



Certificates of Supervisor Skills in Maintenance

**Rules of Procedure for Certification
Last Revised: 12.09.2013**



<http://www.main-cert.eu/>

Contents

1. MAIN-CERT certification	3
<u>1.1</u> <i>General information</i>	3
1.2. <i>Parts of the certification</i>	3
1.3..... <i>Passing the certification</i>	3
1.4..... <i>Repeating the certification</i>	3
2. MAIN-CERT certificate and renewal of the MAIN-CERT certificate...	3
<u>2.1</u> <i>Validity</i>	3
2.2. <i>Abridged renewed certification</i>	3
3. Applicant requirements	4
<u>3.1</u> <i>Definition of terms</i>	4
<u>3.2</u> <i>Eligibility criteria for applicants</i>	4
<u>3.3</u> <i>Requirements</i>	4
<u>3.3.1</u> <i>Basic applicant requirements</i>	4
<u>3.3.2</u> <i>Further applicant requirements</i>	4
4. Duties required of the European MAIN-CERT Consortium	5
<u>4.1</u> <i>Definition</i>	5
<u>4.2</u> <i>Remit</i>	5
5. Duties required of the national MAIN-CERT offices	6
<u>5.1</u> <i>Definition</i>	6
<u>5.2</u> <i>Remit</i>	Fehler! Textmarke
nicht definiert.	
6. Duties required of the national MAIN-CERT examination centres....	6
<u>6.1</u> <i>Definition of terms</i>	6
<u>6.2</u> <i>Remit</i>	Fehler! Textmarke
nicht definiert.	
<u>6.3</u> . <i>Other applicable documents according to the MAIN-CERT guidelines</i>	7
7. MAIN-CERT auditors	7
<u>7.1</u> <i>Definition</i>	7
<u>7.2</u> <i>Remit</i>	7
<u>7.3</u> <i>Eligibility criteria</i>	Fehler! Textmarke
nicht definiert.	

8. Entry into force	8
Appendices:	8

1. MAIN-CERT certification

1.1. General information

The MAIN-CERT certification process is based on the personnel certification procedures if evidence can be furnished of regular advanced training in maintenance subject to verification or a senior occupation in maintenance.

The separation of advanced training from certification is a key fundamental principle.

1.2. Parts of the certification

The MAIN-CERT certification audit essentially consists of the computer-based tests (CBT), consisting in turn of multiple-choice questions (MCQ) and open-ended questions (OEQ) and the audit interview.

1.3. Passing the certification

The computer-based tests (MCQ and OEQ) are passed if 60 % of the questions are answered correctly in total and per competence at least 40 % of the relevant questions are answered correctly.

To pass the computer-based test is required for admission to the audit interview.

The audit interview is considered passed if the rendered output is rated at least 60%.

1.4. Repeating the certification

Failed computer-based tests can be repeated at the request of the regular certification dates.

A failed audit interview can be repeated at the request of the regular certification dates. The repetition must be done within one year, otherwise the validity of the passed computer- based tests is lost.

2. MAIN-CERT certificate and renewal of the MAIN-CERT certificate

2.1. Validity

The MAIN-CERT certificate is valid for five years. It confirms that the holder has acquired the skills duly attested to by the MAIN-CERT certificate.

2.2. Abridged renewed certification

An extension of the validity for another 5 years is possible through an abridged renewed certification process if

- a regular advanced training in maintenance
- or a senior occupation in maintenance can be proved.

Abridged renewed certification includes the MCQ and OEQ of the regular Main-Cert certification cycle.

3. Applicant requirements

3.1. Definition of terms

The applicant is a senior member of staff who wishes to undergo the certification process at a national MAIN-CERT examination centre.

3.2. Eligibility criteria for applicants

Applicants should generally be working as a maintenance specialist in charge of other members of staff under a current or former employment contract.

Applicants with a professional qualification or equivalent vocational qualification or a certificate of degree studies in a maintenance-related field shall be required to provide evidence of at least three years' professional experience.

The following are examples of occupational fields which are regarded as maintenance-related fields:

- Electrical engineering
- Mechatronics
- Mechanical engineering

Applicants shall also be deemed eligible if they can submit references or other credentials attesting to the fact that they have acquired supervisor skills in maintenance which warrant their acceptance on the MAIN-CERT certification programme. Professional experience of at least five years in maintenance shall be required in this case.

3.3. Requirements

3.3.1. Basic applicant requirements

- Documentary evidence of eligibility must be submitted to the MAIN-CERT examination centre, as listed below:
 - Curriculum vitae
 - Training certificates and / or job references

3.3.2. Further applicant requirements

- Proof of the professional requirements based on documented processes under the MAIN-CERT certification scheme. It must be evident that applicants have a working knowledge and a command of effective management processes in maintenance.
- They must be able to demonstrate and substantiate the professional decision-making skills and social skills of a manager (understanding of the managerial role) in a certification interview (MAIN-CERT audit interview).

4. Duties required of the European MAIN-CERT Consortium

4.1. Definition

The European MAIN-CERT Consortium is the most senior European board and authority with responsibility for the MAIN-CERT certification process with sole power to issue directives. It coordinates all the activities in connection with the MAIN-CERT certification process.

It has a representative from each of the following institutions:

- IHK-Bildungszentrum GmbH Cottbus Head of the Main-Cert project
- IBS-CEMES Institut GmbH Coordinator of the Main-Cert project and operator of the CEMES platform
- National MAIN-CERT offices Main office in each participating country to be appointed and accredited

4.2. Tasks of the Main-Cert Consortium

The European MAIN-CERT Consortium is responsible for the European specification of the MAIN-CERT process. Its main duties are as follows:

- Coordinate the work of the European MAIN-CERT Scientific Advisory Board
- Formulate the MAIN-CERT policies and guidelines
- Keep a central file of certificates, auditors and successful certificate holders
- Issue and send the certificates to the national MAIN-CERT offices
- Manage the MAIN-CERT website
- Develop and maintain the online tools
- Manage the list of audit interview questions
- Manage and issue all the official MAIN-CERT documents in German and English
- Organise the European expansion and integration of the MAIN-CERT process
- Organise and run the annual MAIN-CERT conference

5. Duties required of the national MAIN-CERT head offices

5.1. Definition

The national MAIN-CERT head office is responsible for the national coordination of all the activities in connection with the MAIN-CERT certification process. It is the highest body in the participating country and a member of the European MAIN-CERT Consortium according to the partnership agreement.

5.2. Tasks

The national MAIN-CERT head office is responsible for the national development and adoption of the MAIN-CERT guidelines. Its main duties are as follows:

- Accredite and instruct the MAIN-CERT examination centres and their employees
- Accredite, instruct and train the MAIN-CERT auditors
- Put quality control systems in place and oversee the certification processes
- Countersign and forward the certificates to the national MAIN-CERT examination centres in accordance with the MAIN-CERT structure
- Work with the European MAIN-CERT Consortium

6. Duties required of the national MAIN-CERT certification centres

6.1. Definition of terms

The national Main-Cert certification centres are responsible for the conduct of the Main-Cert certification consisting of multiple-choice questions, open-ended questions and audit interview.

The strict separation of training and certification must be kept.

6.2. Tasks

- Check the eligibility of applicants against the MAIN-CERT criteria
- Inform and advise applicants about the professional requirements with regard to MAIN-CERT and support them throughout the process
- Plan and run the certification process as directed in the MAIN-CERT guidelines
- Ask the national MAIN-CERT office for certificates following successful audits
- Issue the certificates
- Deal with the financial arrangements for the certification process with the candidates

6.3. Other applicable documents according to the MAIN-CERT guidelines

- MAIN-CERT certificate template
- MAIN-CERT CBT log
- MAIN-CERT audit record

7. MAIN-CERT auditors

7.1. Definition

MAIN-CERT auditors are accredited by the national MAIN-CERT head office to conduct the certification audits in conformity with the MAIN-CERT procedural policies.

An auditor may work for several certification centres. The auditors are approved on a rotational basis every five years by the national MAIN-CERT head office.

The confirmation of the accreditation from the Main-Cert Consortium is necessary.

7.2. Tasks

The MAIN-CERT Rules of Procedure for Certification basically govern the work of MAIN-CERT auditors.

- Assess the CBTs (computer-based tests) (tests with multiple-choice and open-ended questions)
- Conduct the interviews (MAIN-CERT audit interviews) with applicants, evaluate the professional skills of the applicants and inform them of their test results
- Write reports on the certification processes conducted and make recommendations in light of the certification processes and forward these documents to the Main-Cert examination centre

7.3. Requirements for submittence

Auditors must be at least 30 years of age and have sufficient professional experience in maintenance. They will ideally be in a position of leadership and will be familiar with audits in their day-to-day business, e.g. quality management (QM) audits, or they will hold a chair in a maintenance faculty at a recognised university or academy.

Auditors will be required to meet the following professional criteria:

- Have a working knowledge of the MAIN-CERT concept and sufficient professional expertise in respect of the MAIN-CERT procedure
- Be well versed in the certification interview techniques. Be able to refer to the documentation to work out which questions to ask which will be of professional relevance to the audit. Be able to analyse key situations and scrutinise the relevant personal and social skills in the audit interview. Be able to judge whether the candidate's approach meets the brief

- Hold a valid MAIN-CERT certificate
- Have successfully completed the accreditation and been approved as auditor

If essential eligibility criteria cease to apply while a person is working as an auditor then this person shall no longer be authorised to work as a MAIN-CERT auditor.

8. Entry into force

These Rules of Procedure shall enter into force with effect from xx.xx.2013.

The European MAIN-CERT Consortium

Appendices:

- Appendix 1 MAIN-CERT stakeholder structure
- Appendix 2 Schedule for Main-Cert certification procedure
- Appendix 3 Descriptions of competencies