

# **Accreditation for bodies providing driving licence services**

Weinand, M.

Federal Highway Research Institute (BASt)

Brüderstraße 53, 51427 Bergisch Gladbach, Germany

Accreditation; driver aptitude test; driver improvement course; driving test; surveillance; assessment.

## **1 Basis of accreditation**

According to § 6 of the Road Traffic Act and § 72 of the Driver Licensing Regulations, the accreditation body in the Federal Highway Research Institute (BASt) accredits, beginning in 1999, organizations which conduct driving tests, driver aptitude tests and special driver improvement courses which restore driver aptitude.

The accreditation is a formal recognition that a body is competent to execute specific tasks. The primary objective of accreditation is, by means of assessment and subsequent surveillance, to provide an assurance that the market can rely on certificates issued by the accredited bodies.

The mentioned organizations shall be accredited according to the European Standard EN 45013 "General criteria for certification bodies operating certification of personnel" (version of May, 1990).

The tasks of accreditation are executed by the accreditation body in BASt according to the European Standard EN 45010 "General requirements for assessment and accreditation of certification/registration bodies" (version of March, 1998).

## **2 Organizational structure of the accreditation body**

The accreditation body is a separate organizational unit in the division of "Behaviour and Safety" in BASt with the following structure:

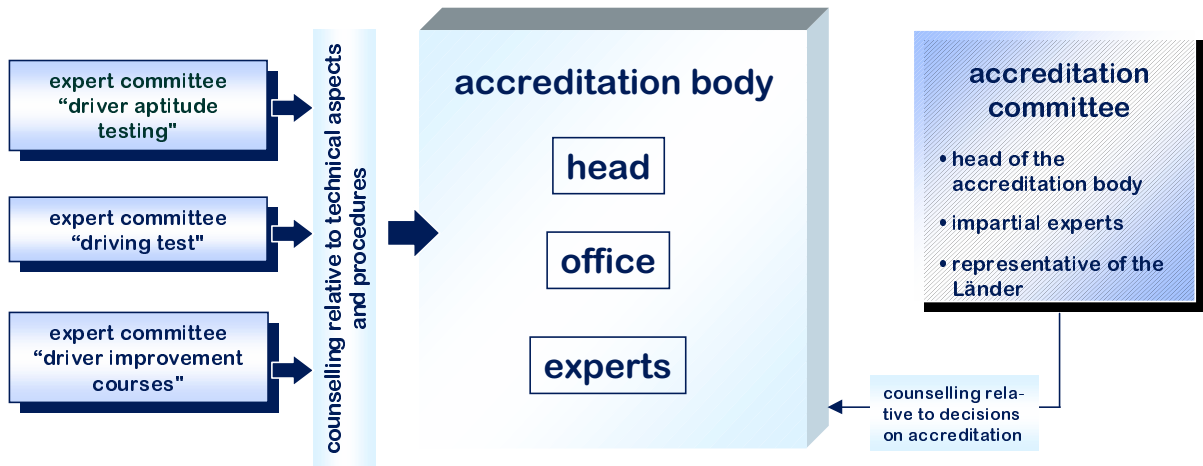
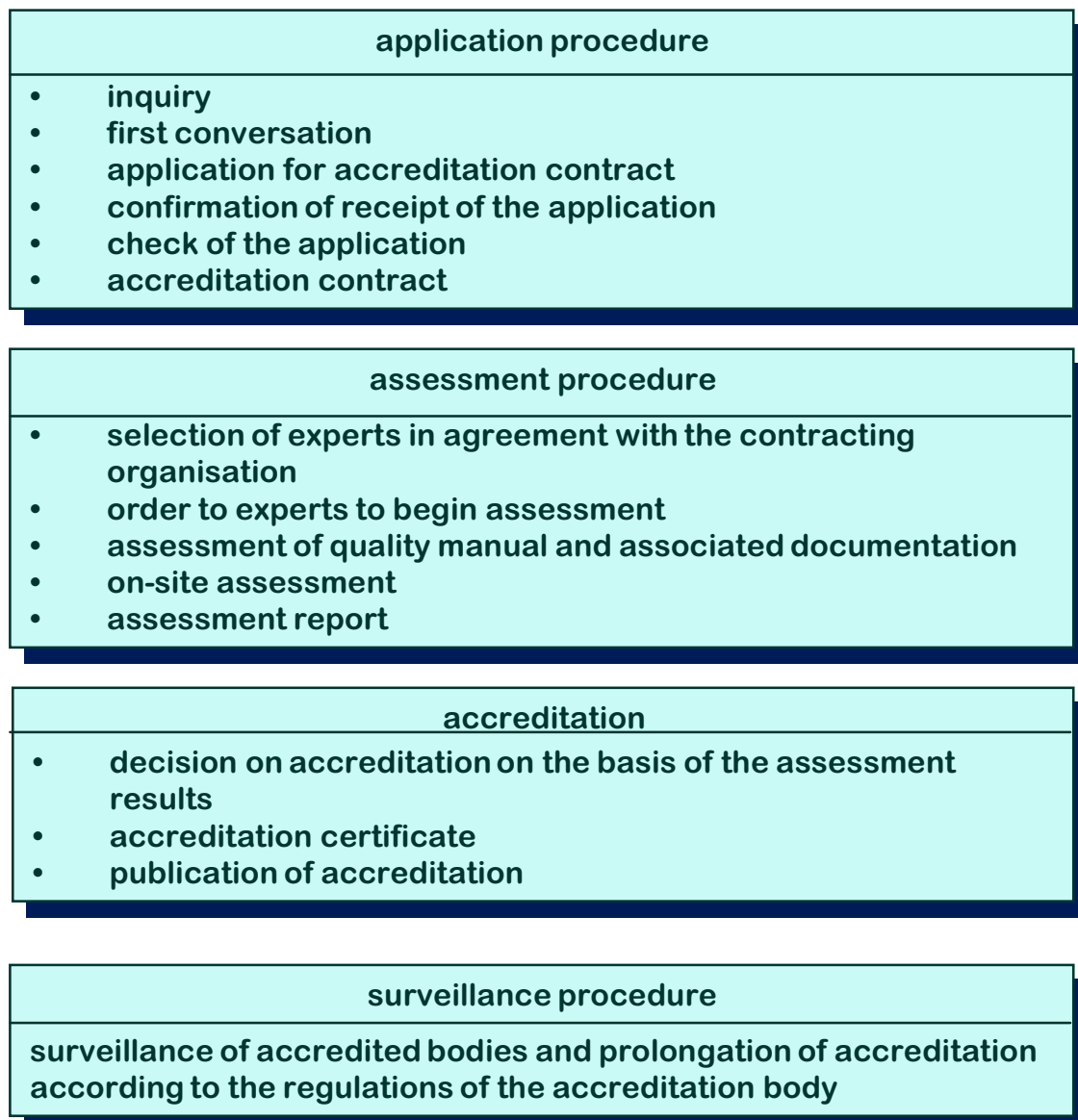


Fig. 1: Organizational structure of the accreditation body in BASt

### 3 Accreditation procedure

Figure 2 schematically shows the process of the accreditation procedure.

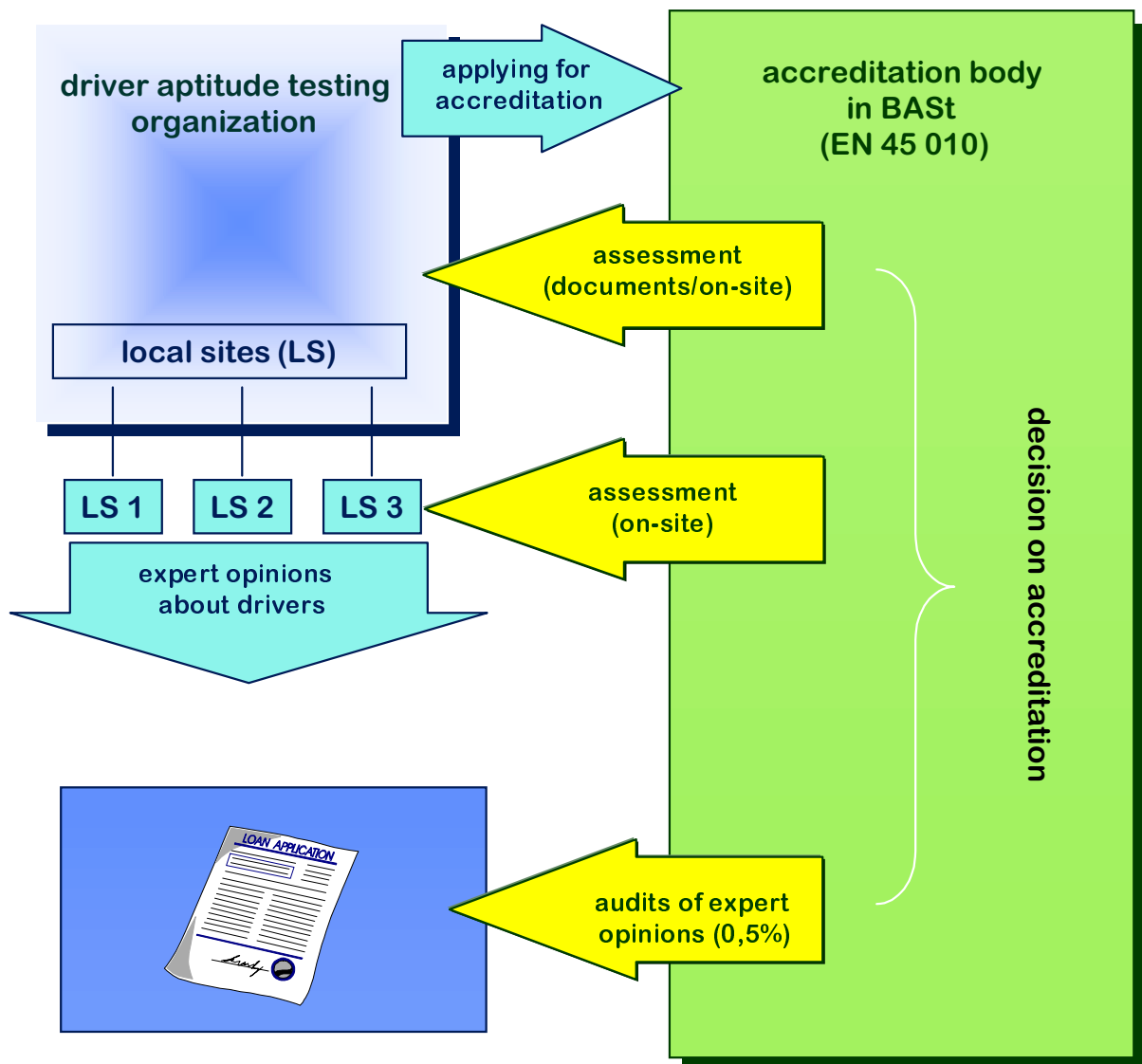
Fig. 2: Scheme of the accreditation procedure



The decision whether or not to accredit a body shall be taken on the basis of the results gathered during the accreditation process and any other relevant information. Those who make the accreditation decision shall not have participated in the assessment.

The accreditation is valid for a term of 5 years. Surveillance of accredited bodies is carried out yearly. The surveillance includes on-site assessment in the central office and in selected local sites, and in addition for organizations which conduct driver aptitude tests special audits of expert opinions.

Figure 3 reflects the different assessment forms within the scope of accreditation and yearly surveillance for driver aptitude testing organizations.



**Fig. 3:** Accreditation and surveillance assessment by the accreditation body in the field of driver aptitude testing

Before the valid term of accreditation (5 years) lapses a reassessment is carried out for prolongation of accreditation (reaccreditation). In principle the same assessment is carried out for reaccreditation as for the initial accreditation.

#### **4 Accreditation requirements**

The requirements of the accreditation body for the above mentioned organizations which want to obtain or retain the accreditation result from

- special acts and regulations,
- the European Standards EN 45013 and EN 45010,
- specific guiding lines and
- scientific findings.

For example, the accreditation requirements for bodies which conduct driving aptitude tests cover among other things the following topics:

- organisation (e.g. structure, quality policy, responsibility)
- personnel (e.g. qualification, training)
- quality system (e.g. quality management manual, inspection, quality records, internal audits)
- development of driver aptitude testing
- equipment (e.g. personnel, rooms, appliances, examination procedures)
- purchasing
- medical and psychological driver aptitude testing (e.g. preparation, counselling, carrying-out, expert opinion, storage, confidence)

Procedures of initial accreditation, periodic surveillance and reassessment and the accreditation requirements are described in detail in the paper "Requirements for bodies applying for accreditation", published in its current version in the Internet ([www.bast.de](http://www.bast.de)).

#### **5 First experience with accreditation**

In 1999 the accreditation body accomplished the first accreditation and two other accreditation procedures started were in the field of driver aptitude testing. The resulting experiences suggest that accreditation for bodies providing driving licence services not only can ensure but in addition improve the quality of these services.