	Version	1.0
	In use	12-04-2024
AID-025 Certification procedure Aestimavi certificate	Page	1 from 3

Certification procedure for Aestimavi

Stichting Aestimavi carries out the Certification of Competence for its own certification schemes Electrical Industry High and Low Voltage. These schemes are managed by the Stichting Aestimavi.

Certification schemes:

- Instructed person Low Voltage;
- Instructed person High Voltage;
- Skilled Person Low Voltage;
- Skilled Person High Voltage;
- Installation and Work responsible Low Voltage;
- Installation and Work responsible High-Voltage;
- Skilled Person Low & High Voltage;
- Installation and Work responsible Low and High Voltage;
- Skilled Person Low Voltage + end groups High Voltage;
- Installation and Work responsible Low Voltage + end groups High Voltage;
- High-Voltage operator BD-HS;
- Low-Voltage inspector.

Certification of professional competence is based on the professional/competence profiles, as approved by Aestimavi's management.

Within these Professional/Competence Profiles, final and test terms have been derived which form the basis for the assessment of the candidate's competence by Stichting Aestimavi. These final and test terms have also been approved by management and are also managed by Stichting Aestimavi. The current final and test terms can be requested from Aestimavi.

Registration, examination and announcement of results

Admission to the certification procedure is not subject to any conditions. Any person wishing to be considered for certification of professional competence in accordance with one or more of the aforementioned certification schemes must follow the certification procedure of Stichting Aestimavi and submit a written request to this effect via website add:


Registration (re)exam can be done through the sites (of the exam agencies) as listed on the Stichting Aestimavi website or through the training institute.

Certification body Stichting Aestimavi offers the possibility for other examination agencies to administer examinations under the supervision of Certification body Stichting Aestimavi. For this, a Licence Agreement is signed and they agree to the Stichting Aestimavi Examination Regulations, Terms of Delivery, Certification Rates, Licences and Fees and all conditions related to certification.

Certification procedures

Uniform certification procedures apply to all Aestimavi certification schemes. The contents of the competency test include a theory exam, with one or two different practical exams. The exam results are assessed by Stichting Aestimavi after which Stichting Aestimavi makes the certification decision, issues the Certificate and provides registration in the customer portal from Stichting Aestimavi.

The Aestimavi certification schemes have no interim supervision of the actual performance of the work.

	Version	1.0
	In use	12-04-2024
AID-025 Certification procedure Aestimavi certificate	Page	2 from 3

Certification procedures Aestimavi Certification Schemes Electrical Engineering

A candidate who has properly applied for initial certification by submitting a written application must demonstrate to Stichting Aestimavi that he/she has passed the theory and practical examinations with satisfactory results at an examination agency designated by Stichting Aestimavi. The examination results will be sent to Stichting Aestimavi by the Stichting Aestimavi licensed examination agency.

The exam questions and results are evaluated periodically by Stichting Aestimavi.

For information on Stichting Aestimavi designated examination agencies:

- Stichting Aestimavi <https://aestimavi.com/> or by phone: +31854013438;

The examinations are subject to the Stichting Aestimavi Examination Regulations, which are available from Stichting Aestimavi and the examination agencies designated by Stichting Aestimavi. These regulations are also available from the Examiner and/or Supervisor during the examination and can also be downloaded from the website <https://aestimavi.com/>

Certificate holder is requested to return his certificate to Stichting Aestimavi.

In the customer portal, the validity of the certificate can be checked and when the QR code is scanned, the information indicates the validity of the certificate. The candidate is certified if he/she meets both the passing standard of the theory test(s) and the passing standard of the practical test(s). The certification decision is made by the Certification Manager of Stichting Aestimavi who is qualified and appointed for this purpose in accordance with the quality system of Stichting Aestimavi. Certificates are issued and renewed by Stichting Aestimavi. Certificates issued are included in the customer portal of Stichting Aestimavi. Verification of the validity of a certificate is only possible by the certificate holder and/or the contact person(s) of the relevant certificate holder who has entered into an agreement with Stichting Aestimavi in this regard.

During the validity period of the certificate, the certificate holder must comply with the conditions of validity. Non-compliance with the financial obligations towards Stichting Aestimavi, displaying behaviour or performing actions contrary to the generally accepted behaviour and safety rules of the person certified by Stichting Aestimavi may be reasons for Stichting Aestimavi to declare the certificate invalid. Invalid declarations will be communicated in writing in advance.

Re-certification procedures Aestimavi Certification Schemes Electrical Engineering

For re-certification, the certificate holder must take a renewed examination at one of the examination agencies with which Stichting Aestimavi has an agreement. The procedures for this are as per the procedures for initial Certification.

Period of validity


The period of validity of the Certificate depends on the relevant certification scheme. Re-certification can be done by Stichting Aestimavi if it is established that the conditions for recertification have been met.

Periodic monitoring

The certificate will be revoked if in any period within six months three complaints of unsafe conduct are received by the certificate holder which are declared founded by Stichting Aestimavi.

Sanctions

If a certificate holder does not comply with the validity conditions, does not meet the financial obligations towards Stichting Aestimavi and/or has displayed conduct/acts contrary to generally accepted behaviour or contrary to stature, Stichting Aestimavi will sanction the holder. Stichting Aestimavi can and will sanction through suspension and/or invalidation of the certificate. In anticipation thereof, Stichting Aestimavi may write to the holder, summoning him/her to take corrective measures so that the sanction can be avoided.

	Version	1.0
	In use	12-04-2024
AID-025 Certification procedure Aestimavi certificate	Page	3 from 3

Suspension of a certificate

When Stichting Aestimavi decides to suspend a certificate, it will notify the certificate holder in writing, stating the measures to be taken to lift the suspension. A certificate issued may be suspended for the following reasons:

- Stichting Aestimavi has found that the validity conditions are not, or not fully, met;
- Failure or incomplete compliance with an improvement measure imposed by Stichting Aestimavi in response to a deficiency identified by it;
- In case of improper use of the certificate, such as misleading publications;
- Failure or incomplete notification by the certificate holder to Stichting Aestimavi of matters that affect or would have affected the certification process;
- In case of default by the certificate holder in respect of the "Conditions of Delivery" & Examination Regulations of Stichting Aestimavi, as well as the certificate holder's failure to meet its payment obligations;
- Stichting Aestimavi has observed conduct/actions on the part of the holder which are contrary to generally accepted conduct or contrary to the stature of the certificate holder.

Revocation of certificate

A Certificate issued may be withdrawn by Stichting Aestimavi for the following reasons:

- Failure to comply, in a timely or incomplete manner, with an improvement measure imposed by Stichting Aestimavi in response to a shortcoming identified by Stichting Aestimavi or the expiry of the suspension period;
- Stichting Aestimavi has observed conduct/actions by the holder which contravene the generally accepted behaviour or are contrary to the stature of the certificate holder;
- In case of misuse of a certificate, such as forgery;
- In the event of serious shortcomings which are identified as such by Stichting Aestimavi and cannot reasonably be corrected by the certificate holder within the period set by Stichting Aestimavi;
- The certificate holder does not fulfil his duties, or does not (no longer) comply with the conditions/certification criteria;
- The certificate holder is verbalized for acting unsafely;
- Three complaints of unsafe conduct by the certificate holder are declared founded by Stichting Aestimavi within six months;
- Misused or had misused the certificate;
- Skill requirements for more than 25% have changed;
- The certificate holder died.

Stichting Aestimavi will communicate the measures to the data subject in writing.

Immediately following the suspension or revocation of certification, the certificate holder must cease any claim to the certification that contains any reference to Stichting Aestimavi or to the certification itself and return all certificates issued by Stichting Aestimavi to Stichting Aestimavin within 10 working days.