



ASSESSOR AND EXPERT INFORMATION RECORD

Please take time to read carefully and to fill out **ALL** the sections. Kindly return the completed form to:

The Director,
National Accreditation Board,
1st Floor Mizzi House,
National Road,
Blata l-Bajda,
HMR9010
Malta
e-mail: info@nabmalta.org.mt

Notes:

1. *All the information requested by the form shall be completed before an Assessor/Expert can be entered in the NAB-MALTA Assessors Database.*
2. *NAB-MALTA shall keep confidential all the information submitted and shall not disclose any such information to any third party, except that in the public domain or as required by law or to the Board or for internal auditing purposes or to the European Co-operation for Accreditation (EA) during the EA peer evaluation process.*
3. *The information supplied to the NAB-MALTA shall be treated in terms of the General Data Protection Regulation (EU) 2016/679.*
4. *Proof of qualifications shall be submitted, as indicated in this document.*

SECTION 1: PERSONAL DETAILS

Title/Name of Assessor:

Contact Address:

Tel.:

Mobile:

E-mail:

Date of Birth:

Nationality:

SECTION 2: ACCREDITATION SCHEMES	
<i>(Note: Please state in which accreditation schemes you are qualified in)</i>	
Testing (EN ISO/IEC 17025) <input type="checkbox"/>	Calibration (EN ISO/IEC 17025) <input type="checkbox"/>
Medical (EN ISO 15189) <input type="checkbox"/>	Inspection (EN ISO/IEC 17020) <input type="checkbox"/>
Certification (Personnel) (ISO 17024) <input type="checkbox"/>	Certification (Product) (EN ISO/IEC 17065) <input type="checkbox"/>
Proficiency Testing (EN ISO 17043) <input type="checkbox"/>	Reference Material Producers (ISO 17034) <input type="checkbox"/>
EMAS EC 1221/2009 <input type="checkbox"/>	Notified body work (specify directives) <input type="checkbox"/>
Certification (Management Systems) <i>(specify management system standard)</i> (EN ISO/IEC 17021-1) <input type="checkbox"/>	ISO9001 <input type="checkbox"/> ISO14001 <input type="checkbox"/> OHSAS18001 <input type="checkbox"/> ISO22000 <input type="checkbox"/> ISO27001 <input type="checkbox"/> Other: <input type="checkbox"/>
Other schemes (please specify):	

SECTION 3: CURRICULUM VITAE (CV)	
Applicants shall submit their updated CV, preferably using the Europass CV Template (http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions).	<input type="checkbox"/>
<i>(Note: Where information requested in the following sections is already included in the CV this should be clearly referenced. There is no need to repeat information).</i>	

SECTION 4: EDUCATION AND PROFESSIONAL RECOGNITION		
<i>(Notes: For each recognition attach copies of certificates or other proof of qualification or equivalent)</i>		
Qualification	Subject(s)	Date Awarded
University Degrees <i>(Please give name of university)</i>		
Technical <i>(for e.g. Certificates, Diplomas, etc...)</i>		
General <i>(O&A Levels, etc.) Graduates may omit this part</i>		

SECTION 5: CURRENT MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Institution	Membership Grade	Date Achieved

SECTION 6: DETAILS OF LAST FIVE JOBS

From	To	Name of employer and nature of business	Position held

SECTION 7: WORK IN MALTA

(Please give a brief explanation of your main activities in Malta).

Note for foreign technical assessors: *If you have already carried out any work in Malta please give a brief explanation of the work carried out.*

SECTION 8: TECHNICAL EXPERIENCE

*(Note: Write the details of relevant experience in testing and calibration, management systems, certification, inspection, conformity assessment, quality assurance, EMAS, and other relevant technical areas. **Always quote the years**)*

SECTION 9: ASSESSMENT WORK EXPERIENCE

The following data about the assessments carried out in the last 24 months is required:

- *Total number of assessments carried out, type of CAB and the accreditation standard used for each assessment*
- *Duration and role in the assessments*
- *Name of accreditation body and contact reference of that accreditation body*

Note: If you need more space please make copies of this page.

**9.1. Assessment of Conformity Assessment Bodies – CABs
(Laboratories, Inspection Bodies, Certification Bodies, EMAS Verifications)**

Total Number of Assessments carried out (last 24 months):

Assessment Standard	CAB Type and name	Date, Location and your function (Lead Assessor (LA), Technical Assessor (TA), Technical Expert (TE))	Name of Accreditation Body (AB)	AB Contact

9.2 Assessment of Contractors, Producers and Suppliers

9.3 Other types of assessments/audits carried out *(Please specify)*

SECTION 10: RECOGNITION BY OTHER ACCREDITATION BODIES

Notes:

- *Recognition shall be from another EA Member which is a signatory to the EA MLA for the particular scheme for which the assessor/expert is applying*
- ***Attach proof of qualification or equivalent.*** *A letter from the relevant Accreditation Body clearly showing the technical areas for which you are qualified as Lead Assessor or Technical Assessor/Expert will be sufficient.*

Name of the Accreditation Body which carried out the qualification	Type of Qualification Choose from: <ul style="list-style-type: none"> • Lead Assessor • Technical Assessor • Technical Expert 	Date of Qualification	Accreditation Scheme (e.g. ISO17025, ISO17020, ISO17065, etc...)	Areas of competencies for which you have been qualified

Section 11: TRAINING

Details of Assessor/Auditor training and other training related to accreditation (e.g. training on proficiency testing, validation, etc...)

*(Please identify the name of the Training Organisation, date of award of qualification and the Standard(s) e.g. EN ISO/IEC 17025; EN ISO 15189; EN ISO/IEC 17020; etc. and **attach proof.**)*

Name of Training Organisations	Dates of Training	Date of Award of Qualifications (if applicable)	Standard

Section 12: EXPERTISE

Technical Areas in which the applicant considers himself/herself competent to act as a NAB-MALTA Assessor/Expert

*(Note: For Certification Bodies and EMAS the applicant **shall quote the relevant EA/NACE code.**)*

Section 13: EXPERTISE IN EVALUATING IN-HOUSE CALIBRATIONS

Do you deem yourself competent to evaluate in-house calibrations performed at the CAB (Refer to ATG15 to understand expected competency)? Yes No

If yes, kindly indicate the type of in-house calibrations you are qualified / competent to witness and evaluate according to the requirements of ATG15:

Mass	<input type="checkbox"/>	Volume	<input type="checkbox"/>
Force and torque	<input type="checkbox"/>	Length and angle	<input type="checkbox"/>
Electrical quantities	<input type="checkbox"/>	Time and frequency	<input type="checkbox"/>
Pressure	<input type="checkbox"/>	Temperature	<input type="checkbox"/>
Liquid flow and heat energy	<input type="checkbox"/>	Physical and chemical quantities	<input type="checkbox"/>
Other (please specify):			
	<input type="checkbox"/>		<input type="checkbox"/>

For the quantities ticked above, please provide information on the types of equipment which you can witness during in-house calibration (for e.g. types of temperature measuring devices).

Details of Assessor/Auditor training and other training related to measurements and calibrations (e.g. training on uncertainty of measurements, etc...)
(Please identify the name of the Training Organisation, name of training course, date of award of qualification and attach proof).

Name of Training Organisations	Name of Training Course	Dates of Training	Date of Award of Qualifications (if applicable)

Are you qualified for evaluating in-house calibrations by an accreditation body that is an EA MLA signatory? *Attach proof of qualification or equivalent.*

Name of the Accreditation Body which carried out the qualification	Type of Qualification	Date of Qualification	In-house calibration sector for which you have been qualified

Section 14: EXPERTISE IN EVALUATING FLEXIBLE SCOPES

Do you deem yourself competent to evaluate flexible scopes?

Yes

No

If yes, kindly indicate how many laboratories with a flexible scope you have assessed

Details of Assessor/Auditor training and other training related to flexible scopes

*(Please identify the name of the Training Organisation, name of training course, date of award of qualification and **attach proof**).*

Name of Training Organisations	Name of Training Course	Dates of Training	Date of Award of Qualifications (if applicable)

Section 15: OTHER EXPERTISE (related to accreditation and conformity assessment)

(such as technical advice provided to other accreditation bodies or conformity assessment bodies, participation in EU projects as accreditation expert, delivery of training courses, etc.)

Section 16: REFERENCES

(here you may write any organisation which can be contacted for reference)

Section 17: COMPANY DETAILS

Please complete Section 17 if you will be supplying assessment services through your employer and/or a Limited company

Name of Organisation/Business:

Name of main contact for assessors (if applicable):

Address for contact:

Tel. No.

Mobile:

E-mail

Section 18: Knowledge of Languages

Self-assessment		Understanding		Speaking		Writing
<i>European level (See Schedule 1)</i>		Listening	Reading	Spoken interaction	Spoken production	
Language						
Language						
Language						
Language						
Language						

SECTION 19: APPLICATION ENDORSEMENT

I certify that the information given in this form and the attached documentation and information is true and correct.

I consent to the use of the documentation and information provided with this application to allow a proper examination and evaluation for inclusion in the NAB-MALTA's Database of Assessors.

I have familiarised myself with the contents of the relevant Assessor Information Pack including the NAB-MALTA regulations and policies and agree to be bound by the terms of the NAB-MALTA assessor contract.

Signature: _____

Date: _____

Applicants should ensure that this section is filled in. Where this is not possible a reason is to be given. It has to be completed by either

- A senior manager if services are supplied through your employer or*
- If services are to be supplied independently, a professionally qualified referee who has worked with you or you have provided services for in a professional capacity.*

Where it is not possible to complete the section hereunder, a referral letter or email may be submitted instead.

To the best of my knowledge and based on working with _____ in a professional capacity I can confirm that the information given in this form and attachments is true and correct and he/she is technically competent in his/her stated area of expertise.

Signature of professionally
qualified referee/senior manager _____

Date _____

Name in block capitals _____

Position* _____

Address _____

Telephone No: _____

E-mail: _____

** Referees should indicate their professional status*

Schedule 1 – European language levels - Self Assessment Grid

		A1	A2	B1	B2	C1	C2
Understanding	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.