

**300-004**

## **DGUV Grundsatz 300-004**

# **DGUV Test Rules of Procedure for Testing and Certification**

Part 2: Certification of Persons

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# 1 General Provisions

## 1.1 Area of Application

These Rules of Procedure for Testing and Certification apply to the certification of persons as carried out by the Testing and Certification Bodies within DGUV Test within the context of its testing and certification responsibilities.<sup>1)</sup>

## 1.2 Terms and Definitions

### Applicant

The person who submits an application for admission to the certification process (DIN EN ISO/IEC 17024:2012).

### Principles of Testing and Certification (Principles of Testing)

Competence and other requirements in relation to groups of persons with specific responsibilities (DIN EN ISO/IEC 17024:2012). The Principles of Testing are set out the certification programme.

### Candidate

Applicant who has been admitted to testing (cf. DIN EN ISO/IEC 17024:2012)

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<sup>1)</sup> The relevant area of activity of DGUV Test can be found on the internet at [www.dguv.de/dguv-test/pruefgebiete](http://www.dguv.de/dguv-test/pruefgebiete).

## **Competence**

The application of ability, knowledge and skills in order to achieve intended results. (DIN EN ISO/IEC 17024:2012)

## **Qualification**

Education, training and, if appropriate, professional experience as indicated (DIN EN ISO/IEC 17024:2012)

## **Re-certification**

Testing and certification of a person upon expiry of the validity of the certificate for the purpose of issuing a new certificate.

## **Repeat Test**

Repetition of a test not passed

## **Certification Requirements**

Requirements to be met in order to obtain or maintain a certificate (cf. DIN EN ISO/IEC 17024:2012)

## Certification Process

Process through which a certification body establishes whether a person meets the certification requirements including submission of an application, assessment, decision on certification, re-certification as well as the use of certificates and logos/marks (DIN EN ISO/IEC 17024:2012)

### 1.3 Testing and Certification Bodies

With the exception of the Testing and Certification Body for the Ship Safety Division, the Testing and Certification Bodies of DGUV Test are facilities of the German Social Accident Insurance, Incorp. Association (Deutsche Gesetzliche Unfallversicherung e.V. [DGUV]). The DGUV Test Testing and Certification Body for the Ship Safety Division is part of the BG for Transport, Traffic, Post Logistics and Telecommunications (BG für Verkehrswirtschaft Post-Logistik Telekommunikation [BG Verkehr]) and cooperates with the DGUV within the context of DGUV Test.

DGUV Test is a trademark of DGUV e.V. The Testing and Certification Bodies are organized in a decentralized manner and act independently within the scope of the responsibilities assigned to them.

### 1.4 Impartiality and Non-Discriminatory Terms

The Testing and Certification Bodies work impartially. The services of the Testing and Certification Body are available to all interested persons. The Testing and Certification Body treats all applicants equally by determining objective criteria for admission to testing and certification.