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# Auditor Application Form

*A .doc and signed scanned pdf copy of this document has to be returned to the WEEELABEX Office:* [*office@weeelabex.org*](mailto:office@weeelabex.org)*) with the supporting documentation required (it is recommended to send everything by e-mail and request a read-receipt).*

**Deadline for submission: No later than 10 working days prior to commencing of the intended training course.**

***This document has to be completed in English.***

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| 1. **Identification of the applicant :** | |
| Name of the applicant : |  |
| Correspondence Address : |  |
| Telephone Number : |  |
| Email address : |  |
| Passport or ID Card number |  |
| 1. **Identification of the auditing company employing the applicant** | |
| Company Name : |  |
| Registered & correspondence address : |  |
| VAT number: |  |
| Main business of the company  (E.g. auditing; consultancy, WEEE Compliance System etc.) |  |
| Accreditation Details (if any - to ISO 17020 / ISO 17065 e.g. name of accreditation body; certificate number etc.) |  |
| If the auditing company is not accredited to ISO 17020 or ISO 17065 at this time, please include below the procedures in place to ensure and prove Impartiality and Confidentiality in their daily business.  *NOTE: Auditors shall be committed to impartiality and confidentiality****[[1]](#footnote-2)*** *according to ISO 17020 / ISO 17065 and be independent to the extent that is required with regard to:*   1. *An auditor working for a WEEELABEX System may not perform an audit at a facility where the auditor has the responsibility for the contractual / service relationship within the last twelve calendar months. (Until 31st December 2015 when an auditor working for a WEEELABEX System may not perform any audit).* 2. *An auditor working for an auditing company[[2]](#footnote-3) may not perform an audit at a facility where they have a direct consultancy / business relationship within the last twelve calendar months. Auditors shall not provide a consultancy service or form a business relationship with any treatment facility where he has performed a WEEELABEX Audit for one year after the said WEEELABEX Audit has taken place.* | |
| Details:  ***For WEEELABEX Systems employees (transition period), please indicate yes or no to the following statements:***  ***I hereby state that:***   * ***my position as an employee in a WEEELABEX System does not involve the responsibility for the contractual/service relationship with operators in the last 12 calendar months (i.e. I am not involved in the negotiation or approval of the operator’s contracts)***   ***□ Yes □ No***   * ***Neither my position nor my company are directly related to a WEEE recycling activity (such as a Compliance Scheme being a financial partner, or partner of any other type of a WEEE recycling activity).***   ***□ Yes □ No***  ***For all applicants:***  ***Please, explain below the procedures in place to ensure and prove Impartiality and Confidentiality in your daily business.*** | |

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| □ Auditor  □ Specialist CFA auditor  □ Specialist Lamps auditor |  |
| For applications for specialist auditor status, has the candidate already attended and successfully passed the exam of the general training course? | **O Yes O No** |
| 1. **Curriculum Vitae of the applicant** | |
| **Educational background** | |
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| **Professional experience**  *In this part, the applicant is asked to describe in detail his working experience(s) related to the EEE/ WEEE field, auditing experience (according to which reference standard and / or type of customers), and if applicable, his experience in training others in the area of his work. Please do not just attach or refer to a CV.*  *Evidence from independent sources such as a signed statement from audited WEEE facilities or other non-confidential document / proof (e.g. statement from the take back system or other organisation mandating the audits) should be submitted with the application.*  *NOTE:* ***Professional background:***  *i WEEELABEX auditors should either have a EEE / WEEE related technical / practical background and / or proven auditing experience in the context of ISO 9001/14001 or specialist WEEE facility audits in order to perform conformity verification activities in the context of WEEELABEX.*  *ii They should be familiar with general waste and WEEE treatment technologies and with EU and particular national legislation in the areas of WEEE, waste, environment, hazardous substances and occupational health and safety.* | |
| **Working experience related to the WEEE field**  …  **Auditing experience (ISO or other standards), please, describe type of audits performed (reference to the standard), year, number and type of facilities audited:**  …  **WEEE related Audits performed in the last 3 years**  *NOTE: WEEE auditing is defined as a specific auditing service that examines, evaluates and verifies an organisation’s management system; legal permits; records and other relevant documents; and the physical WEEE reception; handling; storage; depollution; disassembly and recovery, recycling or disposal operations. ISO 9001 and ISO 14001 audits are not sufficient in their own right in this instance to qualify as a ‘WEEE audit’*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Type of audit (select: WEEE Audits/ *CENELEC EN 50574 audits/, pilot WEEELABEX audits*) | Treatment Streams audited (LHA, C&F, lamps, CRT/Displays, Mixed WEEE) | Year of audit | | Number of audits | Task (main auditor, assistance, observer) | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | | **Total audits performed** |  |  |  | | | | |

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| **Language skills**  *The applicant is asked to describe his level for each applicable language (read, spoken, written) Please, add the languages spoken and indicate the level with an “x” (insert as many rows as needed).* |
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| 1. **Specific knowledge** |
| **Knowledge of the WEEELABEX Treatment Standard**  *In this part, the applicant is asked to describe his understanding and the knowledge level of the WEEELABEX Treatment Standard to-date. Please include reference to how this understanding and knowledge was attained (professional experience; pilot audits, self-made knowledge etc.), also indicate whether you have participated in the pilot training in Romania in March 2012 and/or in the development of the WX Standard and your related role.* |
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| **Knowledge of waste treatment and WEEE treatment technologies**  *The applicant is asked to provide details of his experience of waste treatment technologies, to explicit the type of waste involved, and the continuous personal training on this subject to be up to date on new technologies* |
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| **Knowledge of legislation**  *The applicant is asked to provide his experience and knowledge in the field of European and national legislation, to detail in which areas (health and safety, waste, environment,* |
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| **Please provide any additional information or skills that the applicant wants the WLX Office to be aware of** |
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| 1. **Commitment and signature of the candidate** |
| **Insert name of candidate auditor** confirms that **he/she** will sign the A03 Auditor Agreement on request and will be committed to abide by the principles set down in this document and by the terms and conditions set down in the A03 Auditor Agreement.  **Insert name of candidate auditor** declares that **he/she** will abide by the Code of Ethics as set out in the terms and conditions set down in the A03 Auditor Agreement and will ensure that **he/she** is committed to providing due professional care and impartiality and confidentiality according to the principles set down in ISO 17020 / 17065 whilst a listed WEEELABEX Auditor.  For and on behalf of: Insert **name of candidate AUDITOR**  Signature (not electronic): …………………...................................... (Candidate Auditor)  Date: ......................................................................  Auditing Company / WEEELABEX Member System: ...................................................... (employer)  Name: .............................................................  Position: .............................................................  Signature (not electronic): ……….....................................................(For the Organisation)  Date: ...................................................................... |

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| **Attendance at the training course** |
| Please indicate the dates of the training course and type of course that you would like to attend. If more than one option (and If able to attend either of the two events), please state your order of preference.  Depending on demand and availability of spaces, your first choice will be confirmed in due course following the assessment process.  The events will commence at 09:00 hrs and continue until approx 17:00 hrs every day. **Final day finished at 16:30.**  **First choice:**  **Dates:…………………………………………………………………**  **Name of the course: …………………………………………………**  **Second choice…………………………………………………………Dates:…………………………………………………………………**  **Name of the course: …………………………………………………** |

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| **Documents requested with the application form** |
| As a minimum, the following documents must be sent together with the application form:   * Proof of the applicant’s auditing company accreditation (if applicable). * Proven evidence[[3]](#footnote-4) of the previous auditing experience of the applicant: -   For general training courses applicants:   * Evidence of the previous auditing experience of the applicant * Any evidence of the applicant skills described in the application form above   For cooling and freezing appliances (CFA) specialist auditor applicants:   * Evidence of at least 10 WEEELABEX CFA Audits performed over the 3 years before the application[[4]](#footnote-5)   For Lamps specialist auditor applicants:   * Evidence of at least 3 WEEELABEX Lamps Audits performed over the 3 years before the application[[5]](#footnote-6) |

1. ***Independence****: The audit shall be conducted with due impartiality of the audit and objectivity of the audit conclusions. The auditors will be expected to be free from any commercial, financial and other interest which might affect their judgement. Procedures will be implemented to ensure that persons or organisations external to the inspection body cannot influence the results of inspections carried out.*

   [↑](#footnote-ref-2)
2. *The term “****auditing company****” during the transitional period (to 31/12/15) is defined as any company approved by the WEEELABEX Office, who provides auditing services which examines, evaluates and verifies an organisation’s records, documents and performance and whose auditors are WEEELABEX Auditors. After the transitional period, an ‘auditing company’ shall be required to be an “accredited auditing company” which shall mean those auditing companies approved by the WEEELABEX Office, who are independently accredited to EN 17020 (inspection bodies) or EN 17065 (certification bodies) and whose auditors are WEEELABEX Auditors.*  [↑](#footnote-ref-3)
3. *NOTE: “****Proven****” in this context shall mean independent evidence such as signed statements from WEEE Facility Operators; or a signed statement from a WEEE System, stating the number of audits, the type of activities audited, the year and the name of the audit team or other similar non-confidential document / proof.* Statements shall be signed by a competent person, different than the applicant (if not possible, only signed statements from audited facilities will be accepted as valid proof). [↑](#footnote-ref-4)
4. During the transition period, the number of CFA audit evidences to give is 6 over the same time period. [↑](#footnote-ref-5)
5. During the transition, a WEEELABEX Lamps auditor may be a person who has proven experience in three Lamp audits in three years (from 2009) [↑](#footnote-ref-6)