| 16. Concrete, cement, lime, plaster, etc. |[ ] [ ] [ ]
| 17. Basic metals and fabricated metal products |[ ] [ ] [ ]
| 18. Machinery and equipment |[ ] [ ] [ ]
| 19. Electrical and optical equipment |[ ] [ ] [ ]
| 20. Shipbuilding |[ ] [ ] [ ]
| 21. Aerospace |[ ] [ ] [ ]
| 22. Other transport equipment |[ ] [ ] [ ]
| 23. Manufacturing not elsewhere classified |[ ] [ ] [ ]
| 24. Recycling |[ ] [ ] [ ]
| 25. Electricity Supply |[ ] [ ] [ ]
| 26. Gas Supply |[ ] [ ] [ ]
| 27. Water Supply |[ ] [ ] [ ]
| 28. Construction |[ ] [ ] [ ]
| 29 .Wholesale and retail trade: Repair of motor vehicles, motorcycles and personal and household goods |[ ] [ ] [ ]
| 30. Hotels and restaurants |[ ] [ ] [ ]
| 31. Transport, storage and communication |[ ] [ ] [ ]
| 32. Financial intermediation; real estate; renting |[ ] [ ] [ ]
| 33. Information Technology |[ ] [ ] [ ]
| 34. Engineering services |[ ] [ ] [ ]
| 35. Other Services |[ ] [ ] [ ]
| 36. Public administration |[ ] [ ] [ ]
| 37. Education |[ ] [ ] [ ]
| 38. Health and social work |[ ] [ ] [ ]
| 39. Other social services |[ ] [ ] [ ]
| SMQ3 | Certification of information security management systems according to the standard ISO 27001 |[ ]
| SMQ6 | Certification of service providers for digitization and electronic archiving according to standards ISO 27001, ISO 27002 and technical rule[[1]](#footnote-1) |[ ]
| SMQ7 | Evaluation of quality management systems within the regulatory framework for CE marking |[ ]
|  | Other (please specify) : Click here to enter text. | [ ]  |

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| Please attach the following documents: |
| 1. one detailed Curriculum Vitae,
2. a copy of your diplomas,
3. the documentary evidence of additional trainings,
4. the documentary evidence on the qualification as a quality assessor,
5. a list of assessments carried out in accreditation (form F028),
6. the professional ethics signed (Please ad the note “read and approved”).
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**Professional ethics**

As part of the activities carried out on behalf of OLAS, the assessor agrees to the following:

1. To inform OLAS of any existing, prior or foreseeable personal or employer-based relationship, especially a consultancy or family tie, between the assessor and the organization or laboratory undergoing an assessment that could affect the assessor’s independent judgment, prior to accepting an assignment,
2. To refuse any payment, gift, commission or benefit of any type, even non-monetary, for self or for family or friends, offered by the organizations being assessed, by their representatives or any other party concerned or not by the assessment that could affect the assessor’s independent judgment at the time of the assessment,
3. To clearly and accurately state facts relating to assessments with full objectivity, honesty and balance, while avoiding to provide any advice during assessments;
4. To maintain an attitude of open dialogue at all times, avoiding arbitrary and authoritarian positions,
5. To take every precaution that no document or information that assessors or persons under their authority reviewed during an assignment or during visits to OLAS premises are disclosed directly or indirectly through the actions of the assessor or of persons under his authority,

Note: When leaving the premises of an organization or laboratory, assessors should return all documents to the entities under review.

1. To act in such a manner as to maintain a positive image of the customer, OLAS and the assessment,
2. To share experience with all other assessors in the OLAS organization to which the assessor belongs,
3. To not use an assessment experience to establish business links with a commercial organization within two years of having performed an assessment on that organization,
4. To cooperate with all requests for information or official inquiries concerning cases of neglect or alleged infractions of this ethics code,
5. To strive to improve skills, efficiency and quality of assessor services,
6. To maintain a record of assessments and training programs completed,
7. To inform OLAS of any modifications (personal data, competences) referring to his situation by sending an up to date Curriculum Vitae and, when applicable, relevant certificates,
8. To carry out assessments in compliance with the guiding principles of OLAS, EA, IAF and ILAC,
9. To adhere to the principles stated in the ISO 19011 standard,
10. To accept de reception of OLAS newsletters..

In case of non-respect of the code of Professional Ethics, OLAS will notify this person of the offence, which may result in a warning, a suspension or removal from the National Register of Technical and Quality Assessors.

After hearing the assessor’s arguments, OLAS will take a decision and notify the concerned person by mail. OLAS will not be liable for compensation to an assessor for damages suffered resulting from an action of this nature.

The assessor understands that OLAS does not provide professional occupational hazard insurance during assessment assignments.

**Protection of personal data:**

The information about you collected on this form is processed by OLAS in order to complete your application.

This information is kept for the necessary duration to achieve the purpose of the treatment.

The recipients of your data are OLAS and members of the OLAS accreditation committee as part of the processing of your application. Some data may also be shared with members of an assessment team. Please send a request to OLAS to know the recipients of the data on this form.

In accordance with Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, you have the right of access, rectify and if necessary delete information about you. You also have the right to withdraw your consent at any time.

In addition, and except where the processing of your data is mandatory, you may, for legitimate reasons, object to it.

If you wish to exercise these rights and / or obtain your information, please contact OLAS. You also have the possibility to lodge a complaint with the National Commission for the Protection of Data with its headquarters at 1, Avenue du Rock'n'Roll, L-4361 Esch-sur-Alzette.

By pursuing your approach, you agree that your personal data will be processed as part of this process.

**Date:** Click or tap to enter a date.

**Name:** Click or tap here to enter text.

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This form should be filled out and forwarded to OLAS as indicated on the first page of this document*.

1. Requirements from the annex of the grand-ducal regulation of the 25th July 2015 « portant exécution de l’article 4 paragraphe 1er de la loi du 25 juillet 2015 relative à l’archivage électronique » [↑](#footnote-ref-1)