



ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 1/21 TQNet. LT.035/REV00

Introduction

This document has been developed by TQNet with the aims of certifying Environmental Management System (EMS) consultants, identifying qualifications of candidates whom applied and using applications by assessing in accordance with TQNet schemes.

A number of consultants are helping organizations in various sectors in the process of Environmental Management System (EMS) realization. The selection of a capable Environmental Management System (EMS) consultant by an organization is important in ensuring that their Environmental Management System is capable of meeting the planned objectives of the organization in the most efficient and cost effective manner.

Environmental Management System Consultants certification scheme helps to certify the credentials of competent consultants and helps to select competent ones through certified consultants.

Based on the qualifications and experience, following grades may be presented to applicants for registration;

- Consultant
- Senior Consultant
- Chief Consultant

Certification under this scheme is available without restriction to all applicants who fulfills TQNet certification requirements. Applicant consultant may select 4 codes from the given EA Codes in the application form within which the applicant has acquired work experience.

This document consists of 5 separate sections.

Section 1: Identifying of Environmental Management System consultant certification

Section 2: Criteria for Certification of Environmental Management System Consultancy

Section 3: Applications, documents will be requested from candidates during application, evaluation of applications and certification

Section 4: Requirements for surveillance and re certification

Section 5: Other information, fees, registration certificate and cards, complaints, appeals, recalling and cancellation of certificate, confidentiality

ANNEX A APPLICATION FORM OF ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION

ANNEX B SUMMARY OF CONSULTANCY PROJECTS

ANNEX C CONSULTANCY LOG

ANNEX D WORK EXPERIENCE REFERENCE LETTER FORMAT





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 2/21 TQNet. LT.035/REV00

We value your recommendations and feedbacks. Please contact with TQNet Office for the latest information.

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AVAILABILITY

You may reach English versions of this document from the official web site of TQNet, "www.turkkalite.net"

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ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 3/21 TQNet. LT.035/REV00

SECTION 1

Definitions

Environmental Management System: Part of an organization's management system used to develop, implement environmental policy and manage its environmental aspects.

Environmental Performance: Measurable result of an organization's management of its environmental aspects.

Environmental Policy: Overall intentions and direction of an organization related to its environmental performance as formally expressed by the top management.

Environmental Goal: Detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

Environmental Management System Realization: Establishing documentation system, implementing, maintaining and continually improving in accordance with ISO 14001:2005 standard.

Environmental Management System Consultant: A person with the competence and ability to assist, give advice or information for realization of environmental management system.

International Environmental Management System Consultant: A person with the competence and ability to assist, give advice or information with a foreign language (except Turkish) for realization of environmental management system. (Candidates must have at least D or C grade from KPDS (the foreign language examination for civil servants), at least 200 score from TOEFL or graduated from universities giving education with foreign language or completed advanced degree of foreign language course which is approved by ministry of education. Candidate must submit certificate or diploma or examination's result and other relevant documents at the application).

Levels of Environmental Management System Consultant Certification

- Consultant Level
- Senior Consultant Level
- Chief Consultant Level

Complete Environmental Management System: An environmental management system that includes all aspects of ISO 14001:2005.

Sponsor: Persons and/ or organizations will be reference for candidates and through acquaintance with the applicant on a professional basis, are able to attest to the applicant's personal attributes and experience.

Desk Top Assessment: Documentation reviewing and verifying activity made by TQNet Consultant Assessment Experts for the aim of evaluating applicant's qualifications and competences and developing objective evidence.

Consultant Assessment Experts: Individuals authorized by TQNet for reviewing relevant documentation of applicants.

* Expertise of Consultant Assessment is not a grade of certification.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 4/21 TQNet. LT.035/REV00

SECTION 2

REQUIREMENTS FOR APPLICANTS

2.1 Personal Attributes

Applicant for consultant services must have personal attributes described in ISO 10019 such being ethical, open minded, observant, perceptive, versatile, tenacious, decisive, self- reliant, communicative, practical and accountable.

2.2 Skills and Knowledge

Applicants shall demonstrate competence in the following areas but not limited to, for max 4 EA codes according to work experience which are specified in the application form.

2.2.1 Environmental Management Systems Specific Knowledge and Skills

2.2.1.1 Relevant Standards

Environmental management system consultants shall be able to understand and apply relevant international standards that can affect organizations which may be as follows.

2.2.1.1.1 Environmental Management Systems Related Standards

- ISO 14001:2004 Environmental Management Systems- Requirements with Guidance for use
- IS/ ISO 14004: 2004 Environmental Management Systems- General Guidelines on principles, systems and support techniques
- IS/ ISO 14050: 2002 Environmental Management- Vocabulary
- ISO 19011:2002 Guidelines for quality and/ or environmental management systems auditing

Besides, applicant shall have knowledge about related national/ international consultancy service standards. In addition, the applicants shall have knowledge of other standards related with consultancy services.

Typical examples consist of followings but are not limited to.

- a. Sector specific standards
- b. Measurement control system standards
- c. Accreditation standards
- d. Conformity assessment standards
- e. Safety standards

2.2.1.1.2 Other Standards

Environmental management system consultants shall also have knowledge of the ISO guidance documents developed as introducing and supporting ISO 14000 series.

Applicant shall have knowledge about national and international certification/ registration and accreditation systems.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 5/21 TQNet. LT.035/REV00

- a. Requirements for standardization, certification and accreditation systems at national and international level (e.g. ISO/IEC Guide 66 and ISO 17021)
- b. Necessary processes and procedures for certification of products, systems and personnel.

2.2.1.3 General Environmental Management Principles, Methodologies and Techniques

Applicant shall have knowledge about environmental principles, methodologies and techniques and shall demonstrate the ability of applying these.

- Environmental terminology
- Environmental management principles and their applications
- Environmental management tools and their applications (e.g.: environmental requirements/ assessing of effects, assessment of life cycle, assessment of environmental performance etc.)
- Continual improvement tools and techniques
- Appropriate statistical techniques
- Auditing methodologies and techniques
- PDCA (Plan – Do- Check- Act) methodology
- Identification of critical processes and related control techniques
- Identification of environmental status, assessment of monitoring and reviewing
- Problem solving techniques and control measures

2.2.1.4 Environmental Science and Technology

To enable the applicant to comprehend the fundamental relationships between human activities and the environment. Knowledge and skills in this area should cover;

- The impact of human activities on the environment
- Interaction of ecosystems
- Environmental media (e.g. air, water, land)
- Management of natural resources (e.g. fossil fuels, water, flora and fauna)
- General methods of environmental protection

2.2.1.5 Technical and Environmental Aspects of Operations

To enable the applicant to comprehend the interaction and activities of client related to environment. Knowledge and skills in this area should cover;

- Sector specific terminology
- Environmental aspects and impacts
- Methods for assessing the significance of environmental aspects
- Critical characteristics of operational processes, products and services
- Monitoring and measurement techniques
- Technologies for the prevention of pollution





2.2.2 Organization Specific Knowledge and Skills

2.2.2.1 Statutory and Regulatory Requirements

Applicants shall demonstrate the ability to recognize the existence and the significance of the relevant statutory and regulatory requirements applicable to the organization's activities (e.g. local, national and international).

Relevant knowledge in this area should typically include the statutory and regulatory requirements such in accordance with ISO 14001: 2004. But it should also include the following;

- Contracts and agreements
- Industrial hygiene, occupational health and safety
- International treaties and conventions
- Environmental safety requirements
- Reporting and filing of recycling
- Statements and declarations

2.2.2.2 Management Practices

Applicant shall demonstrate the related management practices for understanding how environmental management system integrates and interacts with the overall management of the organization.

In some cases applicant should have additional competencies, work improvement tools and techniques like work and strategic planning of general management, risk management for meeting organization' s expectations, objectives and general targets. For this reason, applicant shall demonstrate the knowledge of the following management practices.

- Planning
- Production/ operations management
- Effective communication and education
- Environmental Management
- Human resources management

2.3 EDUCATION

Applicant shall be graduated from engineering departments of universities (preferably Environmental or Industry Engineering post graduate diploma is wanted).

Related diplomas of education shall be presented by applicant.

2.4 WORK EXPERIENCE

Applicant shall have experience in managerial, professional and technical aspects of the consultant service. This may include the exercise of judgment, problem solving and communication with all interested parties.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 7/21 TQNet. LT.035/REV00

Verifiable references about previous work experiences and successes are important and these shall be presented by the candidate at the application.

Consultant's experience may include a combination of some of the following:

- a. Practical work experience
- b. Management experience
- c. Environmental management experience
- d. Environmental management system auditing experience
- e. Experience in implementing Environmental Management System in one or more of the following capacities;
 - Consultant service provider
 - Management representative
 - An individual administering a function related to environmental management

Applicant shall demonstrate his/ her work experience in relation to the education level.

For Consultant Grade;

- Total work experience, minimum 3 years
- 2 years environmental management work experience with meeting the requirements of item c, d and e in total 3 years work experience.

For Senior Consultant Grade;

- Total work experience, minimum 5 years
- 3 years environmental management work experience with meeting the requirements of item c, d and e in total 5 years work experience.

For Chief Consultant Grade;

- Total work experience, minimum 8 years
- 5 years environmental management work experience with meeting the requirements of item c, d and e in total 8 years work experience.

It is expected that the experience of consulting is about environmental management systems.

Environmental management system experience may be concurrent with the total work experience but must have been achieved immediately before application date.

Applicant shall provide documentary evidence of work experience at the application. Applicant's employer or customer's signature and stamp must be on the reference document. All these documents will be verified by TQNet at desk top assessment.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 8/21 TONet. LT.035/REV00

2.5 Environmental Management System Realization/ Implementation Experience

Applicant's Environmental Management System realization/ implementation experience shall include the following. Applicant shall have handled the project by himself/ herself.

For Consultant Grade;

- a. Realization/ implementation of 2 complete Environmental Management System ISO 14001: 2004 projects
- b. Carried out the tasks independently assigned by the project/ team leader
- c. Participated in all of the periodical meetings and final meeting of the consultancy team
- d. Carried out training of personnel involved in Environmental Management System
- e. It may give preference if applicant is a TONet certified auditor/ lead auditor or an auditor certified by a certification body that has been accredited from IAF or an accreditation body member of EA.

For Senior Consultant Grade;

- a. Realization/ implementation of 4 complete Environmental Management System ISO 14001: 2004 projects as a project/ team leader
- b. Carried out the tasks independently
- c. Participated in all of the periodical meetings and final meeting of the consultancy team
- d. Carried out training of personnel involved in Environmental Management System
- e. It may give preference if applicant is a TONet certified auditor/ lead auditor or an auditor certified by a certification body that has been accredited from IAF or an accreditation body member of EA.

For Chief Consultant Grade;

- a. Realization/ implementation of 8 complete Environmental Management System ISO 14001: 2004 projects as a project/ team leader
- b. Carried out the tasks independently
- c. Participated in all of the periodical meetings and final meeting of the consultancy team
- d. Carried out training of personnel involved in Environmental Management System
- e. It may give preference if applicant is a TONet certified auditor/ lead auditor or an auditor certified by a certification body that has been accredited from IAF or an accreditation body member of EA.

Mentioned all of these activities shall be demonstrated by means of declarations from project team leader or client and this document shall be submitted to TONet.

All Environmental Management System realization/ implementation experience submitted for certification shall have gained at least 5 years ago prior to application.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 9/21 TQNet. LT.035/REV00

Applicants should submit, Environmental Management System Manuals and Procedures of at least 2 completed projects of different companies in different years, to TQNet for desk top assessment. TQNet reserves the right to ask for additional information including Environmental Management System Manuals and Procedures of more projects or to seek the information from the organizations assisted at any stage of TQNet assessment.

NOTE: 2 completed projects have to be for different 4 EA Codes declared by applicant in the application form. If there are same EA Codes, the authorization will be given only for that code. A reference check will be made for the other 3 EA Codes.

2.6 APPLICATION SPONSORS

Candidate that has applied for certification shall be referenced by either the current employer or by one alternative person who has a professional relationship with the applicant.

Sponsors shall have direct relationship of the applicant's work experience and shall have direct experience of applicant's consultancy service.

SECTION 3

3.1 Applications

Applicants meeting the requirements above shall fill ANNEX A Application Form of Quality Management System Consultant Certification, ANNEX B Summary of Consultant's Project, ANNEX C Consultancy Log and send the documents with the attachments to TQNet General Management (1348 sok. No:5/206 Teknik Malzeme Merkezi Yeni ehir / zmir, address) by postal or may hand deliver.

3.2 Required Documents at the time of Application

1. Diploma' s photocopy (Approved of identical copy or originals may be given back after being seen by Assessment Experts)
2. Training certificates
3. Work related reference letters from the organizations you have worked (with signature and stamp)
4. Reference letters given from the organization/s that you have provided consultancy service (with signature and stamp)
5. Receipt indicating that application fee has been paid
6. Detailed curriculum vitae
7. At least 2 Environmental Management System project documentation that has been developed by the applicant (environmental management system manual, procedures, other relevant system documents)
8. For international Environmental Management System Consultant applicants, KPDS (the foreign language examination for civil servants) or TOEFL examination's result document or success certificate of advanced





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 10/21 TQNet. LT.035/REV00

foreign language course approved by ministry of education or diploma indicating that applicant has graduated from a university has education with foreign language.

3.3 ASSESSMENT OF APPLICANTS

Assessment is being carried out through three distinct stages.

- a. A desk top assessment of documentation in support of the application. This assessment is intended to determine the applicant's conformance with the criteria in this document, education, environment management system experience and consulting experience.
- b. A desk top assessment of documentation related to the Environmental Management System projects realized/ implemented by applicant (alone, within a team or as a team leader).
- c. A verification of the applicant's consulting experience through face to face interview by TQNet.

3.3.1 DESK TOP ASSESSMENT PROCESS

Desk top assessment is being made by Quality Management. This assessment verifies that each applicant meet these criteria detailed in section 2.

Following information is being evaluated at the desk top assessment;

- a. Environmental Management System experiences including auditing experience
- b. Environmental Management System consultancy experience including consultancy project leader experience
- c. Work experience
 - Organization' s service areas
 - Employment entry and exit dates
 - Responsibilities undertaken during work

Verification of education status and education grades is being done like following.

Diploma and certificates;

- Original ones may be given back after seen by TQNet Quality Management.
- Documents that verify the diploma and training certificates taken from organizations.

Quality Management verifies all the information declared by the applicant, with one or more of the following reference sources.

- a. TQNet certified Environmental Management System consultant as a project leader
- b. From applicant's client organizations
- c. From applicant's employer and/ or sponsors

Quality Management inquiries all information presented by the candidate at the application time for the conformity with the objective evidences from reference sources and keeps them as records.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 11/21 TQNet. LT.035/REV00

For each application, submitted information and Environmental Management System consultancy experience are being verified for the requirements specified in clause 2.5.

- a. Applicant's role and responsibilities in realization of each Environmental Management System
- b. Used Environmental Management System standard
- c. Beginning and termination date of project
- d. Consultant number in the team
- e. Name, surname and contact information of project leader
- f. Name, surname and contact information of organization representative that consultancy service has been provided.

3.3.2 REVIEWING AND ASSESSMENT PROCESS OF RELATED DOCUMENTATION

For each application, at least 2 Environmental Management System project documentation (environmental management system manual and procedures) prepared by the applicant shall be given.

Documents submitted by the applicant are being controlled according to the related Environmental Management System standard conformity, by at least 2 Consultant Assessment Experts authorized by TQNet General Management.

If documents are found insufficient, assessment experts may ask permission from applicant's client for verification at the area.

For the following situations verification at the area can be requested;

- If Environmental Management System Project has not been certified yet by a certification body,
- If assessment experts are not convinced for the compliance of related documents context with the organization,

Assessment experts may continue assessment at the applicant's client area.

If reviewing of documentation is positive, then assessment experts will talk to applicant and agree on the interview date.

3.3.3 INTERVIEW PROCESS

Interview process is made by Consultant Assessment Experts. This process is implemented face to face.

Aim of this interview;

- a. To Review and discuss about related Environmental Management System documentation with consultant assessment experts
- b. To verify processes, technique and methodological information need related to applicant's realized and/ or implemented Environmental Management System





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 12/21 TQNet. LT.035/REV00

- c. To verify applicant's submitted information with professional experience and to observe the conformity and consistency with the Environmental Management System consultant activities
- d. To verify applicant's personal qualifications and skills
- e. To verify applicant's capability of perception and application
 - Statutory and Regulatory Requirements (Clause 2.2.2.1)
 - National and international environmental systems (Clause 2.2.1.1.1-2.2.1.1.2)
 - General Environmental Management Principles, Methodologies and Techniques (Clause 2.2.1.3)
 - Technical and Environmental Aspects of Operations (Clause 2.2.1.5)
 - Management Practices (Clause 2.2.2.2)

Assessment experts develop a report for all required criteria during interview and at the end of the report there is a positive or negative recommendation about applicant's certification as an Environmental Management System consultant.

3.4 CERTIFICATION

Applications are assessed for certification by 2 Assessment Experts after desk top assessment and interview process. According to the report prepared at the end of the assessment, applicant will be certified by TQNet.

SECTION 4

4.1 Surveillance/ Performance Assessment

All TQNet certified consultants shall be periodically re certified. The period between certification and re certification is 3 years. Each applicant for re certification shall submit to TQNet, a written declaration from the client of each Environmental Management System consultancy project implemented during this 3 year.

For each year of re certification period, applicant shall submit to TQNet, at least 1 Environmental Management System project documentation (environmental management system manuals, procedures and other relevant system documents) or objective evidence of other Management System consultancy activities.

4.2 Professional Development

TQNet certified Environmental Management System Consultant shall, in each year of re certification period, document undertaking at least 15 hours continuing professional development. Evidence of that professional development will be verified from the provider or the applicant's employer by TQNet Consultant Assessment Experts.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 13/21 TQNet. LT.035/REV00

The professional development records shall show the duration and type of activity undertaken and details of the provider.

Acceptable professional development training subjects;

- Basic Environmental Management Principles
- Regulations and Laws
- Identifying and reviewing of business operation's and product approach's technical and environmental aspects
- Management of risk, energy and time
- Supporting and reviewing management commitments
- Human focused systems, satisfaction monitoring and assessing
- Waste management, ecological systems
- Waste management operations
- Preparing of emergency situations and reaction
- Documentation requirements and records
- Statutory requirements about environment
- Reviewing of risk management methods
- Environment aspects and impacts
- Environmental Management System Planning
- Conformity with the other management systems
- Project management, design planning and reviewing
- Process Management
- Systems/ processes/ monitoring and measuring of products
- Assessment of statistical techniques, data collection and analysis
- Reviewing of non conformities, corrective and preventive activity programs
- Management Systems continual improvement process and review
- Management of measurement and monitoring equipments
- Quality motivation and quality development programs
- Advanced quality management techniques
- Environmental inspection programs

If ISO 14001:2004 standard changes during in any time period of certification or re certification, assessment will be made like the initial application.

4.3 Upgrading (From consultant grade to Senior Consultant, From Senior Consultant to Chief Consultant)

In any time of certificate duration, for upgrading you need to meet the criteria necessary for that grade. Documentary evidence related to meeting the criteria shall be submitted to TQNet. Upgrading assessment and its certification is the same as initial certification process.

SECTION 5

5.1 Other Information

5.1.1 Fees

TQNet General Management arranges fee structure annually. Details of current fees are placed at www.turkkalite.net web site.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 14/21 TQNet. LT.035/REV00

5.1.1.1 Application and Certification Fee

The application should be accompanied by the application fee, without which the application will not be assessed. This fee covers; documentation review, interview and issue of Turkish certificate. This fee is non refundable.

5.1.1.2 Fee of Identity Card and Certificate written in English

If there is a demand of English certificate and TQNet identity card, this additional fee will have to be paid.

5.1.1.3 Annual Registration Fee

This covers certificate and identity card fee which will be renewed every year. This fee has to be paid before one month ago in every year.

5.2 Trainings Given By TQNet Certified Consultant

Environmental Manager Trainings given by TQNet Certified Environmental Management System Senior and Chief Consultant are done at the organization and at the end of the training there will be an on line examination from the web site, www.turkkalite.net, under the control of consultant. These examinations are made by TQNet by the mediation of computer programs and if the participants become successful, "Personnel Certificate" will be prepared and it may be sent to the address of organization providing consultancy or to the address indicated by the participant at the introduction of examination.

Herewith, certificates given at the end of Environmental Management System trainings given by TQNet Certified Senior and Chief Consultant, will be accepted their international validity.

5.3 Complaints

There are 3 approaches for taking the complaints of individuals certified by TQNet;

1. Owner of the complaint can apply by any written method,
2. "TQNet-DB FR.024 Complaint Form" (at www.turkkalite.net) can be sent to TQNet by related parties,
3. Complaint of certified individual made with "TQNet-DB FR.024 Complaint Form" shall be sent to TQNet in 15 days.

Complaints are concluded in 30 work days and decision is sent to TQNet certified consultant by sending an official text. Also, this decision is being recorded in related personal file. Decision is being followed till it reaches to all related parties.

5.4 Appeal

Relevant person will sent appeal reason with the evidences as written by indicating personal information, certificate/ card number, certificate/ card date.





ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

PAGE 15/21 TQNet. LT.035/REV00

TQNet General Management completes relevant work and concludes in 30 work day time. Decision is informed to the appeal owner in writing.

5.5 Recalling and Cancellation of TQNet Consultant Certificate

Suspension or cancellation of TQNet consultant certification exist in the following situations. In this case, related person will be informed in writing.

- A complaint about TQNet certified consultant that proved by written evidence and became definite
- Contrary action or condition of specified requirements in TQNet.FR.013 Application Form, "Applicant Declaration"
- Wrong attribution to consultant certification or improper use of certificate or identity card
- Providing insufficient and incorrect information to TQNet
- Non payment of fees
- At your request

TQNet considers each situation's evidence and claims of all related parties and examines findings and TQNet General Management gives the final decision. This decision is informed in writing to related person and one copy will be kept in related individual's personal file.

If TQNet consultant certificate and card's of a person recalls or cancels, the originals have to be sent to TQNet General Management in 30 days by that related person. Recalling or cancellation may be permanent or temporary. In each case, person's appeal right is reserved.

5.6 Confidentiality

TQNet will maintain applicant's information in accordance with confidentiality declaration. After certification eventuates, contact information, qualifications and competences will be recorded on the open data base at www.turkkalite.net.



**APPLICATION FORM OF ENVIRONMENTAL MANAGEMENT SYSTEM CONSULTANT
CERTIFICATION
ANNEX A**

1. PERSONAL INFORMATION	
NAME SURNAME	
PLACE OF BIRTH	
DATE OF BIRTH	
OCCUPATION	

2. CONTACT INFORMATION				
HOME ADDRESS				
OFFICE ADDRESS				
E-MAIL				
TEL (HOME)			TEL (OFFICE)	
TEL (GSM)			FAX	

3. EDUCATION			
	DATE	SCHOOL NAME	BRANCH/SUBJECT
VOCATIONAL SCHOOL/HIGH SCHOOL			
UNIVERSITY/ LICENSE			
GRADUATE			
POST GRADUATE			
OTHER			

4. FOREIGN LANGUAGE KNOWLEDGE				
LANGUAGE	TOEFL SCORE	KPDS SCORE	ADVANCED COURSE APPROVED BY MINISTRY OF EDUCATION	HIGH SCHOOL/UNIVERSITY
English				
Other (.....)				

5. ENVIRONMENTAL AND TECHNICAL PROFESSION TRAININGS ATTENDED

TRAINING SUBJECT	ORGANIZATION NAME	DATE	CERTIFICATION RECEIVED

6. WORK EXPERIENCE

* Please write in chronological order with present experience listed first

WORKING PERIOD	ORGANIZATION NAME/ ADDRESS	DEPARTMENT	TITLE	DUTY AND RESPONSIBILITY SUBJECTS

7. APPLICANT'S EMPLOYER AND/ OR SPONSOR

* Please give at least 2 individual's information who can be a reference or give information about applicant.

Name Surname	The organization's name that he/she works	Contact Information Address / Tel / Fax

8. PLEASE INDICATE WITH A CROSS, MAXIMUM OF 4 EA SECTORS WHICH CAN BE SUPPORTED BY YOUR EXPERIENCE

<input type="checkbox"/> 1 AGRICULTURE AND FORESTRY	<input type="checkbox"/> 21 AEROSPACE
<input type="checkbox"/> 2 MINING AND QUARRYING	<input type="checkbox"/> 22 TRANSPORT ATION MEANS
<input type="checkbox"/> 3 FOOD PRODUCTS, BEVERAGES AND TOBACCO	<input type="checkbox"/> 23 MANUFACTURING NOR ELSEWHERE CLASSIFIED
<input type="checkbox"/> 4 TEXTILE AND TEXTILE PRODUCTS	<input type="checkbox"/> 24 RECYCLING
<input type="checkbox"/> 5 LEATHER AND LEATHER PRODUCTS	<input type="checkbox"/> 25 ELECTRICITY SUPPLY
<input type="checkbox"/> 6 WOOD AND WOOD PRODUCTS	<input type="checkbox"/> 26 GAS SUPPLY
<input type="checkbox"/> 7 PULP, PAPER AND PAPER PRODUCTS AND PUBLISHING	<input type="checkbox"/> 27 WATER SUPPLY
<input type="checkbox"/> 8 PUBLISHING COMPANIES	<input type="checkbox"/> 28 CONSTRUCTION
<input type="checkbox"/> 9 PRINTING COMPANIES	<input type="checkbox"/> 29 WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTOR CYCLES, PERSONAL AND HOUSEHOLD GOODS
<input type="checkbox"/> 10 MANUFACTURE OF COKE AND REFINED PETROLEUM PRODUCTS	<input type="checkbox"/> 30 HOTELS AND RESTAURANT
<input type="checkbox"/> 11 NUCLEAR FUEL CONSUMPTION	<input type="checkbox"/> 31 TRANSPORT, STORAGE AND COMMUNICATION
<input type="checkbox"/> 12 CHEMICALS AND SHEMICAL PRODUCTS	<input type="checkbox"/> 32 FINANCIAL INTERMEDIATION; REAL ESTATE; RENTING
<input type="checkbox"/> 13 PHARMACEUTICAL AND PHARMACEUTICAL PRODUCTS	<input type="checkbox"/> 33 COMPUTER AND RELEVANT ACTIVITIES
<input type="checkbox"/> 14 RUBBER AND PLASTIC PRODUCTS	<input type="checkbox"/> 34 RESEARCH AND DEVELOPMENT
<input type="checkbox"/> 15 NON METALLIC MINERAL PRODUCTS	<input type="checkbox"/> 35 OTHER TRADE ACTIVITIES
<input type="checkbox"/> 16 CONCRETE, CEMENT, LIME, PLASTER ETC.	<input type="checkbox"/> 36 PUBLIC ADMINISTRATION
<input type="checkbox"/> 17 BASIC METALS AND FABRICATED METAL PRODUCTS	<input type="checkbox"/> 37 EDUCATION
<input type="checkbox"/> 18 MACHINERY AND EQUIPMENT PRODUCTS	<input type="checkbox"/> 38 HEALTH AND SOCIAL SERVICES
<input type="checkbox"/> 19 ELECTRICAL AND OPTICAL EQUIPMENT PRODUCTS	<input type="checkbox"/> 39 OTHER SOCIAL SERVICES
<input type="checkbox"/> 20 SHIPBUILDING	

SUMMARY OF CONSULTANCY PROJECTS

(ANNEX B)

DATES		ORGANIZATION INFORMATION (ADDRESS-TELEPHONE-CONTACT PERSON)	ROLE IN PROJECT (Observer/ Member/ Leader)	EMS MANUAL ENCLOSED Y/N	CERTIFICATION DATE	EA SECTOR CODE	CERTIFICATION ORGANIZATION INFORMATION (ADDRESS-TELEPHONE)
FROM	TO						

CONSULTANCY LOG

(PLEASE FILL FOR EACH PROJECT IMPLEMENTED)

ANNEX C

Consultant Name:

Role in the Project: Observer Member Project Leader

Names of Other Team Members:

1

2

3

4

Consultancy Dates: from to.....

The Applicant

- Carried out independently the tasks assigned by the project/ team leader,
- Participated in all the periodical and final meetings of the consultancy team to verify the progress and consistency of the work in relation with the client agreed objectives,
- Carried out the training of company personnel involved in the EMS,
- Has carried out the work ethically and satisfactorily for meeting the objectives.

To be authenticated by the company's entitled where consultancy provided.

Company Name:

Company Address:.....

Tel/ Fax/ E-mail :

Product/Service:

N. Of Employees:

Is the company certified? (ISO 14001:2004) If yes, then date of certification.....

Name of Certification Body.....

Signing Authority:

Title:

Signature/ Date:

Stamp:

To be authenticated by the employer on whose behalf of consultancy provided.

Name and Address of Consultancy Company:

Tel/ Fax/ E-mail:.....

Contact Person (with title).....

Signatures (Company Authority):

Signatures(Applicant):

WORK EXPERIENCE REFERENCE LETTER FORMAT

ANNEX D

This is to certify that (name/ surname of the applicant).....
has worked as (title) in the department (working period) from
.....to.....

The responsibilities of (name/ surname of the applicant)..... were as follows.

Authorized Name and Surname:

Title:

Tel / Fax / E-mail:

Signature/ Stamp: