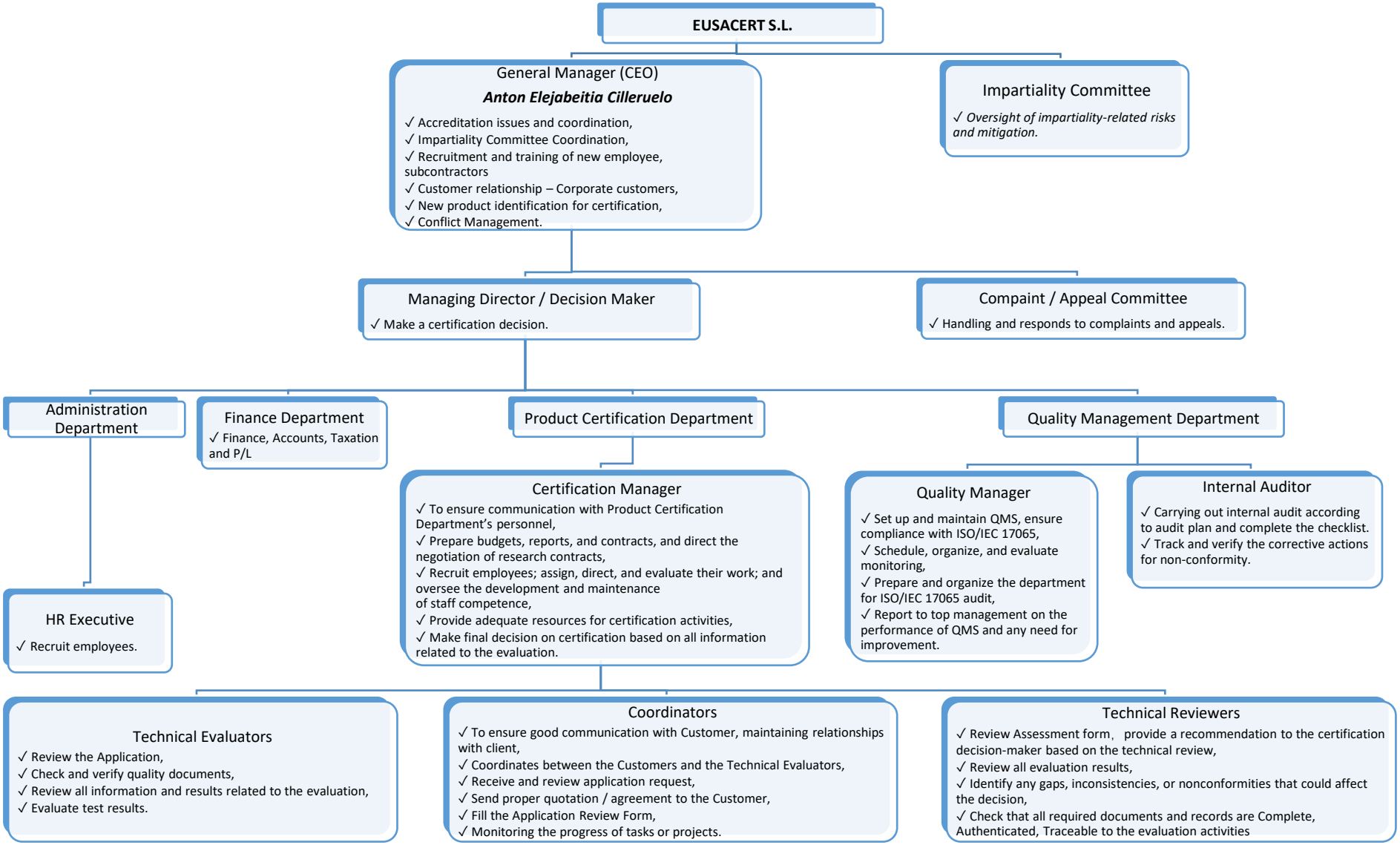
EUSACERT S.L.
General Manager (CEO)
Anton Elejabeitia Cilleruelo
✓ Accreditation issues and coordination,
✓ Impartiality Committee Coordination,
✓ Recruitment and training of new employee, subcontractors
✓ Customer relationship – Corporate customers,
✓ New product identification for certification,
✓ Conflict Management.
Impartiality Committee
✓ Oversight of impartiality-related risks and mitigation.
Managing Director / Decision Maker
✓ Make a certification decision.
Compaint / Appeal Committee
✓ Handling and responds to complaints and appeals.
Administration Department
Finance Department
✓ Finance, Accounts, Taxation and P/L
Product Certification Department
Quality Management Department
HR Executive
✓ Recruit employees.
Certification Manager
✓ To ensure communication with Product Certification Department's personnel,
✓ Prepare budgets, reports, and contracts, and direct the negotiation of research contracts,
✓ Recruit employees; assign, direct, and evaluate their work; and oversee the development and maintenance of staff competence,
✓ Provide adequate resources for certification activities,
✓ Make final decision on certification based on all information related to the evaluation.
Quality Manager
✓ Set up and maintain QMS, ensure compliance with ISO/IEC 17065,
✓ Schedule, organize, and evaluate monitoring,
✓ Prepare and organize the department for ISO/IEC 17065 audit,
✓ Report to top management on the performance of QMS and any need for improvement.
Internal Auditor
✓ Carrying out internal audit according to audit plan and complete the checklist.
✓ Track and verify the corrective actions for non-conformity.
Technical Evaluators
✓ Review the Application,
✓ Check and verify quality documents,
✓ Review all information and results related to the evaluation,
✓ Evaluate test results.
Coordinators
✓ To ensure good communication with Customer, maintaining relationships with client,
✓ Coordinates between the Customers and the Technical Evaluators,
✓ Receive and review application request,
✓ Send proper quotation / agreement to the Customer,
✓ Fill the Application Review Form,
✓ Monitoring the progress of tasks or projects.
Technical Reviewers
✓ Review Assessment form, provide a recommendation to the certification decision-maker based on the technical review,
✓ Review all evaluation results,
✓ Identify any gaps, inconsistencies, or nonconformities that could affect the decision,
✓ Check that all required documents and records are Complete, Authenticated, Traceable to the evaluation activities