

## Application Process

PR-006

Revision	Issue Date	Author	Reviewer	Approval
Revision 0	Mar. 12, 2020	<i>R. Byrne</i>	<i>Ken Keith</i>	<i>Matthew Holmes</i>
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## Revision History

Revision Status	Revised Section (s)	Description of Revision	Reason for Revision
0	All	New Procedure	Original Document – Compliance with ISO 17024:2012

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## 1. Purpose

The purpose of this procedure is to describe the application creation, distribution, and review processes required by the quality management system of the CMVA/ ACVM.

## 2. Scope

This procedure applies to all processes related to the following:

- Application for examination and certification
- Application for recertification
- Application for review of exams

## 3. Definition

**ACVM** – L'Association Canadienne en Vibrations de Machines

**CMVA** – Canadian Machinery Vibration Association

**Document** – Anything in a fixed form that communicates customer requirements, guides decisions making, or describes the correct way to carry out a process. A document is information and the medium on which it is contained.

**Minimum Set of Requirements** – A set of requirements established by the CMVA/ ACVM By-Laws and PR-008 Examination Process to be used as a guiding document in evaluation of applications.

## 4. References

ISO 17024:2012 Conformity assessment – General requirements for bodies operating certification of persons

ISO 18436-1 Condition monitoring and diagnostics of machines – Requirements for qualification and assessment of personnel, Part 1: Requirements for assessment bodies and the assessment process.

ISO 18436-2 Condition monitoring and diagnostics of machines – Requirements for qualification and assessment of personnel, Part 2 – Vibration condition monitoring and diagnostics.

Application for Examination and Certification of Vibration Analysts English, FM-006-1

Application for Examination and Certification of Vibration Analysts French, FM-006-2

CMVA / ACVM Recertification Form 2015 FR-EN (003), FM-006-3

Control of Documents and Records Procedure, PR-001

Certification Scheme, PR-004

Schedule of Fees, DOC-006-1

## **5. Responsibility**

### **5.1. Executive Director**

The Executive Director or delegate is responsible for administering the application process as defined by the National President and Board of Directors. Administration includes distribution of application forms via email or website, receipt, review of applications, and retention of records. The Executive Director shall be responsible for all correspondence with applicants, including notification of examinations, examination results and invoicing.

### **5.2. National President**

The CMVA / ACVM National President in office or designate is responsible for reviewing and approving this procedure for adequacy prior to release.

### **5.3. Board of Directors**

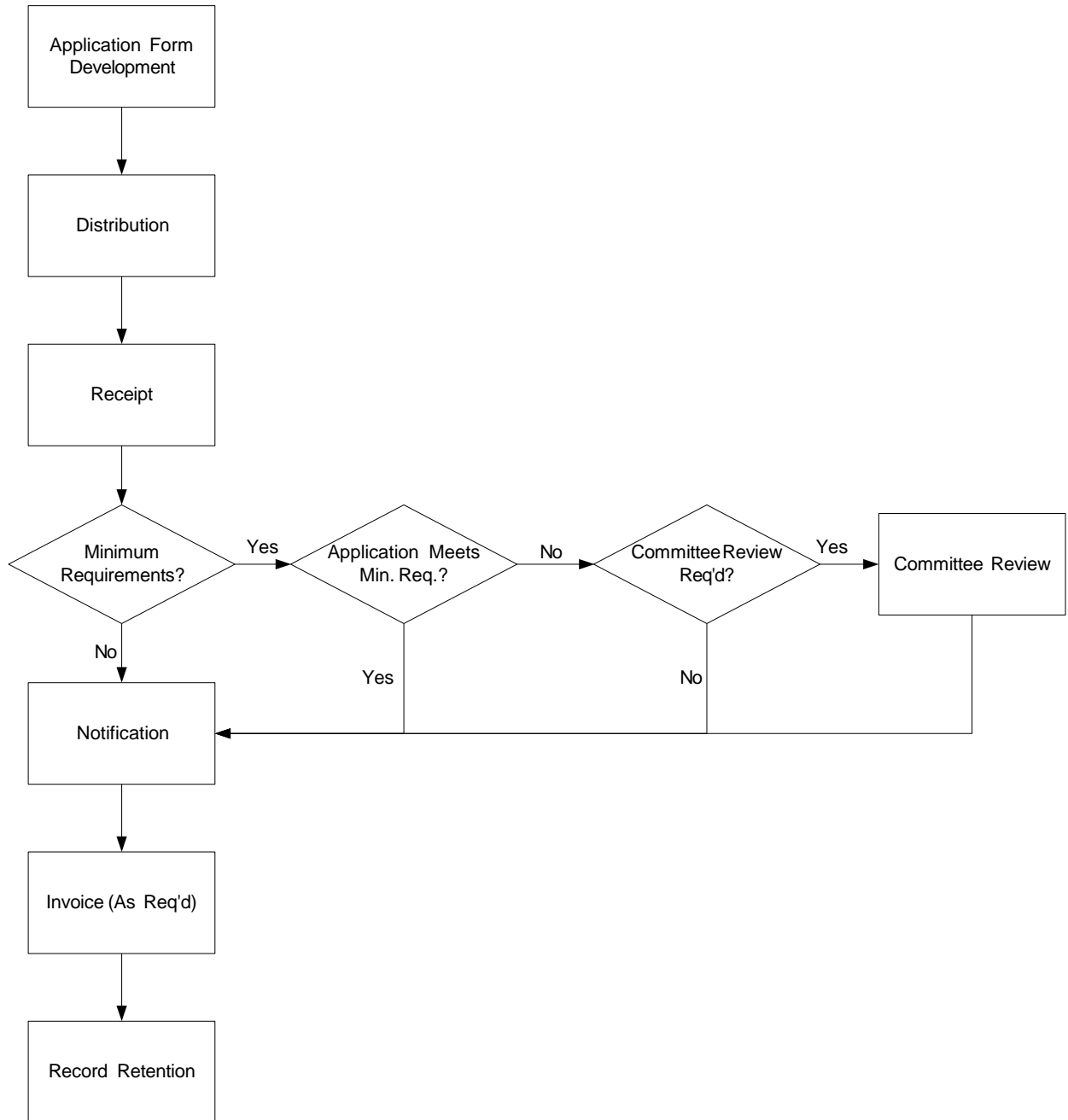
The CMVA/ ACVM National Board of Directors are responsible for application form development. Application form development will be driven by ISO 17024 and ISO 18436 requirements and be updated on an as-required basis. The Board of Directors also responsible for reviewing the application process as part of the annual management review. This includes taking necessary action to improve processes as needed.

### **5.4. Staff/ Volunteers/ Document Users**

As applicable to their role within the CMVA/ ACVM, all Staff, Volunteers and Document Users are responsible for following the processes required by this procedure and for reporting any nonconformity or opportunity to improve this procedure or the processes described within it.

## 6. Process Requirement

The application process is illustrated in Figure 6-1 and discussed in sections 0 to 6.7.



*Figure 6-1: Application Process Flow Chart*

## 6.1. Application Form Development

Documents shall be created, reviewed, approved, and maintained in accordance with PR-001, Control of Documents and Records Procedure. All application forms will be created to address the requirement of the application. As an example, recertification applications require that the application meet a minimum set of requirements; therefore, the form will be developed to easily assess if the application meets the minimum set of requirements.

At a minimum, all application forms shall include:

- Information required to identify the applicant, such as name, address and other information required by the certification scheme (PR-004, Certification Scheme).
- The scope of the desired certification.
- A statement that the applicant agrees to comply with the certification requirements and to supply any information needed for the assessment.
- Any supporting information to demonstrate objectively compliance with the scheme prerequisites.
- Notice to the applicant of the opportunity to declare, within reason, a request for accommodation of special needs.
- Signature of the applicant.

## 6.2. Application Form Distribution

Application forms will be made accessible on the CMVA/ ACVM website to any interested parties and the Executive Director or delegate will ensure the most recent issue of the application form is available on the CMVA website. As required, the Executive Director will provide members with guidance on where to find applicable forms. The applicant will be responsible to download the latest version of the form for submission to the CMVA/ ACVM Application Process.

## 6.3. Application Form Receiving

As applications are received, the Executive Director, or designate, should save a digital copy to the individuals file to be held for five years with periodic back-ups completed. Applications will be held for future purposes (i.e. resolution of disputes).

The Executive Director or their designate shall send an acknowledgement to the sender that the application has been received and is pending review.

### 6.3.1. Special Circumstances

In the event that an application form is received in advance of a deadline (i.e. certification renewal received 6 months in advance of certification expiration date), the CMVA/ ACVM will review the application at the time of receipt and issue recertification effective the date of the previous certification's expiry.

The CMVA/ ACVM will honor a 6 month grace period from date of expiry for all recertification applications.

## **6.4. Application Review**

Applications shall be reviewed by the Executive Director or delegate for completeness. Any application which is observed incomplete shall be returned to the sender for completion.

Applications shall be reviewed against criteria established by ISO 18436-2 to confirm the applicant meets the minimum set of training and experience requirements.

### **6.4.1. Committee Review**

If the application reviewer (Executive Director or delegate) is unclear if the application meets the minimum set of requirements, the reviewer may request a review by the established CMVA/ ACVM Application Review Committee. This committee may include members from the CMVA/ ACVM Technical Committee, CMVA/ ACVM ISO Certification and Training Committee and CMVA/ ACVM Board of Directors.

## **6.5. Notifications**

The Executive Director or delegate shall notify the applicant if their application was accepted or rejected via email.

## **6.6. Invoicing**

As required, the Executive Director or delegate shall invoice the applicant based on the schedule of fees (DOC-006-1, Schedule of Fees) as established by the CMVA/ ACVM and in accordance with the method of payment requested by the applicant.

## **6.7. Retention of Records**

The Executive Director or delegate shall keep all applications and other supporting information as required for a minimum of 5 years. Refer to PR-001, Control of Documents and Records Procedure.

*END OF PROCEDURE*