FAQ VDA 6.3

VDA. QMC

Frequently Asked Questions (FAQs) regarding
VDA 6.3 – Qualification for Process Auditor
2022 Update

Update of VDA 6.3 (2016) planned

At present the volume VDA 6.3 is being revised again. Any changes to the way auditors become qualified will be announced in good time.

1. What training options are there for becoming a VDA 6.3 process auditor?

A four-day training course provides the initial qualification both for internal and for external (supplier) auditors:

"VDA 6.3 – Qualification for Process Auditor" (ID 315).

After taking the training and passing the test, the participants receive a certificate documenting their qualification as an auditor.[1]
Auditors who perform audits for other organizations as external service providers also need to obtain a VDA 6.3 certificate.[2] In addition, customers may have specific requirements that go beyond the demands of VDA Volume 6.3. In such cases a VDA 6.3 certificate can be requested as evidence of professional expertise, e.g. for internal process auditors, from the VDA QMC or from an official license partner of the VDA QMC. This certificate can be acquired by taking the training

"VDA 6.3 – Examination for Certified Process Auditor" (ID 353).

Participants who pass the examination (by answering at least 70% of the questions correctly) receive a VDA eCertificate with a registered number, which documents their professional qualification as an auditor.
The certificate is valid for three years from the date of the examination. Before the certificate expires the auditor must apply for extension, in order to obtain a new certificate that is valid for a further period of three years. Details are given in FAQs 17 to 20.

2. What is the process for admission to the VDA 6.3 Auditor (2016) exam?

You can be admitted to the VDA 6.3 examination after your application has been reviewed successfully. VDA QMC customers may submit their applications via the following website:
www.vda-qmc-learning.de/module/antragsbearbeitung/forms/index.php?lang=en

The VDA QMC's license partners make this application form available to their customers in other ways, e.g. as a PDF file that can be downloaded from their own website, or by e-mailing it to candidates if necessary.

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[1] Cf. VDA Volume 6.3 (2016), pp. 19 et seq.
[2] Cf. VDA Volume 6.3 (2016), p. 21

3. Is it possible to take the VDA 6.3 (2016) exam before satisfying the conditions?

No, you cannot take the VDA 6.3 (2016) exam unless you have been admitted to the examination by the VDA QMC or a license partner. You are not allowed to sit the exam first and submit your application afterwards.

4. What are the prerequisites for admission to the VDA 6.3 (2016) exam?

- Certificate of qualification from the training "VDA 6.3 – Qualification for Process Auditor" (ID 315),
- Evidence of an auditor's qualification course totaling at least three days based on DIN EN ISO 19011,
- Evidence of professional expertise in Automotive Core Tools,
- Evidence of at least five years full-time professional experience in a manufacturing organization including at least two years in quality management (résumé).

5. Which auditor qualifications are recognized for admission to the VDA 6.3 (2016) exam?

Under VDA 6.3, auditor's qualifications are accepted which have been obtained through auditor's trainings in accordance with ISO 9001, ISO/TS or IATF 16949, DGQ auditor, EOQ auditor, etc. Applicants must have completed a training of at least three days, irrespective of the provider.

6. Can the evidence of audits performed replace the required auditor's qualification?

No, audits that you have performed do not replace an auditor's qualification to DIN EN ISO 19011.

7. How can I provide evidence of my professional expertise in Automotive Core Tools?

The following documents are accepted as evidence:
- Qualification certificate from the training "Automotive Core Tools for System and Process Auditors" (ID 417),
OR
- Until 2021: certificate of participation in the VDA training "Automotive Core Tools Professional" (ID 415, 416, and possibly 450),
OR
- New, as of 2022: qualification certificate from the training "Automotive Core Tools (ACT) for Quality Management in the Automotive Industry" (ID 415),
OR
- Alternatively, evidence may be provided of another provider's training course of at least two days in Automotive Core Tools, plus passing the "Automotive Core Tools Online Quiz". If you do not pass the quiz you will have to complete the training "Automotive Core Tools for System and Process Auditors" (ID 417).

In addition to the above-mentioned evidence, 5-ADP certificates are also recognized. This certificate is awarded to IATF third-party auditors who have successfully completed all retakes for the Core Tools after the main examination. Please note: the number of the certificate must begin with "5-ADP" and not "4-ADP".

8. How do I access the VDA QMC Automotive Core Tools Online Quiz?

The VDA QMC's Automotive Core Tools Online Quiz is available to all customers on the VDA QMC website:
https://vdaqmc.de/en/training-and-professional-development/automotive-core-tools-online-quiz/

The VDA QMC's license partners also offer their customers the Automotive Core Tools Online Quiz on their websites in the relevant language (German, English or other regional language). Please contact the VDA QMC license partner in your area for details:
https://vdaqmc.de/en/training-and-professional-development/training-license-partners/

9. How does the VDA QMC Automotive Core Tools Online Quiz work?

First of all, you have to register on the entry page of the VDA QMC Automotive Core Tools Online Quiz by providing your first name, surname and e-mail address. Once you have been given access to the quiz portal, you should read the introductory information about how the quiz is conducted, and then actively consent to the conditions of use.

Only then is it possible to take the VDA QMC Automotive Core Tools Online Quiz. The quiz consists of 30 randomly selected questions, of which you must answer at least 70% (21 questions) correctly. The questions are presented in multiple-choice format, each with four possible answers, only one of which is correct. You have 60 minutes to answer 30 questions.
As soon as your answers have been submitted, you will receive the result (pass/fail). If you have passed the VDA QMC Automotive Core Tools Online Quiz, you can download a PDF document as proof of your result.

10. What is the best way to prepare for the VDA QMC Automotive Core Tools Online Quiz?

We urgently recommend that you do not take the VDA QMC Automotive Core Tools Online Quiz without preparing in advance. If you are interested in taking the quiz, you should first learn about the individual Core Tools of the VDA and the AIAG, and the harmonized VDA-AIAG FMEA, before applying to take the Online Quiz.
The following overview can help auditors identify where they may need to refresh their knowledge:

Method	Source text
Advanced Quality Planning / Product Development Process	VDA volume Maturity Level Assurance for New Parts (MLA)
Failure Mode and Effects Analysis (FMEA) / Special Characteristics	AIAG & VDA FMEA Handbook / VDA volume Special Characteristics
Statistical evaluation of measuring systems (MSA)	VDA Volume 5 Capability of Measurement Systems
Statistical process control (SPC)	Economical Process Design and Process Control (VDA Volume 4)

Method	Source text
Sample Processing Methods	VDA Volume 2: Production process and product approval (PPA)
Production control plan (PCP)	IATF 16949
Problem-solving technique	VDA Volume 8D: Problem Solving in 8 Disciplines

12. What can I do if I have not passed the VDA QMC Automotive Core Tools Online Quiz?

If you have not passed the VDA QMC Automotive Core Tools Online Quiz, but you need evidence of professional expertise in Automotive Core Tools to acquire or maintain your qualification as a VDA 6.3 (2016) auditor, you will have to complete the training "Automotive Core Tools for System and Process Auditors" (ID 417) or the training "Automotive Core Tools (ACT) for Quality Management in the Automotive Industry" (ID 415).

13. Can I register to take the VDA QMC Automotive Core Tools Online Quiz again?

Customers who have completed the VDA QMC Automotive Core Tools Online Quiz have already actively consented to the VDA QMC's conditions of use. They are therefore aware that they are not allowed to repeat the quiz.
This means that if a customer re-registers, the VDA QMC must assume a case of attempted fraud. It therefore only evaluates the first attempt by any candidate who takes the Online Quiz. Any additional attempts will be graded as "failed" even if the result is positive.

14. Why, in addition to a training course of at least two days on Automotive Core Tools, do I have to pass the VDA QMC Automotive Core Tools Online Quiz?

The Automotive Core Tools Online Quiz offered by the VDA QMC and its license partners enables prospective and existing VDA 6.3 (2016) auditors to test and confirm their professional expertise in Automotive Core Tools. Because this quiz is standardized, the VDA QMC Automotive Core Tools Online Quiz certificate is regarded around the world as official evidence that an auditor has state-of-the-art knowledge of this topic. This new quality aspect takes the VDA 6.3 (2016) certificate to a higher level, giving certificate holders an even better standing in the automotive supply chain.

15. Why, in addition to passing the VDA QMC Automotive Core Tools Online Quiz, do I have to prove that I have taken a training course of at least two days in Automotive Core Tools?

According to DIN EN ISO 19011 section 7.6, auditors are required to continually improve their expertise by taking training courses (amongst other things). The fact that the VDA QMC requires existing and prospective VDA 6.3 (2016) auditors to take a two-day training course in Automotive Core Tools ensures that they satisfy this demand.

16. Can I register for the VDA 6.3 (2016) exam if I cannot provide evidence of five years professional experience?

If you have at least three years of professional experience (preferably in manufacturing organizations in the automotive industry), your company training periods may be counted towards this requirement. Company apprenticeships will be counted at a rate of 50% only in the case of a completed dual apprenticeship or dual degree for a technical occupation in a manufacturing organization.
Company internships, periods of student employment, etc., that are part of academic Bachelor's or Master's degree courses cannot be taken into consideration.
It is only possible to take the examination when all the conditions have been satisfied and the examination application has been approved by the VDA QMC or an official license partner (cf. FAQ 3).

17. How can I extend my VDA 6.3 (2016) certificate?

Your certificate can be extended if your application is approved. VDA QMC customers can submit their applications and the required documentary evidence on the following website:
https://www.vda-qmc-learning.de/module/antragsbearbeitung/forms/vda6.3_renewal_new_2020.php

The VDA QMC's license partners make this application form available to their customers in other ways, e.g. as a PDF file that can be downloaded from their own website, or by e-mailing it to candidates if necessary.
If a VDA 6.3 (2016) certificate was awarded by a VDA QMC license partner, the application to extend it may be submitted to this partner, to another license partner, or to the VDA QMC.
If an extension is granted, the new VDA 6.3 (2016) certificate is valid for another three years from its date of issue.

18. What evidence to I have to provide to have my VDA 6.3 (2016) certificate extended?

1. Evidence of a currently valid qualification:
    - Copy of your VDA 6.3 (2016) certificate
    and / or
    - Copy of your auditor card

2. Evidence of auditing experience*:
    - At least five internal or external process audits and / or potential analyses (totaling at least ten audit days) as the responsible auditor during the certificate's validity period
    OR
    - Participation certificate from "VDA 6.3 – Workshop for Certified Process Auditor" (ID 341)

    *If evidence of the required auditing experience cannot be produced, candidates must take the training course "VDA 6.3 – Workshop for Certified Process Auditor" (ID 341) to extend their qualification.

3. Professional expertise in Automotive Core Tools:
    - Qualification certificate from the training "Automotive Core Tools for System and Process Auditors" (ID 417)
    OR
    - Until 2021: certificate of participation in the VDA training "Automotive Core Tools Professional" (ID 415, 416, and possibly 450)
    OR
    - New, as of 2022: qualification certificate from the training "Automotive Core Tools (ACT) for Quality Management in the Automotive Industry" (ID 415)
    OR
    - Evidence of passing the Automotive Core Tools Online Quiz**

    **Candidates who have not passed the quiz must complete the training "Automotive Core Tools for System and Process Auditors" (ID 417).

19. How much does it cost to extend a VDA 6.3 certificate?

At present it costs €165 (plus VAT) to have the VDA QMC extend your certificate. The cost of extending a certificate through license partners varies and they will inform you upon request.

20. What happens if I do not apply in time to have my VDA 6.3 (2016) certificate extended?

You can still apply to have your certificate extended, up to three months after its expiry. Once the extension has been granted, the new certificate is valid for another three years from its date of issue. If more than three months have passed since your certificate expired, you will have to repeat the VDA 6.3 (2016) exam as well as satisfying the requirements for maintaining the qualification (evidence of auditing experience and professional expertise in Automotive Core Tools, cf. FAQ 17).
Once you have satisfied the criteria for extending the certificate and passed the repeat examination, the new certificate is valid for three years from the date of the examination.

21. I did not pass the test in the training "Automotive Core Tools for System and Process Auditors" (ID 417). Can I still be admitted to the VDA 6.3 (2016) exam?

You need the qualification certificate from the training "Automotive Core Tools for System and Process Auditors" to be admitted to the VDA 6.3 (2016) exam. This means that you have to repeat the test and pass it before you can take the examination.

22. Are the VDA 6.3 (2016) trainings also available in English?

The following license partners in Germany offer the VDA 6.3 trainings in English:

ENCONAcademy, Wildau, Germany: www.enconacademy.de,
E-mail: armin.obstbaum@enconacademy.de

TopQM-Systems GmbH, Schefflenz, Germany: www.topqm.de/schulung-und-training,
E-mail: schulung@topqm.de

TÜV SÜD Akademie GmbH, Munich, Germany
www.tuvsud.com/de-de/store/academy/management-systems/quality-management-automotive/1111315
E-mail: akademie@tuev-sued.de

In addition, VDA 6.3 (2016) trainings are offered in English in the UK and Belgium:

SMMT
2680 Kings Court, The Crescent
Birmingham Business Park
Birmingham B37 7YE
United Kingdom
enquiries@industryforum.co.uk
www.industryforum.co.uk

Allanta vzw
Hendrik van Veldekesingel
150, bus 58
3500 Hasselt
Belgium
info@allanta.be
www.allanta.be

23. Do candidates who did not pass the VDA 6.3 (2016) exam before the new requirements were introduced in early 2020 have to satisfy the new requirements before repeating the exam?

No, if candidates have already been admitted to the VDA 6.3 (2016) exam, this situation remains until they pass the examination, or until VDA Volume 6.3 has been revised again.

24. How often may candidates repeat the VDA 6.3 (2016) exam?

There is no limit on repeating the VDA 6.3 (2016) exam. However, after the third attempt we recommend repeating the training "VDA 6.3 – Qualification for Process Auditor".

25. What should candidates do who cannot attend the VDA 6.3 upgrade training or the VDA 6.3 competence training? How can they bring their expertise up to the new standard for VDA 6.3 (2016)?

Candidates who have not attended the VDA 6.3 upgrade training or the VDA 6.3 competence training must undergo the entire training to become a VDA 6.3 (2016) Process Auditor (cf. FAQ 1).

26. How can approved VDA 6.3 trainers have their VDA 6.3 (2016) certificates extended by the VDA QMC or an official license partner?

Approved VDA 6.3 (2016) trainers must also provide documentary evidence of the mandatory five process audits and/or potential analyses in order to extend their VDA 6.3 (2016) certificates. Their professional expertise in Automotive Core Tools must be evidenced either in accordance with the general requirements for process auditors (cf. FAQ 17) or by participating in one of the VDA QMC's official trainer calibrations for the training "Automotive Core Tools for System and Process Auditors" (ID 417).