

APPLICATION FOR EOQ CERTIFICATES

1. I HEREBY APPLY FOR EXHIBITION THE FOLLOWING EOQ CERTIFICATE(S):

- EOQ Quality Operator
- EOQ Quality Assistant
- EOQ Quality Management Representative (Junior)*
- EOQ Quality Manager (Junior)*
- EOQ Quality Auditor (Junior)*
- EOQ Quality Lead Auditor

- EOQ Environmental Management Representative (Junior)*
- EOQ Environmental Manager (Junior)*
- EOQ Environmental Auditor (Junior)*
- EOQ Environmental Lead Auditor

- EOQ Occupational Health and Safety Management Representative (Junior)*
- EOQ Occupational Health and Safety Manager (Junior)*
- EOQ Occupational Health and Safety Auditor (Junior)*
- EOQ Occupational Health and Safety Lead Auditor

- EOQ Risk Manager

- EOQ Integrated Quality, Environmental, Health and Safety System Manager
- EOQ Process Manager

- EOQ Quality Management Representative in Healthcare (Junior)*
- EOQ Quality Manager in Healthcare (Junior)*

- EOQ Social Responsibility Manager
- EOQ Social Responsibility Auditor

- EOQ TQM Assessor

- EOQ Food Safety Manager (Junior)*
- EOQ Food Safety Auditor

- EOQ Laboratory Quality Manager
- EOQ Laboratory Assessor

- EOQ Risk Manager in Healthcare

***Junior** = Candidate **qualityaustria**

It is possible with missing proofs of practice to apply the EOQ certificate „Junior“.

If you have any further questions, please contact Mrs. Barbara Mayr! Phone: 0043 732/34 23 22 -19, Fax 0043 732-34 23 23, barbara.mayr@qualityaustria.com

2. PERSONAL DATA

Firstname, Lastname	
Birth date:	
Place and country of birth:	
Title:	
Phone:	
Place of residence (Zip/City):	
Address:	
Company name:	
Company address:	

Phone:	Fax:	E-Mail:
		<input type="checkbox"/> I agree that my email address will be forwarded to the EOQ. This agreement can be cancelled anytime.
Billing:	<input type="checkbox"/> to business	<input type="checkbox"/> private

3. EDUCATION AND PROFESSIONAL EXPERIENCE

Education
<input type="checkbox"/> University / University of applied
<input type="checkbox"/> High school (general, higher education)
<input type="checkbox"/> Vocational secondary school
<input type="checkbox"/> Completion of Apprenticeship

Professional Experience		
General _____ years, of it in Quality Management _____, QM in Health Care _____, Environmental Management _____, Safety Management _____, Total Quality Management _____, Process Management _____.		
Period/Years	Company	Responsibility/Area/Project

4. INFORMATION ABOUT THE **qualityaustria-CERTIFICATE**

qualityaustria certificate	Certificate number	Date of Issue
Quality Operator	_____	_____
Quality Assistant	_____	_____
Quality Management Representative/Systems Manager / Candidate <u>or</u> with Focus on Food Safety	_____	_____
Environmental Management Representative / Environmental Systems Manager / Candidate	_____	_____
Occupational Health and Safety Management Representative / Systems Manager / Candidate	_____	_____
Manager for the Integrated Management Quality Management Representative / Quality Systems Manager in the Healthcare Sector / Candidate	_____	_____
Auditor QSE (Q uality, S afety, E nvironment)/Candidate Lead Auditor QSE (Q uality, S afety, E nvironment) <u>or</u> with Focus on Food Safety	_____	_____
Laboratory Quality Manager / Laboratory Assessor/Candidate	_____	_____
Process Manager Risk Manager <u>or</u> Risk Manager in Healthcare	_____	_____
qualityaustria Assessor Excellence	_____	_____
CSR Manager / Auditor CSR	_____	_____

Fees

The fee for issuing an EOQ Certificate amounts to € 65.- exclusive of. 20% VAT. The amount is payable upon receipt of the invoice.

EOQ certificates for persons from abroad who don't have a **qualityaustria** certificate shall be lodged solely with the respective foreign EOQ cooperation partner.

The applicant agrees that above data will be digitally processed and stored according to the Protection of Privacy laws and will be forwarded to the EOQ. He assures with his signature the accuracy of all information contained in this application and is requested by the **qualityaustria** ready to prove this (e.g. Audit program / plans).

Place/Date

Signature Applicant

EOQ-Code of Professional Conduct

General professionalism

- EOQ Quality Auditors/Assessors/Representatives/Managers shall apply their professional skill and judgement to the best of their ability at all times, legally and with honesty and integrity, holding the valid interest of parties to whom they are contracted, whether employers, clients or customers, above personal considerations.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall take all reasonable steps to develop their own professional competence and maintain themselves abreast of current thinking and developments in their professional field.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall lay claim only to such memberships and qualifications as are valid at the time.

Responsibilities to the general public

- EOQ Quality Auditors/Assessors/Representatives/Managers shall take all reasonable precautions to safeguard the public interest.

Responsibilities to the profession

- EOQ Quality Auditors/Assessors/Representatives/Managers shall act at all times so as to maintain the dignity and reputation of their profession. All advertising shall be decent, legal, honest and factual and shall not make comparisons with other professional services.

Responsibilities to clients, customers and employers

- EOQ Quality Auditors/Assessors/Representatives/Managers shall avoid professional employment or assignments which may give rise to conflict of interest without prior written notification of and agreement by all parties to the potential conflict.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall not knowingly undertake work for which they do not have sufficient and appropriate competence or authority.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall maintain strict confidentiality with regard to information acquired in the course of their professional work, unless disclosure either is with the consent of the employer/client from whom the information was acquired or is required by law.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall avoid any improper use for their own advantage, or that of a third party, of information acquired in the course of professional work.
- EOQ Quality Auditors/Assessors/Representatives/Manager shall not take unfair advantage of an employer's or client's lack of knowledge or expertise.
- EOQ Quality Auditors/Assessors/Representatives/Managers at all times shall give advice to clients and employers that is professionally objective, relevant and timely, along with any pertinent caveats, reservations or cautionary observations.
- EOQ Quality Auditors/Assessors/Representatives/Managers shall behave at all times with the utmost financial probity, ensuring that, insofar as is possible, contracts and financial arrangements are unambiguous and protect the valid interests of the all parties concerned.

Responsibilities to subordinates

- EOQ Quality Auditors/Assessors/Representatives/Managers shall maintain adequate supervision over persons working under their professional authority or supervision and shall encourage them to develop their professional competence.

Responsibilities to fellow Auditors

- EOQ Quality Auditors/Assessors/Representatives/Managers shall take care not to publish or otherwise communicate unjustified and unreasonable criticism of another member's professional work.
- An EOQ Quality Auditor/Assessor/Representative/Manager shall not knowingly place a fellow Auditor/Assessor/Representative/Manager in a position in which he or she may unwittingly breach any part of this Code of Professional Conduct.

Explanation

I have read the above EOQ Code of Professional Conduct and hereby declare that I will entirely abide by its clauses.

Place/Date

Signature Applicant

EOQ personal certificates

The European Organization for Quality (EOQ) has introduced an umbrella organization of national quality associations of all European countries a scheme for the qualification, registration and certification of persons. This scheme was approved by the **EOQ members** and is supported by the European Commission. The increased promotion of improvements in all aspects of modern management is part of the tasks of the EOQ in order to strengthen the European economic system.

The European harmonized guidelines for the registration and certification of qualified personnel are divided into the following qualification areas:

- **EOQ Quality Personnel**
- **Specific Sectors**
- **General Competency**

The corresponding EOQ certificates are awarded by the EOQ through the national member, who must be accredited. According EOQ Recognition Certificate Quality Austria is authorized as the only organization in Austria to implement the harmonized European training concept.

Basic requirements for EOQ Certificates for Individuals

Certificate EOQ Quality Operator

- Valid **qualityaustria** certificate „Quality Operator“

The certificate is valid for **5 years** and can be prolonged upon application.

Certificate EOQ Quality Assistant

- Valid **qualityaustria** certificate „Quality Assistant“

The certificate is valid for **5 years** and can be prolonged upon application.

Certificate EOQ Quality Management Representative

- Valid **qualityaustria** certificate „Quality Management Representative“
- Completion of secondary education (general higher education or vocational higher education, completion of apprenticeship) – relevant professional workplace experience lasting for at least **four years** will be recognized as being equivalent.
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Management Representative Junior

- Valid **qualityaustria** certificate „Quality Management Representative Candidate“

This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Quality Manager

- Valid **qualityaustria** certificate „Quality Systems Manager“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Manager Junior

- Valid **qualityaustria** certificate „Quality Systems Manager Candidate“

This Certificate is valid **6 years** and cannot be prolonged.

Certificate EOQ Environmental Management Representative

- Valid **qualityaustria** certificates „Environmental Management Representative“
- Completion of secondary education (general higher education or vocational higher education, completion of apprenticeship) – relevant professional workplace experience lasting for at least **four years** will be recognized as being equivalent.
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Environmental Management Representative Junior

- Valid **qualityaustria** certificate „Environmental Management Representative Candidate“

This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Environmental Manager

- Valid **qualityaustria** certificate „Environmental Systems Manager“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Environmental Manager Junior

- Valid **qualityaustria** certificate „Environmental Systems Manager Candidate“

This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Occupational Health and Safety Management Representative

- Valid **qualityaustria** certificates „Occupational Health and Safety Management Representative“
- Completion of secondary education (general higher education or vocational higher education, completion of apprenticeship) – relevant professional workplace experience lasting for at least **four years** will be recognized as being equivalent.
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Occupational Health and Safety Management Representative Junior

- Valid **qualityaustria** certificate „Occupational Health and Safety Management Representative Candidate“

This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Occupational Health and Safety Manager

- Valid **qualityaustria** certificate „Occupational Health and Safety Systems Manager“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Occupational Health and Safety Manager Junior

- Valid **qualityaustria** certificate „Occupational Health and Safety Systems Manager Candidate“

This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Integrated Quality, Environmental and Occupational Health and Safety System Manager

- Valid **qualityaustria** certificate „Manager for the Integrated Management System“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education).
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Auditor / Occupational Health and Safety Auditor / Environmental Auditor / Social Responsibility Auditor

- Valid **qualityaustria** certificate „Auditor Quality Management Systems, Auditor Occupational Health and Safety Management Systems, Auditor Environmental Management Systems or Auditor Corporate Social Responsibility“
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Auditor/ Occupational Health and Safety Auditor / Environmental Auditor Junior

- Valid **qualityaustria** certificate „ Auditor Quality Management Systems Candidate, Auditor Occupational Health and Safety Management Systems Candidate or Auditor Environmental Management Systems Candidate“

These certificates are valid for **6 years** and can be prolonged upon application.

Certificate EOQ Quality Lead Auditor / Occupational Health and Safety Lead Auditor / Environmental Lead Auditor / EOQ Food Safety Auditor

- Valid **qualityaustria** certificate „Lead Auditor Quality Management Systems, Lead Auditor Occupational Health and Safety Management Systems, Lead Auditor Environmental Management Systems or Lead Auditor Quality Management Systems with Focus on Food Safety“
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Process Manager

- Valid **qualityaustria** certificate “Process Manager“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Evidencing at least **six-year** of workplace experience, with at least **2 years** in the position with leadership and/or management responsibilities.

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Management Representative in Healthcare

- Valid **qualityaustria** certificate „Quality Management Representative in Healthcare“
- Completion of secondary education (general higher education or vocational higher education, completion of apprenticeship) – relevant professional workplace experience lasting for at least **four years** will be recognized as being equivalent.
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Management Representative in Healthcare Junior

- Valid **qualityaustria** certificate „Quality Management Representative in Healthcare Candidate“
This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Quality Manager in Healthcare

- Valid **qualityaustria** certificate “Quality Systems Manager in Healthcare”
 - Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
 - Compliance with the enclosed and signed Code of Professional Conduct
- This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Quality Manager in Healthcare Junior

- Valid **qualityaustria** certificate „Quality Systems Manager in Healthcare Candidate“
This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Social Responsibility Manager

- Valid **qualityaustria** certificate „Corporate Social Responsibility and Sustainability Manager“
 - Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
 - Evidencing **four-year** practical workplace experience, with at least **2 years** in the specific field of **social responsibilities related issues**
 - Compliance with the enclosed and signed Code of Professional Conduct
- This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ TQM Assessor

- Valid **qualityaustria** certificate „**qualityaustria** Corporate Quality Assessor (Excellence)“
 - Compliance with the enclosed and signed Code of Professional Conduct
- This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Food Safety Manager

- Valid **qualityaustria** certificate „Quality Systems Manager (with focus on Food Safety)“
 - Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
 - Evidencing **four-year** practical workplace experience in the food sector, with at least **2 years** in implementing or managing HACCP Systems and/or Food Safety Management Systems.
- This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Food Safety Manager Junior

- Valid **qualityaustria** certificate „Quality Systems Manager with Focus on Food Safety Candidate“
This certificate is valid for **6 years** and cannot be prolonged.

Certificate EOQ Laboratory Quality Manager

- Valid **qualityaustria** certificate „Laboratory Quality Manager“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Laboratory Assessor

- Valid **qualityaustria** certificate “Laboratory Assessor “
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Risk Manager

- Valid **qualityaustria** certificate „Risk Manager“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Evidencing at least **two-years** of workplace experience
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.

Certificate EOQ Risk Managers in Healthcare

- Valid **qualityaustria** certificate “Risk Manager in Healthcare“
- Graduation from a university or vocational higher education; relevant professional workplace experience lasting for at least **eight years** will be recognized as being **equivalent** (six years professional experience in case of completion of an apprenticeship or completion of general higher education)
- Evidencing at least **two-years** of workplace experience
- Compliance with the enclosed and signed Code of Professional Conduct

This Certificate is valid **3 years** and can be prolonged upon application.