


<p>VTI</p> 	<p>Validation Quality Certification: Guideline and Process for Institutions</p>	<p>ParProD. QI 01</p>
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VTI – Quality Certification: Guideline and Process for Institutions

1. General Statements

- This document offers guidelines for institutions that wish to be identified as Validation approved facilities.
- Assessment is done on invitation only.
- The assessment areas will be evaluated on a scale of '0' through '5', '5' being the best.
- This evaluation will be carried out by a Level 4 Validation Teacher or Master with a minimum of 2 years experience teaching Validation, who is not connected or affiliated with the organization/institution that is being evaluated. It is recommended that the evaluator has experience working in institutions and some knowledge of management issues.
- Achieving 75% of the total possible points will lead to the giving of a 'Certificate of Quality'. This Certificate is valid for a period of 5 years. The Certificate of Quality must be renewed every 5 years, or if the direction/management of the organization changes. It is the responsibility of the organization/institution to notify the local Authorized Validation Organization (AVO) should such a change in management take place.
- The cost of evaluation shall be in line with what is charged by comparable organizations but shall be kept as low as possible. Teachers/Masters who do the evaluation shall in any case be paid at least per day, which is the assumed length of time that the evaluation will require.
- In the criteria, items that are marked by a '*' (UD- Doc V- Quality-Criteria) indicate items that must score positively in order for the Institution to receive a Certificate of Quality.

2. Definitions and abbreviations

- VTI = Validation Training Institute
- AVO = Authorized Validation Organization
- Level 4 Teacher = completed Level 3 Course and Co-training
- UD = Useful document


3. Interfaces with other areas

- Validation - Quality Criteria for Institutions
- Validation - Quality Help for Evaluators
- VTI
- AVO

4. Process Description

Before the Assessment:

- Make contact with VTI or an AVO to discuss and plan the evaluation. At this time, you can also seek advice or tips on how to integrate Validation more into your institution. It is recommended that there be at least one meeting between a Validation Teacher/Master and management to clarify all points.

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- Review the Criteria and do a self-evaluation. Identify the points that need to be strengthened and the points that are strong.
- Develop a project plan and prepare for Certification.
- Agree on a Date with a Validation Level 4 Teacher with experience or with a Validation Level 5 Master; including Contract on the Certification-Conditions.

During the Assessment:

- Give a detailed Course Plan to the Evaluator.
- Be prepared for questions and be open for feedback.

After the Assessment:

- Evaluators should write a detailed explanation for all items and include suggestions for how to improve each item.
- A copy of the evaluation shall be given to the institution, a copy given to the local AVO, and a copy to VTI.