**ILNAS/PSCQ/F002**

**Application for technical Assessor**

Modifications: first edition

1, avenue du Swing

L- 4367 Belvaux

Tél.: (+352) 247 743 - 53

Fax: (+352) 247 943 - 50

confiance-numerique@ilnas.etat.lu – [www.portail-qualite.lu](http://www.portail-qualite.lu)

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The printed versions are not managed.

**General information**

All details on technical assessors can be found in the document ILNAS/PSCQ/Pr004 – *Qualification of technical assessors*. Assessors are registered to the National register of technical assessors for a period of 3 years. Registration is renewable.

The registration is done by the Digital trust department.

Technical assessors must fulfil the criteria specified in section 5.1.1 of ILNAS/PSCQ/Pr004 - *Qualification of technical assessors.*

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| Technical Assessor contact information |
| name |       |
| date of birth |       |
| address |       |
| office address  |       |
| home phone |       |
| office phone |       |
| cellular phone |       |
| fax |       |
| e-mail |       |

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| Languages fluently spoken, in which the candidate is able to carry out an assessment |
|                 |

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| **You want to be registered as technical assessor for the following field(s)** |
| [ ]  Electronic signature | [ ]  Electronic registered delivery services  | [ ]  Certificate services for website authentication |
| [ ]  Electronic seals | [ ]  Electronic time stamps | [ ]  E-archiving or Digitisation services |

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| --- |
| **Education and continuing education** |
| **school, university, institute, organization offering continuing education** | **formation, title of the formation** | **diploma** |
|                      |                      |                      |

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| **Please attach the following documents:** |
| 1. one detailed CV,
2. a copy of your diplomas,
3. the documentary evidence of continuing education,
4. the documentary evidence on the qualification as an assessor,
5. a list of the assessments carried out,
6. the statement of professional ethics signed (Please add the note “read and approved”).
 |

### Professional ethics

In conjunction with activities carried out on behalf of ILNAS, the assessor agrees to the following:

a) To inform ILNAS of any personal or employer-based relationship, especially a consultancy or family tie, that may exist or have existed between the assessor and the organization undergoing an assessment that could affect the assessor’s independent judgment, prior to accepting an assignment.

b) To refuse any payment, gift, commission or benefit of any type, even non-monetary, for self or for family or friends, offered by the organizations being assessed, by their representatives or any other party concerned or not by the assessment that could affect the assessor’s independent judgment at the time of the assessment.

c) To clearly and accurately state facts relating to assessments with full objectivity, honesty and balance.

d) To maintain an attitude of open dialogue at all times, avoiding arbitrary and authoritarian positions.

e) To take every precaution that no document or information that assessors or persons under their authority reviewed during an assignment or during visits to ILNAS premises are disclosed directly or indirectly through the actions of the assessor or of persons under his authority.

Note: When leaving the premises of an organization, assessors should return all documents to the entities under review.

f) To act in such a manner as to maintain a positive image of the customer, ILNAS and the assessment.

g) To share experience with all other assessors in the ILNAS organization to which the assessor belongs.

h) To not use an assessment experience to establish business links with a commercial organization within two years of having performed an assessment on that organization.

i) To cooperate with all requests for information or official inquiries concerning cases of neglect or alleged infractions of this ethics code.

j) To strive to improve skills, efficiency and quality of assessor services.

k) To maintain a record of assessments and training programs completed.

l) To carry out assessments in compliance with the guiding principles of ILNAS.

Should it be determined by ILNAS that the assessor neglected his responsibility with respect to the code of professional ethics, ILNAS will notify this person of the offence which may result in a warning, a suspension or removal from the National register of technical assessors.

After hearing the assessor’s arguments, ILNAS will reach a decision and notify the concerned person by e-mail. ILNAS will not be liable for compensation to an assessor for damages suffered resulting from an action of this nature.

The assessor understands that ILNAS does not provide professional occupational hazard insurance during assessment assignments.

Date:

Name:

Signature:

*(Add the note “Read and approved” before signing).*

This form should be filled out and forwarded to the following address:

**ILNAS/Digital Trust Department**

**1, avenue du Swing**

**L- 4367 Belvaux**