

APPLICATION FORM FOR CERTIFICATION

Part 1 – PERSONAL DETAILS (Note: Please complete entire form in **black ink**. Other colors will be rejected).

TITLE (Mr, Mrs, Ms, Dr etc)		Male		Female	
Surname or family name					
First name					
Second name					
Certification number (if already certified)					
Nationality		Date of Birth			
Home address					
Country					
Postcode/Zip code					

* Please note that your name will appear on your certification card as: Title, First Name, Surname.

Telephone no.		
Fax no.		
Email		
Twitter user name		

* You must provide us with a valid email as many of our communications are done electronically



Part 1 – BUSINESS DETAILS

Name of Organization :		
Address:		
Country.		
Postcode/Zip code:		
Telephone no:		
Fax no:		
Email:		

Part 1 – OTHER ADDRESS

Other address:		
Postcode/Zip Code :		
Telephone no:		
Fax no:		
Email :		
Fax no:		

* Provide this if for example if working extensively in a foreign county.

Part 1 – PREFERENCES

Which address would you like to be your main correspondence address?	<input type="checkbox"/> Business <input type="checkbox"/> Personal <input type="checkbox"/> Other (This will be the address that appears on the online register)
Which address would you like invoices to be sent to? Business or Personal?	<input type="checkbox"/> Business <input type="checkbox"/> Personal <input type="checkbox"/> Other

Part 2 - TYPES OF CERTIFICATION FOR WHICH YOU ARE APPLYING

Please complete the table below

Please indicate with an X which scheme(s) you wish to apply for.
Please indicate which grade you wish to be considered for (select from the following grades):

Provisional Internal Auditor Internal Auditor Provisional Auditor Auditor Lead Auditor Principal Auditor
Consultant Senior Consultant Principal Consultant



Part 3 - EDUCATION

Year		Award		Course/subjects	
Educational establishments			Qualifying authority		
Year		Award		Course/subjects	
Educational establishments			Qualifying authority		
Year		Award		Course/subjects	
Educational establishments			Qualifying authority		

Part 4 - MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body		Date elected		Grade	
Professional Body		Date elected		Grade	

Part 5 - AUDITOR TRAINING

To check if your auditor training course is certified/recognized by QST, please visit our website www.quantascert.co.uk and use our "Find a Course" search facility

From		To		Name of organization conducting training	
Title of course		Results			
Course certified by					
From		To		Name of organization conducting training	
Title of course		Results			
Course certified by					
From		To		Name of organization conducting training	
Title of course		Results			
Course certified by					

Part 6 - REGISTER INFORMATION

Please select the appropriate scope from the 39 scopes (amalgamated from the NACE codes by European co-operation for Accreditation) which can be supported by your experience:

- | | | |
|--|---|---|
| <input type="checkbox"/> 1 Agriculture and fishing | <input type="checkbox"/> 17 Basic metals and fabricated metal products | <input type="checkbox"/> 32 Financial intermediation; real estate and renting |
| <input type="checkbox"/> 2 Mining and quarrying | <input type="checkbox"/> 18 Machinery and equipment | <input type="checkbox"/> 33 Information technology |
| <input type="checkbox"/> 3 Food products, beverages and tobacco | <input type="checkbox"/> 19 Electrical and optical equipment | <input type="checkbox"/> 34 Engineering services |
| <input type="checkbox"/> 4 Textiles and textile products | <input type="checkbox"/> 20 Shipbuilding | <input type="checkbox"/> 35 Other services |
| <input type="checkbox"/> 5 Leather and leather products | <input type="checkbox"/> 21 Aerospace | <input type="checkbox"/> 36 Public administration |
| <input type="checkbox"/> 6 Wood and wood products | <input type="checkbox"/> 22 Other transport equipment | <input type="checkbox"/> 37 Education |
| <input type="checkbox"/> 7 Pulp, paper and paper products | <input type="checkbox"/> 23 Manufacturing not elsewhere classified | <input type="checkbox"/> 38 Health and social work |
| <input type="checkbox"/> 8 Publishing companies | <input type="checkbox"/> 24 Recycling | <input type="checkbox"/> 39 Other social services |
| <input type="checkbox"/> 9 Printing companies | <input type="checkbox"/> 25 Electricity supply | <input type="checkbox"/> 98 Other |
| <input type="checkbox"/> 10 Manufacture of coke and refined petroleum products | <input type="checkbox"/> 26 Gas supply | |
| <input type="checkbox"/> 11 Nuclear fuel | <input type="checkbox"/> 27 Water supply | |
| <input type="checkbox"/> 12 Chemicals, chemical products and fibres | <input type="checkbox"/> 28 Construction | |
| <input type="checkbox"/> 13 Pharmaceuticals | <input type="checkbox"/> 29 Wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods | |
| <input type="checkbox"/> 14 Rubber and plastic products | <input type="checkbox"/> 30 Hotels and restaurants | |
| <input type="checkbox"/> 15 Non-metallic mineral products | <input type="checkbox"/> 31 Transport, storage and communication | |
| <input type="checkbox"/> 16 Concrete, cement, lime, plaster etc. | | |

Part 7 – WORK EXPERIENCE

Please provide a **detailed** description of your relevant work experience, including information about **specific tasks and responsibilities** that you had that relate to the sector scheme you are applying for (e.g. environmental, health and safety etc.). Give information about the **breadth and scope of your role** and explain whether you were responsible for quality* in one area, or across the entire organization. List this information in chronological order, beginning with your current or most recent experience. You may include within your application a copy of your CV, however this section must be fully completed.

*** Quality is used as an example. The same guidance applies to all schemes.**

PLEASE NOTE: This section must be filled in adequately, or it is likely that the application will be rejected and more information requested. **Please use multiple copies of this page as necessary.**

From month/year		To month/year	
Job title		Name of organization and department	
Work experience			
From month/year		To month/year	
Job title		Name of organization and department	
Work experience			



Part 8 – SECTOR AWARENESS

PLEASE NOTE: Here, Sector **does not** refer to industry (e.g. Chemical Industry). It refers to the broad categories associated with the schemes for which you are applying. For example; Quality Sector, Environmental Sector, Health & Safety Sector etc. This section must be filled in adequately, or it is likely that the application will be rejected and more information requested.

Please give a summary of the core elements of the sector(s) that relate to the schemes for which you are applying (less than 1000 words per sector is recommended). For example, for „Environmental“, one could begin by explaining that the core elements are „aspects, impacts, methods of mitigation and legislation“. Then one could pick a few examples of each and explain them briefly to demonstrate your understanding.

Please use multiple copies of this page as necessary.

Sector you are writing about: (e.g. Environmental)	
---	--



Sector you are writing about: (e.g. Environmental)	
---	--

Part 9 – MOTIVATION FOR APPLICATION

What are your key motivations for applying for QST registration?

Professional Recognition
Working in 3rd Party Certification
To be able to conduct 2nd Party (supplier) or internal audits Other (please specify)

Where did you first hear about QST?

Colleague / Word of Mouth
Auditor Training Course
Employer
Online
University / College

Part 10 – DECLARATIONS

I apply for certification and confirm that I understand and agree to the following conditions:

1. I shall observe and abide by the QST code of conduct.
2. The details which I have given on the application form (except personal details where indicated) will be published in the QST register.
3. I shall declare any information that may reasonably be considered to affect adversely my ability to perform effectively my audit obligations.

I confirm that the information contained in this application is correct to the best of my knowledge and belief. I understand and accept that, if I provide incorrect information or withhold relevant, requested information, I am likely to be excluded or removed from the QST register. I also understand that, once certified, I am obliged to notify QST without delay of any changes to my circumstances which, if declared when I made my first application, might have caused QST to exclude me from the register.

Signed

Date

Part 11 – SPONSOR

Declaration by proposer : I recommend the candidate as a person in every respect worthy of consideration for certification. I confirm that I have satisfactorily verified the applicant's compliance with the education, training and work experience requirements of the applicable QST/IPC certification criteria.

Proposer's name (block letters)

Professional qualifications/relationship to applicant

Business name and address

Postcode/Zip code

Telephone no.

Fax no.

Email

Signed

Date

Part 12 – ORGANISATIONS EMPLOYING AUDITORS (OEA)

(Only to be filled in by organisations participating in the OEA auditor certification scheme. All other applicants should have their sponsor sign Part 11, even if their organisation does employ auditors)

We, as an IPC recognized by QST, support the applicant for certification and confirm that we have satisfactorily verified the applicant's compliance with the education, training, work and audit experience requirements of the applicable QST/IPC certification criteria.

Name of organization			
Address			
Postcode/Zip code			
Telephone no.		Fax no.	
Signed on behalf of the organization employing auditors:		Date	
Name (block letters)		Position in organization	



Application Checklist

(Please complete the checklist before sending in your application to QST for review)

I have:

Provided full mailing and business (Part 1)	
Specified the type of certification programme I wish to apply (Part 2)	
Included documentary evidence to support my technical & academic qualifications (Part 3)	
Included a copy of my auditor training certificate , stating successful completion (Part 5)	
Recorded sufficient work (Part 7)	
Completed Sector Awareness section adequately (Part 8)	
Recorded your motivation for application (Part 9)	
Signed and dated the declaration (Part 10)	
Obtained signature from a sponsor (Part 11)	
Included payment of the application fee	
For applicants submitting QST audit logs: We also need you to	
Complete your audit logs in full , paying close attention to the details required at the head of each column. Please ensure that verification is obtained by the auditee.	
Total number of full system audits included	
Total number of days on-site	
Total number of days off-site	
Supply the contact details of the directing and guiding Lead Auditor who may be required to attest to your (QST audit log)	

Please ensure that all information submitted is clear as any information that may be un-readable will delay the processing of your application.

GUIDANCE NOTES FOR APPLICANTS

General Information

The following information is important. Please read it carefully before you complete your application form. Should you need help in completing it, QST membership officers are always available to advise you.

You must enclose the current application fee (this fee is not returnable) with your application.

Details of the costs can be found on our website www.quantascert.co.uk Cheques, money orders etc. should be made payable to „QST“. An invoice will be supplied on request.

Do not send cash. If you are making an application you may pay by Visa, Amex or Master card, and the appropriate form is available on our website. If you are paying by bank transfer, please clearly mark your full name on the transfer so that we are able to identify your payment. Please also ensure you add the cost of the transfer to your payment.

- We accept all correspondence in English. For all other languages we will need correspondence in support of the application to be in English or accompanied by a certified translation.
- Please enter details of your audit experience on QST audit logs. You must make sure that each entry in the audit log is verified either by your employer or by the auditee (the company that employed you) and where appropriate the directing and guiding Lead Auditor/Consultant. We will not accept unverified entries. Please note that all details submitted in support of applications from all certified auditors will be subject to periodic verification.
- When we receive your completed application, we will send you an acknowledgement. We will inform you whether your application has been successful as soon as the decision is made.
- This programme is governed in accordance with English law and is subject to the exclusive jurisdiction of the English courts.

Part 1 Personal details

It is a condition of certification that details of your name and business will be published in the register and included in the QST database. Therefore, under „Surname or family name“, you must make sure that you enter your surname or family name, i.e. your main name that legally identifies you on your passport and will enable us to access the information about you in the QST database. If you also wish your home address to be entered in the register, please tick the box provided. Additionally, please provide us with how you would like your name to appear on your certification card, once certification has been awarded. The register of auditors is available on our website. (* You must provide us with a valid email as many of our communications are done electronically)

Part 2 Type of certification for which you are applying

Please tick the appropriate box to indicate the type of certification for which you are applying for and insert the grade for which you are applying. Please also ensure that you have read the relevant criteria document prior to applying to see if you meet our requirements for certification. Further details of all the programmes are available on request.

Part 3 Education

Enter details of you education (school, college, university etc). You must enclose documentary evidence (photocopies are usually sufficient) which must be accompanied by a translation into English, Japanese Italian or Spanish. For all other languages we will need correspondence in support of the application to be in English or accompanied by a certified translation.

Part 4 Membership of professional bodies

Enter details of the professional bodies of which you are a member, quoting your membership number in each case.

Part 6 Register information

Please indicate the fields of experience that you wish marked against your entry in the register by ticking the boxes of the sectors in which you can claim experience. If there are other sectors not listed here in which you can claim experience.

Part 7 Work Experience

Give a detailed description of your work experience, including information about specific tasks and responsibilities that you had that relate to the sector scheme you are applying for (e.g. environmental, health and safety etc.). Give information about the breadth and scope of your role and explain whether you were responsible for quality* in one area, or across the entire organisation. List this information in chronological order, beginning with your current or most recent experience.

* Quality is used as an example. The same guidance applies to all schemes.

You may submit further information on an additional sheet or enclose a copy of your CV/Resume.

Part 8 Sector Awareness

In giving an account of the sector that you are applying for, things to consider are:

What are the key drivers within the sector?

What is the critical sector knowledge for auditors? Who are the governing bodies and regulators?

What are the „sector specific“ components of the management system? (e.g. for Environment and ISO 14001 one could detail „Environmental Aspects“ as a core element, and provide examples).

Part 9 Motivation for Application

Please tick the box that most accurately reflects your motivation for applying for QST certification

Part 10 Declarations

You, as the applicant, must sign and date this section before passing the form to the proposer.

Part 11 Sponsor

The proposer sponsoring you must complete part 11. A sponsor should ideally be a corporate member of a relevant professional institute and be someone who has detailed knowledge of your work experience (e.g. your line manager). The proposer must have known you personally and your work for not less than two years. They should check that all statements in your application form and supporting documents are complete and accurate before they sign the declaration.

Part 12 Organizations Employing Auditors (OEA)

The relevant OEA's authorized signatory must then complete part 12. This section should only be completed if an applicant is applying through an QST approved IPC; these organizations are listed on the QST website.