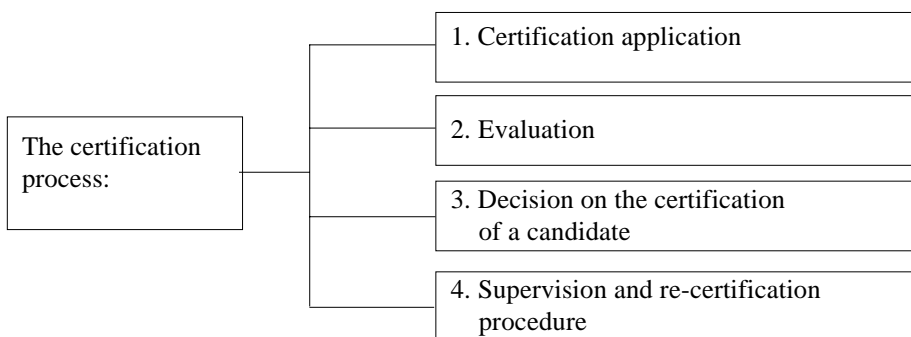

Annex 5

GENERAL REQUIREMENTS FOR BODIES OPERATING THE CERTIFICATION OF PERSONS. ISO/IEC DIS 17024¹⁹

This international standard specifies the requirements for the agency that certifies persons, ensuring that the certification agencies operate in a consistent and reliable way. It is included among these requirements the importance of ensuring that the personnel of the certification agencies guarantee impartiality. It also describes the development and maintenance of a certification scheme for persons. This schema is a management system that allows to carry on the certification process.

The certification process is the process by which the certifying agency certifies that a person fulfils the competency requirements previously specified. Through this process the labour capabilities of a person are formally and temporally recognised no matter how they were acquired.

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¹⁹ It was elaborated by ISO7CASCO WG 17. It is a revision of the EN 45013:1989.

Summary of the stages developed in this standard project:

- In the stage of “certification application” the certifying body will provide to the applicant a detailed and updated description of the certification process for each certification scheme as well as a specification of the certification requirements and a specification of the rights and obligations of the certified person. Finally, the body will require from the applicant a form and signature according to specified criteria in the project of standard. The certifying body ensures that the personal data and certificates will not affect the evaluation.

- In the “evaluation” the certifying body has to review the application in order to ensure that it is adequate both regarding the capability of the body of providing the certification as well as regarding the required training. It has to specify the criterion of planning and structuring of the exams, which are part of the evaluation. The form in which the certification body will evaluate the abilities and aptitudes of the candidates according to the requirements of the certification scheme is described. It is specified that the certifying body will adopt procedures that ensure that the evaluation of performance and results are appropriately documented.

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- The certification body on the basis of data collected during the certification process takes the decision on the certification of a candidate. Those who take that decision must not participate in the evaluation or training of the candidate. The certifying body provides the certificate maintaining the property. The format and content of the certificate is described. This document must be signed or authorised by the responsible authority of the body.

- In the supervision and re-certification procedure, the certifying body must specify the requirements of surveillance and re-certification according to the regulation documents, ensuring that the certified person fulfils the updated certification requirements. This body will establish procedures and conditions for the maintenance of the certification according to the scheme of certification. The certification body provides a logotype or certified trademark. Certificates and logotypes/trademarks will be documented regarding use, rights and representation by the certification body. The certification body will require that the person signs an agreement on certain aspects specified in the project of the standard. Finally, it specifies the measures that have to be taken in case of inappropriate references to certification or of inadequate use of certificates or trade marks/logotypes.