



WEEELABEX Organisation
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Fast Track Lead Auditor qualification Application Form

A .doc and signed scanned pdf copy of this document has to be returned to the WEEELABEX Office (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 20 working days prior to commencing of the intended assessment.

This document has to be completed in English.

1. Identification of the applicant:	
Name of the applicant :	
Correspondence Address :	
Telephone Number :	
Email address :	
Passport or ID Card number	
2. 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 17024 / ISO 17065 e.g. name of accreditation body; certificate number etc.)	

If the auditing company is not accredited to ISO 17024 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 confidentiality¹ according to ISO 17024 / ISO 17065 and be independent to the extent that is required with regard to:

- i. *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).*
- ii. *An auditor working for an auditing company 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.

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.

3. Curriculum Vitae of the applicant.

Educational background

Professional experience

In this part, the applicant is asked to describe in detail his working experience(s) related to the EEE/ WEEE sector, Auditor and Lead Auditor 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, Certification company or other organisation mandating the audits) should be submitted with the application.

NOTE: Professional background:

- i WEEELABEX Lead auditors should either have a EEE / WEEE related technical / practical background and / or proven auditing experience in the context of ISO 9001/14001 and WEEE related audits in order to perform conformity verification activities in the context of WEEELABEX.*
- ii They should be familiar with WEEE treatment technologies and with EU and particular national legislation in the areas of WEEE, environment, hazardous substances and occupational health and safety.*

Working experience related to the WEEE sector (describe):

...

WEEE related Audits performed in last 3 consecutive 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/, WEEELABEX audits)	Treatment Streams audited (LHA, C&F, lamps, CRT/Displays, Mixed WEEE)	Year of audit	Number of audits	Position (Lead auditor, Auditor, Observer)
Total audits performed				

Auditing experience in (ISO or other standards), please, describe type of audits performed (reference to the standard), year, number and type of facilities audited:

Type of audit (ISO or other standards)	Facility Audited	Year of audit	Number of audits	Position (Lead auditor, Auditor, Observer)

Total audits performed				

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).

Language	Read			Spoken			Written		
	Advanced	Intermediate	Basic	Advanced	Intermediate	Basic	Advanced	Intermediate	Basic
English									
other									

4. Specific knowledge

Knowledge of waste treatment and WEEE treatment technologies

The applicant is asked to provide details of his experience of waste and WEEE 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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5. Commitment and signature of the applicant

Insert name of applicant Lead auditor declares that the information, statements and listed activities provided in this application are based on truth.

The Applicant will ensure that **he/she** is committed to providing due professional care and impartiality and confidentiality according to the principles set down in ISO 17024 / 17065 whilst a listed WEEELABEX Auditor.

For and on behalf of: **Insert name of applicant Lead auditor**

Signature (not electronic): (Lead Auditor Applicant)

Date:

Auditing Company / WEEELABEX Member System:
(employer)

Name:

Position:

Signature (not electronic):(For the Organisation)

Date:

Documents requested with the application form

As a minimum, the following documents have to be sent together with the application form:

- Proof of the applicant's auditing company accreditation (if applicable)
- Proven evidence³ of the previous auditing experience of the applicant
 - Evidence of the previous auditing experience of the applicant
 - Evidence of the previous working experiences in WEEE sector
 - Any evidence of the applicant skills described in the application form above

³ NOTE: "Proven" in this context shall mean independent evidence such as signed statements from WEEE Facility Operators; Certification company 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).