

TÜV NORD CERT GmbH  
Personenzertifizierung

via E-Mail to [perszert@tuev-nord.de](mailto:perszert@tuev-nord.de)

## Certification application

### VDA 6.3 – Prozess Auditor (TÜV®)

Application for initial certification

#### 1. PERSONAL DETAILS AND APPLICATION DETAILS

Salutation / Title

First name

Last name

Date of birth

Place of birth

Home address

Phone number

E-mail

#### Confirmation of the information by the applicant

I hereby confirm that all the information I have provided regarding the certification process is true and correct.

Place / date

Signature of applicant

#### Confirmation of the company by the supervisor or managing director

Name / Address of the company or company stamp

As a representative of the company, I confirm that all information provided by the applicant regarding the certification process on the following pages is true and correct.

Place / date

Signature of supervisor or managing director

Dieses Dokument wurde gemäß CERT-401-VA-007 freigegeben. Details zur Freigabe sind von der QM-Stelle verfügbar.

**2. DETAILS OF QUALIFICATION AND PROFESSIONAL EXPERIENCE**

(please attach supporting documentation)

**2.1. Qualification**

Required is

- completed professional training
- alternatively 5 years of work experience

(please attach supporting documentation)

**2.2. Professional experience**

Required is

- 5 years of professional experience, preferably in manufacturing companies in the automotive industry
- including at least 2 years in quality and/or process management

(please attach supporting documentation)

function	Name of the company	from - till (mm/jj)

**2.3. passed exam / Prior experience**

Required is knowledge of applicable management requirements (e.g. IATF 16949, DIN EN ISO 9001, VDA 6.1) and applicable customer-specific requirements, good knowledge of quality tools and methods and automotive core tools

(please attach supporting documentation)

(Please only enter details of currently valid certificates and enclose supporting documents.)

**2.4. Specialized activity / successful completion of examination**

Required is attendance of the course Process Auditor VDA 6.3 with at least 27 TU\* and successful completion  
(Please provide exact details of the course title and course provider)

Training took place at the TÜV NORD AKADEMIE:  Yes  
 No (please attach supporting documentation)

Training date:

Training title:

Scheduled **examination date:**

**3. AUDITS**

**3.1. Audit experience**

Required is at least two internal and/or external audits in accordance with VDA 6.x, IATF 16949 or DIN EN ISO 9001 as auditor or co-auditor with a total of two days of on-site / remote. The preparation and follow-up time for an audit is not counted.

**The audits must be documented with supporting documents (e.g. meaningful copies of the cover sheets of the audit reports, audit list or [Confirmation of audit activities](#)).**

please attach supporting documentation.

#### **4. GENERAL DECLARATIONS / OBLIGATIONS REGARDING THE CERTIFICATION APPLICATION**

**I confirm that all the information I have provided regarding the recertification process is true.**

**I hereby agree that**

- the granted personal certification issued may be included in a list of certificate holders accessible to the public.
- the personal certification body is authorized by the certificate holder to provide information about the personal certificate issued to the certificate holder upon request.
- representatives of the accreditation body are present at examination dates and inspect my examination and certification documents.

**I am aware that**

- participation in the examination is also possible if I have not yet met the prerequisites according to the guideline for my requested personal certificate. If I pass the examination, I will receive confirmation of passing the exam, which I can exchange for the corresponding personal certificate within 18 months of passing the examination by proving that the required prerequisites have been met.
- false statements or misuse or the misleading use of the personal certificate can lead to the withdrawal of the certificate. The separate use of logos / symbols of the TÜV is also considered misuse.
- the personal certificate remains valid only in case of continued activity as defined in the guideline.
- there is a right of objection and appeal against decisions of the personal certification body. Objections and appeals must be received by the certification body in written form.
- my personal data will be treated confidentially by the certification body and is subject to data protection.
- in special cases of impairment (physical, cognitive, etc.) I can obtain a corresponding adjustment of the framework conditions of the examination upon prior application with medical proof to the certification body.

**I commit myself**

- to report any changes of my address to the personal certification body after the personal certificate has been issued.
- to notify the personal certification body of any interruption of my activity of more than two years.
- to inform myself regularly about the latest status of the regulations and topics relevant to the certification area.

**The current General Terms and Conditions published on the TÜV NORD CERT homepage apply.**