



# QUALITY MANAGEMENT SYSTEM CONSULTANT CERTIFICATION PROGRAM SCHEME

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## Introduction

This document has been developed by TQNet with the aims of certifying Quality Management System (QMS) 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 Quality Management System (QMS) realization. The selection of a capable Quality Management System (QMS) consultant by an organization is important in ensuring that their Quality Management System is capable of meeting the planned objectives of the organization in the most efficient and cost effective manner.

Quality 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 Quality Management System consultant certification

Section 2: Criteria for Certification of Quality 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 QUALITY MANAGEMENT SYSTEM CONSULTANT CERTIFICATION

ANNEX B SUMMARY OF CONSULTANCY PROJECTS

ANNEX C CONSULTANCY LOG

ANNEX D WORK EXPERIENCE REFERENCE LETTER FORMAT





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

## CONTACT INFORMATION

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## AVAILABILITY

You may reach English versions of this document from the official web site of TQNet, "[www.turkkalite.net](http://www.turkkalite.net)"

## PUBLISHING RIGHT

Publishing right is belonging to "TURK QUALITY AND CERTIFICATION NET".



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## SECTION 1

### Definitions

Quality Management System: A management system based on implementing quality policy, quality objective and goals.

Quality Management System Realization: Establishing documentation system according to ISO 9001:2008 standard, implementing, maintaining and continually improving its efficiency.

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

International Quality 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 quality 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 Quality Management System Consultant Certification

- Consultant Level
- Senior Consultant Level
- Chief Consultant Level

Complete Quality Management System: A quality management system that includes all aspects of ISO 9001: 2008.

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.



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## 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 Quality Management Systems Specific Knowledge and Skills

###### 2.2.1.1 Relevant Standards

Quality 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 Quality Management Systems Related Standards

- ISO 9000:2000 Quality Management Systems- Fundamental and Vocabulary
- ISO 9001:2008 Quality Management Systems- Requirements
- ISO 9004:2000 Quality Management Systems- Guidelines for performance improvements
- ISO 19011:2002 Guidelines for quality and/ or environmental managements systems auditing

Besides, applicant shall have knowledge about related national/ international consultancy service standards.

###### 2.2.1.1.2 Product Related Standards

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

###### 2.2.1.1.3 Other Standards

Quality management system consultants shall also have knowledge of the ISO guidance documents developed as introducing and supporting ISO 9000 series.

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



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- a. Requirements for standardization, certification and accreditation systems at national and international level (e.g. ISO/IEC Guide 62 and ISO 17021)
- b. Necessary processes and procedures for certification of products, systems and personnel.

## 2.2.1.2 General Quality Management Principles, Methodologies and Techniques

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

- Every requirement of ISO 9001:2008 standard
- Quality management principles
- Policy deployment
- PDCA ( Plan – Do- Check- Act) methodology
- Statistical techniques
- Methods for monitoring customer/ staff satisfaction
- Auditing methodologies and techniques
- Consultancy project management
- Basic knowledge about quality

## 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 for the organization's products. But it should also include the following;

- Contracts and agreements
- International treaties and conventions

### 2.2.2.2 Product, Process and Organizational Requirements

Applicant should demonstrate satisfactory knowledge of the organization's products, processes and customer expectations and should also demonstrate the following knowledge of key factors relevant to the organization's product sector.

- a. Identify the key factors of the organization' s processes and related products,
- b. Understand the sequence and interaction of the organization's processes and their effect on meeting product requirements,
- c. Identify the terminology of the organization's sector,
- d. Explain the organization's structure, functions and their relations,
- e. Identify the strategic connection between work objectives and necessary efficiency resource.



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## 2.2.2.3 Management Practices

Applicant shall demonstrate the related management practices for understanding how quality 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
- Effective communication and education
- Human resources management
- Marketing
- Marketing for customer focused and customer need

## 2.3 EDUCATION

Applicant shall be at least high school graduate (At least 12 years of education till university has to be completed).

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.

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

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





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For Consultant Grade;

- Total work experience, minimum 4 years
- 3 years quality management work experience with meeting the requirements of item c, d and e in total 4 years work experience.

For Senior Consultant Grade;

- Total work experience, minimum 6 years
- 4 years quality management work experience with meeting the requirements of item c, d and e in total 6 years work experience.

For Chief Consultant Grade;

- Total work experience, minimum 8 years
- 5 years quality 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 quality management systems.

Quality 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.

## 2.5 Quality Management System Realization/ Implementation Experience

Applicant's Quality 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 4 complete Quality Management System ISO 9001:2008 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 Quality Management System
- e. It may give preference if applicant is a TQNet 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 8 complete Quality Management System ISO 9001:2008 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



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- d. Carried out training of personnel involved in Quality Management System
- e. It may give preference if applicant is a TQNet 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 12 complete Quality Management System ISO 9001:2008 projects as 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 Quality Management System
- e. It may give preference if applicant is a TQNet 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 TQNet.

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

Applicants should submit, Quality 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 Quality 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.



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## 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 Quality Management System project documentation that has been developed by the applicant (quality manual, procedures, other relevant system documents)
8. For international Quality Management System Consultant applicants, KPDS (the foreign language examination for civil servants) or TOEFL examination's result document or success certificate of advanced 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, quality experience and consulting experience.
- b. A desk top assessment of documentation related to the Quality 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 in the desk top assessment;

- a. Quality Management System experiences including auditing experience



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- b. Quality 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 Quality 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.

For each application, submitted information and Quality 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 Quality Management System
- b. Used Quality 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 Quality Management System project documentation prepared by the applicant shall be given.

Documents submitted by the applicant are being controlled according to the related Quality 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.



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

- If Quality 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 Quality Management System documentation with consultant assessment experts
- b. To verify processes, technique and methodological information need related to applicant's realized and/ or implemented Quality Management System
- c. To verify applicant's submitted information with professional experience and to observe the conformity and consistency with the Quality 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 quality systems ( Clause 2.2.1.1.3-2.2.1.1.1)
  - General Quality Management Principles, Methodologies and Techniques ( Clause 2.2.1.2)
  - Product, Process and Organizational Requirements( Clause 2.2.2.2)
  - Management Practices (Clause 2.2.2.3)

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 a Quality Management System consultant.

### 3.4 CERTIFICATION

Applications are assessed for certification by Assessment Expert 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.



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Each applicant for re certification shall submit to TQNet, a written declaration from the client of each Quality Management System consultancy project implemented during this 3 year.

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

## 4.2 Professional Development

TQNet certified Quality 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.

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

Acceptable professional development training subjects;

- Basic Quality Management Principles
- Supply Chain Management
- Reviewing and assessing of quality expenses, quality cost systems
- Quality data information systems/ communication
- Project management, design planning and reviewing
- Product safety and responsibility, reviewing of risk management methods
- Customer focused systems, satisfaction monitoring and assessing
- Conformity with the other management systems
- Human focused systems, satisfaction monitoring and assessing
- Planning of Quality Management System
- Quality inspection programs
- Documentation requirements and records
- Process Management
- Supporting and reviewing management commitments
- Systems/ processes/ monitoring and measuring of products
- Assessment of statistical techniques, data collection and analysis
- Reviewing of non conformities, corrective and preventive activity programs
- Quality Management System continual improvement process and review
- Advanced quality management techniques
- Management of measurement and monitoring equipments
- Quality motivation and quality development programs

If ISO 9001: 2008 standard changes during in any time period of certification or re certification, assessment will be made like the initial application.



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## 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](http://www.turkkalite.net) web site.

##### 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

Quality Manager Trainings given by TQNet Certified Quality 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](http://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 Quality 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,



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2. "TQNet-DB FR.024 Complaint Form" (at [www.turkkalite.net](http://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.

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](http://www.turkkalite.net)

# APPLICATION FORM OF QUALITY 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. QUALITY 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	



# 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 QMS,
- 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 9001:2000/ ISO 9001:2008) 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: .....