

# Rules for the Subcommittee

## „Approval of certification bodies and auditors“

acc. The Rules of Procedures (Revision 0) No. 9.1 und 9.3 of ECARV

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### **Organisation of the Subcommittee**

- The members of this subcommittee are approved by the ECARV and appointed by its secretary.
- The members of this subcommittee must be authorized representatives (or their deputies) of the ECARV. For a transition time exceptions are allowed.
- The members are appointed for 4 years.
- A chairman shall be appointed by the subcommittee.
- A deputy is to be appointed. The deputy shall act if the chairman is not available or if there are conflicts for which the chairman should not or does not wish to act.
- All information between this subcommittee and ECARV shall go through the chairman or, in case of substitution, through his/her deputy.
- The costs for the tasks concerning the approval of certification bodies and auditors are to be covered by the respective certification bodies. For this purpose, daily rates must be defined for transparency and the possibility of calculation.

## **Tasks of the Subcommittee**

- Task No 1: Approval and surveillance of certification bodies
  - Approval of new certification bodies in the ECARV system (chapter 9.3 of the RoP).
  - Continuous surveillance of certification bodies in the ECARV system (chapter 9.1 of the RoP).
- Task No 2: Approval of new auditors of ECARV certification bodies (Chapter 9.3 of the RoP)

### **Task No 1: Approval of certification bodies**

The subcommittee has to check the following criteria, both for new certification and for surveillance every three years.

The criteria are to be checked by a member of this subcommittee (peer-assessor) on site at the certification body. This peer-assessor must not be a member of the certification body which is to be checked.

#### **a) General requirements for the approval**

- An Accreditation according to EN ISO/IEC 17065 for certification according to standard EN 17460 or its corresponding national version is available.
- The certification body must provide evidence of its competence in application-related adhesive bonding technology in railway vehicle.
- It is ensured that the criteria and requirements of the ECARV (use and observance of the RoP and the A-Z-Guideline) are to be applied in their field of activity.
- The certification bodies have undertaken that the certified companies to be supervised by them must also comply with these criteria and requirements.

#### **b) Management of the certification body**

- The certification body must have appointed a head and at least one deputy.
- The tasks, duties and deputy regulations must be described.
- The head and the deputy shall demonstrate their authority to issue instructions to all auditors of this certification body.
- participation in the annual meeting “exchange of experience” of the certification bodies must be demonstrated.

#### **c) Auditors**

- At least 2 auditors are appointed.
- There is a contractual relationship between the auditors and the certification body.

- The active auditors are approved by ECARV.
- All auditors have confirmed the use of the ECARV rules (RoP, A-Z-Guideline, decisions of the ECARV).
- Continuous external training has to be proven (at least every two years).
- The auditors must prove that they have carried out at least five audits per calendar year. Exceptions can be given by the ECARV.
- Auditors are instructed and informed about the results of the meetings of the ECARV by the head of the certification body.
- It has to be ensured that the auditors are not appointed as ABC in the field of DIN 6701 or EN 17460.

## **Task No 2: Appointment of new auditors**

### **a) Minimum requirements regarding the qualification**

- Qualification as an EWF-European Adhesive Engineer (EAE) according to Guideline EWF 662; alternatively: proof of professional competence by participation in the EAE course and passing the examination (comprehensive technological competences).
- In-depth knowledge of state-of-the-art adhesive bonding technology.
- Proof of at least five years of professional experience relevant to adhesive bonding technology in the rail vehicle industry or an industry with comparable working methods and processes, such as commercial vehicle construction or shipbuilding. Proof of professional experience is considered to be, for example:
  - Activities in a responsible position in the adhesive bonding process, e.g. as an ABC,
  - appropriate project work with adhesive bonding content,
  - expert activities of relevance to adhesive bonding technology.
- Proof of comprehensive technical knowledge in the field of "Adhesive bonding of rail vehicles during new production or repair".
- Proof of in-depth knowledge of EN 17460 and other relevant regulations in the field of adhesive bonding technology and rail vehicle construction.
- Proof of experience in auditing companies.
- Proof of participation in at least five understudy audits in the course of DIN 6701 or EN 17460 audits, in which all areas of application in which the auditor is to audit in the future should be covered. The shadowing must have taken place in at least one A1 facility and one A2 facility in the scopes pre-, in- and post-production.
- Auditors must not be appointed as ABC in the area of DIN 6701 or EN 17460.

## **b) Examination board**

The examination of the admission requirements and the competences of the future auditors is carried out by an examination board. The tasks of the examination board are:

- Examination and evaluation of applications for auditor approval
- Examination and evaluation of the admission requirements
- Organisational coordination of the examination with the certification bodies
- Conducting and evaluating the examination
- Presentation of the results of the examination in the ECARV
- Possibly necessary control of the fulfilment of measures resulting from the examination.

It has to be ensured, that

- each examination is individually supervised by an examination board
- objectivity and impartiality are guaranteed
- the examination board is made up of 3 members of the subcommittee (a fourth person is to be determined for the case of substitution). Exceptions to this are to be agreed with the chairman of the ECARV.
- A maximum of one representative of a certification body is appointed to the expert committee (but in no case a representative of a certification body with which the candidate is contractually associated is appointed).
- The head of the certification body or his deputy is allowed to observe an examination.

## **c) Verification of the eligibility requirements and the competences of the auditors**

The examination of the candidate shall proceed as follows:

- The usual duration of an examination is approx. 6 to 8 hours. The interview must be conducted in one go. It is not permissible to spread it over several days.
- The expert discussion shall be conducted face-to-face. Exceptions require the consent of the ECARV.
- At the end of the examination, the candidate and the respective certification body must be informed of the results of the interview, any measures required and the resulting recommendation to the ECARV.
- The decision on the admission of the candidate is made by the ECARV, based on the recommendation of the examination board. If necessary, the decision of the ECARV can be made in the form of an e-mail vote by the secretary of the ECARV.