

APPLICATION FORM AND CERTIFICATE AGREEMENT

Personal certification according to INSTA 800 Cleaning Quality - System for determining and evaluating cleaning quality

APPLICANT INFORMATION		
Full Name: (First name, surname)		
Date of Birth:		
Organisation: (If costs are covered by employer)		
Org. nr.: (If costs are covered by employer)		
Private Address: (Home address)		
Invoice Address: (If different from home address)		
Telephone Number:	Privat:	Mobil:
E-mail Address:		
CERTIFICATION (Mark the desired Level/Language)		
Level for Certification:	Level 3: <input type="checkbox"/>	Level 4: <input type="checkbox"/>
Certificate Language	Norwegian/ Danish: <input type="checkbox"/>	English: <input type="checkbox"/>
DOCUMENTATION TO BE ADDED (Mark the relevant box in the middle column)		
Proof of Completion of Course (Certification)	<input type="checkbox"/>	
Diplomas	<input type="checkbox"/>	
CV showing relevant experience and education	<input type="checkbox"/>	(Only on first-time certification)
BINDING SIGNATURE		
When applying for certification, I confirm that I have read and accepted CONDITIONS FOR CERTIFICATION described on page 2 of the application form		
Date:	Signature:	

The application is signed and sent to certification@sintef.no together with the CV and a copy of the proof of course and the proof of examination.

(Keep a copy of this application form for yourself)

CONDITIONS for SINTEF CERTIFICATION

General

The certificate is SINTEF's property and can only be used by the person it is issued to (the holder) and their employer. This contract is regulated and interpreted in accordance with Norwegian law. The Parties shall, in negotiations, seek to resolve any conflicts that may arise in connection with or resulting from this Contract. If this cannot be done within a reasonable time, the parties choose Oslo District Court as the mediator.

SINTEF's Obligations

SINTEF shall make sure to publish, maintain and archive data and documentation related to the certification in accordance with the guidelines for SINTEF Personnel Certification described in SINTEF's quality system. SINTEF undertakes to keep all information in connection with the certification confidential. If SINTEF experiences that new specifications change the professional prerequisites for the certificate during the period of validity of the certificate, SINTEF shall contact the holder for revision of the certificate. Any complaints from the applicant/holder must be dealt with in accordance with SINTEF's procedures for appeal and appeal.

The holder's obligations

The undersigned Holder (see page 1 in this document) accepts that relevant personal information about the Holder is registered in SINTEF Certification's internal personal certificate database, and that relevant information about the Holder is published on the SINTEF Certification website, see www.sintefcertification.no. The proprietor should know and keep abreast of the guidelines that apply to

person certification under the INSTA 800, see information on www.sintefcertification.no.

The full certificate text and facsimile of the certificate can be freely published in information material from the Holder or from the company where the Holder is employed. Excerpts from the certificate text can only be published after consultation with SINTEF.

In order to maintain the certification, Holder 18 months after the certificate has been issued / renewed must submit an overview of activities related to the INSTA 800 Holder has during the period.

The holder is obliged to notify SINTEF Certification if changes occur in the holder's contact information or invoice address. Notification of changes sent to certification@sintef.no

Validity, certificate maintenance and renewal

The certificate is given a validity of 3 years and can then be renewed if the Holder wants it. Renewal is assessed on the basis of submitted documentation, see information on renewal on www.sintefcertification.no.

A certain level of activity is required for maintaining certification within the validity period. Termination of the certificate can only be done by the end of the year and must be notified in writing before 1 December. In case of non-payment of fees, or if there is documented abuse or incorrect use of the standard, this may form the basis for withdrawal of the certificate. Withdrawal can occur at any time during the certification period.

Expenses

Costs for evaluating certification and issuing a certificate, NOK 3250.-, must be paid before the application can be processed. The amount also covers one year's maintenance of the certification. The holder then pays NOK 1500.- per year for the maintenance of the certification. The amount is billed annually in the same month that the certificate is issued. Renewal of certification is invoiced with NOK 1750.- when confirmation of renewal is received.

The fee paid is not refunded by any refusal of certification, by termination of the certificate, or withdrawal of the certificate during the year.

Changes to certification costs must be notified to Holder per. Email by November 1st each year.