

# Information sheet for recertification/prolongation DGQ/EOQ

Certificate and requirements for recertification			
Certificates		Requirements for recertification	Validity
Quality Assurance	o DGQ-Quality Assurance Manager	<ul style="list-style-type: none"> <li>• 2 years of work experience in quality assurance</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o EOQ Quality Operator	<ul style="list-style-type: none"> <li>• 3 years of work experience in quality management</li> <li>• 2 days of task-specific/related training</li> </ul>	5 years
	o EOQ Quality Assistant	<ul style="list-style-type: none"> <li>• 3 years of work experience in quality management</li> <li>• 2 days of task-specific/related training</li> </ul>	5 years
Quality Management	o DGQ-Quality Management Representative incl. EOQ Quality Management Representative	<ul style="list-style-type: none"> <li>• 1 year of work experience in quality management</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Quality Manager incl. EOQ Quality Manager	<ul style="list-style-type: none"> <li>• 2 years of work experience in quality management</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
Quality Management in Healthcare	o DGQ-Quality Management Representative in Healthcare incl. EOQ Quality Management Representative in Healthcare	<ul style="list-style-type: none"> <li>• 1 year of work experience in quality management</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Quality Manager in Healthcare incl. EOQ Quality Manager in Healthcare	<ul style="list-style-type: none"> <li>• 2 years of work experience in quality management</li> <li>• 1 day of task-specific/related training</li> <li>• 2 completed quality management related projects</li> </ul>	3 years
Audit	o DGQ-Internal Auditor according to ISO 19011 o DGQ-Internal Auditor International Railway Industry Standard (IRIS) o DGQ-Internal Auditor Medical Devices according to ISO 13485 o DGQ-Internal Auditor Data Protection o DGQ-1 <sup>st</sup> /2 <sup>nd</sup> Party Auditor IATF 16949	<ul style="list-style-type: none"> <li>• 3 internal audits with 3 days on site</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Quality Auditor incl. EOQ Quality Auditor	<ul style="list-style-type: none"> <li>• 3 quality management system audits with 15 audit days, 9 of them on site</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Quality Lead Auditor incl. EOQ Quality Lead Auditor	<ul style="list-style-type: none"> <li>• 3 quality management system audits with 15 audit days, 9 of them on site; 1 of the audits as audit team leader</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
Energy, Environment, Occupational Health and Safety, Information Security	o DGQ-Energy Auditor o DGQ-Environmental Auditor (incl. EOQ Environmental Auditor) o DGQ-Occupational Health and Safety Auditor (incl. EOQ OHS Auditor) o DGQ-Information Security Auditor	<ul style="list-style-type: none"> <li>• 3 management system audits based on the corresponding normative standard with 15 audit days, 9 of them on site</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Environmental Lead Auditor (incl. EOQ Environmental Auditor) o DGQ-Occupational Health and Safety Lead Auditor (incl. EOQ OHS Auditor)	<ul style="list-style-type: none"> <li>• 3 management system audits based on the corresponding normative standard with 15 audit days, 9 of them on site; 1 of the audits as audit team leader</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Occupational Health and Safety Manager incl. EOQ OHS Manager	<ul style="list-style-type: none"> <li>• 2 years of work experience in occupational health and safety management</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Environmental Manager (incl. EOQ Environmental Manager)	<ul style="list-style-type: none"> <li>• 2 years of work experience in environmental management</li> <li>• 1 day of task-specific/related training</li> <li>• 1 completed environmental management related project</li> </ul>	3 years
Laboratory	o DGQ-Laboratory Manager ISO/IEC 17025 o EOQ Laboratory Quality Assurance Manager	<ul style="list-style-type: none"> <li>• 2 years of work experience in laboratory management</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years
	o DGQ-Laboratory Assessor ISO/IEC 17025 o EOQ Laboratory Assessor	<ul style="list-style-type: none"> <li>• 2 laboratory assessments with 8 audit days, 4 of them on site</li> <li>• 1 day of task-specific/related training</li> <li>• Valid certificate „DGQ-Auditor Qualität“</li> </ul>	3 years
Processes	o DGQ-Process Manager o EOQ Process Manager	<ul style="list-style-type: none"> <li>• 2 years of work experience in process management</li> <li>• 1 day of task-specific/related training</li> </ul>	3 years

Depending on your certificate the DGQ/EOQ requirements for recertification refer to participation in training courses, evidence of work experience and/or your professional background. Please find an overview of the required evidence above. The recertification enables you to prove your updated professional competences – confirmed by a neutral authority (DGQ Personnel Certification Body) – towards third parties.

## Important notes

For recertification we require your application form and the evidence specified above. Please note that the evidence refers to the period of validity of your current certificate.  
Please submit all evidence and the application form in a single PDF document.

### Work experience

In order to prove your professional experience please complete the form "Proof of work experience". The form must be signed by your superior and provided with a company stamp. Alternatively, you can submit copies/scans of your references.

### Audit evidence

The audits must be proven on the basis of the corresponding normative standards and must include all phases of an audit (planning, conduct, follow-up) according to DIN EN ISO 19011.  
Please complete the form "Proof of audit experience". The form must be signed by your superior and provided with a company stamp.

### Project evidence

Completed projects have to be confirmed by your employer. The confirmation should contain the projects with title, period and your role.

### Trainings

Please provide evidence of completed trainings by submitting copies/scans of the attendance certificates (not necessary for DGQ courses).

Please find a selection of trainings on our website:

<https://shop.dgq.de/themen/weiterbildung-zertifikat-verlaengern-rezertifizierung>

Attendance in four DGQ regional group events (no plant tours) with thematic reference to your certificate is recognized as training comprising eight teaching units. Please submit certificates of attendance from the DGQ branch.

**Attention:** Please note that regarding revisions of normative standards as of the date when revision comes into effect, an - evidence is required which is stating that you have attended a one-day training upon these updates.

### Upgrade of certificate (without taking an examination)

**For Upgrades** of an existing certificate according to DGQ guidelines (as well as DGQ-Quality Representative and internal Auditor) evidence must be provided according to the relevant DGQ Procedural Provisions of the Certification and Examination Regulations of the target certificate, § 2 and § 3. In addition, proof of a one-day task-specific/related training is required if the certificate according to DGQ guidelines (as well as DGQ-Quality Representative and internal Auditor) was issued more than three years ago.

### Downgrade of certificate (without taking an examination)

#### **For Downgrades**

from DGQ-Quality / Environmental / Occupational Health and Safety Lead Auditor  
to **DGQ-Quality / Environmental / Occupational Health and Safety Auditor**

the respective requirements for recertification

as DGQ-Quality / Environmental / Occupational Health and Safety Auditor must be fulfilled.

## Code of Conduct

By signing the application form for recertification, you accept the Code of Conduct for DGQ/EOQ certificate holders.

## Deadlines for the submission of applications

The application form including all evidence should be submitted to the DGQ Personnel Certification Body by the expiry date of the certificate.

If the application for recertification is submitted up to one year after the expiry date of the current certificate, the new certificate will be issued retroactively to the expiry date. However, the provided evidence must refer to the period of validity. If the validity of the certificate is exceeded more than one year, a complete new certification with examination is necessary.

Exception: All certificates according to DGQ guidelines are limited to 6 years one-time and cannot be renewed. You can apply for an Upgrade within the period of validity (see requirements above). At the end of the 6-year validity period, a complete new certification including an examination is required.

## Processing times and certificate dispatch

It may take up to six weeks to process applications.

The certificate will be sent to your private address. Please kindly inform us in good time of any address changes.

**Deutsche Gesellschaft für Qualität e.V.  
Personenzertifizierungsstelle**