

Application for the extension of the qualification as VDA 6.3:2023 certified process auditors

Preliminary remarks

Please submit the following documents to this application:

- a copy of your valid certificate
- a copy of certificate of qualification "From VDA 6.3:2016 to VDA 6.3:2023 – Upgrade"
- proof of auditing experience (see appendix)

All documents shall be submitted in English or national language.

The processing fee of 165,- EUR (exclusive VAT) includes the application review and issue of a new VDA certificate.

Please send the complete application by post or by mail to your training office.

Postal address:

Volkswagen Group Academy Mexico,
Autopista México - Puebla Km. 116,
San Lorenzo Almecatla,
Cuautlancingo, Puebla. C.P. 72700

E-Mail:

inscripciones@vwi.mx

Applicant's Information:

Title, first name:	
Last name:	
Date of birth (DD.MM.YYYY):	

Applicant's current company address:

Company name:	
Department:	
Street:	
Zip Code:	
City:	
State:	
Country:	
Telephone:	
E-Mail:	

Billing address (if different):

Company name:	
Department:	
Street:	
Zip Code:	
City:	
Country:	
E-Mail:	
PO number:	

Please tick the applicable box and enclose proofs!

1. Proof of the validity period

- ☐ Copy of the current valid certificate

2. Proof of VDA 6.3:2023

- ☐ Copy of your certificate of qualification of the training “From VDA 6.3:2016 to VDA 6.3:2023 – Upgrade” (Live-Online-Training ID 333 or alternatively Web-Based Training ID 384)

3. Proof of auditing experience

- ☐ At least 5 (five) process audits and/or potential analysis (at least 10 audit days) as responsible auditor in the period of validity of the qualification. Internal as external process audits and/or potential analysis are accepted as well.

A maximum of two (2) audit days can be carried out as a remote audit or hybrid audit. As soon as an audit has been partially carried out remotely, it is considered a hybrid audit.

If evidence of the required audit experience cannot be provided, the qualification can be extended only by attendance at “VDA 6.3 for certified process auditors” (ID 341).

- ☐ Certificate of attendance of “VDA 6.3 for certified process auditors” (ID 341)

I herewith confirm that the information given is correct.

Date, Name and Signature of the applicant

Appendix - Auditing experience

Please enter the conducted process audits and/or potential analysis in the following table (at least 5 audits with at least 10 audit days in the period of validity of the qualification)

A maximum of two (2) process audit days can be conducted as remote or hybrid audits.

Audit-date	Number of audit days	Audited Organization	Audited process(es)	Type of the Audit		
				Process Audit	Potential Analysis	Remote-/ Hybrid-audit

To be filled in by the training organisation / license partner:

Extension approved:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
The following documents are missing / incomplete and must be provided in full:			
Date:	Application checked by:		
	Signature:		