

# FAQ VDA 6.3

## Frequently asked questions (FAQ) regarding VDA 6.3 – Qualification as Process Auditor Actualisation 2021

Berlin, January 2021

### 1. What training opportunities are there regarding training in VDA 6.3 as a process auditor?

There is a standard four-day training course for the initial qualification of both internal and external (supplier) auditors:

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

Following attendance and success in the knowledge test a Certificate of Qualification is issued, which serves as technical evidence of the auditor qualification.<sup>1</sup>

Auditors carrying out audits for other organisations as external service providers also require a VDA 6.3 Certificate.<sup>2</sup> Apart from this there are also some customer-specific requirements which extend beyond the requirements set out in the VDA 6.3 publication. In such cases an original VDA 6.3 Certificate is demanded as technical evidence - for internal process auditors, for example. This certificate can be applied for, based on the following activity:

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

After success in the examination (70 % correct answered questions) a certificate is issued with a registered number, together with an associated auditor card. These serve as technical evidence of the auditor qualification.

The certificate remains valid for three years from the date of examination. Before the certificate expires an application for an extension must be submitted in order to obtain a new certificate, which will again be valid for three (3) years. Details are set out in FAQs 17 to 20.

### Updating from VDA 6.3 (2010) to VDA 6.3 (2016)

The VDA 6.3 volume was revised in 2016 and because of this a transition period has been established, expired on 30th June 2018. During this period all existing VDA 6.3 process auditors have had the opportunity to bring their status to the current level in one day:

"VDA 6.3 – Upgrade Training: from VDA 6.3 (2010) to VDA 6.3 (2016)" (ID 333)

Following attendance and success in the knowledge test a certificate of qualification was issued. In combination with the technical evidence already issued - the VDA 6.3 (2010) Certificate or Certificate of Qualification VDA 6.3 (2010) Module BII ("Product life cycle") - the qualification was regarded as updated. A new VDA 6.3 (2016) Certificate needed then not be applied for until the expiry date of the existing VDA 6.3 (2010) was reached.

For process auditors who did not attend the one-day VDA 6.3 Upgrade Training by 30th June 2018 it was still possible to update their VDA 6.3 (2010) qualification. This required attendance at the following two-day training course:

"VDA 6.3 – Competence Training for Certified Process Auditors" (341)

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<sup>1</sup> cf. VDA-Band 6.3 (2016), pp. 19 ff

<sup>2</sup> cf. VDA-Band 6.3 (2016), p. 21

## New requirements for the qualification VDA 6.3 (2016) from 2020 on

The start of the revised volume VDA 6.3 (2016) and the associated qualification of process auditor VDA 6.3 (2016) marked the third year in 2020. This means that the first VDA 6.3 (2016) certificates have neared towards the end of their validity, as the validity cycle for VDA 6.3 certificates from the VDA QMC extends over three years. To maintain the VDA 6.3 qualification (2016), new requirements have been placed on the existing process auditors VDA 6.3.

The training and professional development of the VDA QMC has carried out a worldwide market study of the automotive industry within the framework of these considerations in order to receive direct feedback from the industry about the competence of the process auditors VDA 6.3 in the field. One conclusion of this study is that the automotive core tools, that means the automotive quality methods and tools are used inadequately.

For this reason and parallel to the expiry of the first certificates VDA 6.3 (2016), the requirements for both maintenance and initial qualification (examination) of process auditors VDA 6.3 (2016) were adjusted and the subject of automotive core tools was included. You can find details on this in FAQ No. 17 to 20.

However, the process for existing process auditors VDA 6.3 (2010) to update their qualifications to the revised version VDA 6.3 (2016) also ended. Process auditors VDA 6.3 (2010) must therefore completely re-qualify in order to receive a new certificate VDA 6.3 (2016). You can find details on this in FAQ No. 17 to 20.

## 2. How is permission obtained to take the VDA 6.3 examination?

Permission to attend the VDA 6.3 examination day is issued following a successful check on the request submitted. VDA QMC customers can submit their applications via the following Internet page:  
[www.vda-qmc-learning.de/module/antragsbearbeitung/forms/vda6.3\\_examinationday\\_new\\_2020.php](http://www.vda-qmc-learning.de/module/antragsbearbeitung/forms/vda6.3_examinationday_new_2020.php)

License partners of the VDA QMC provide their customers with other ways of applying - for example as a PDF form which can be downloaded from their own internet page or by e-mail if necessary.

## 3. Is it possible to take the VDA 6.3 (2016) exam if you do not (yet) meet the requirements?

No, it is only possible to take the VDA 6.3 (2016) exam if the application has been approved by the VDA QMC or a license partner. Subsequent submission of the application is not permitted.

## 4. What requirements apply for permission to take the VDA 6.3 examination?

- Certificate of qualification of the training "VDA 6.3 – Qualification as Process Auditor (2016)"
- Proof of completion of a at least three-day auditor qualification based on DIN EN ISO 19011
- Proof of knowledge of the Automotive Core Tools
- Proof of a least five years of full-time professional experience at the production company, at least two years in quality management (personal data sheet).

## 5. What auditor qualification is recognized for permission to take the VDA 6.3 examination?

Auditor training according to ISO 9001, ISO/TS or IATF 16949, DGQ auditor, EOQ auditor etc. are accepted as an auditor qualification according to VDA 6.3.

Generally, a training course of at least three days must have been completed, regardless of the training provider.

## 6. Can evidence of audits which have been carried out take the place of the auditor qualification required?

No. Audits which have been carried out do not replace any auditor qualification to DIN EN ISO 19011.

## 7. How can expertise in automotive core tools be proven?

The training "Automotive Core Tools for System and Process Auditors" (ID 417) and the VDA qualification "Automotive Core Tools Professional" (ID 415 and 416 and possibly 450) are recognized. Alternatively, evidence of a minimum two-day training about Automotive Core Tools by another training provider as well as the passing of an Automotive Core Tools online quiz is required. If the quiz is not passed, the "Automotive Core Tools for System and Process Auditors" course (ID 417) must be completed. In addition to these proofs 5-ADP-certificates are accepted, too. IATF 3rd party auditors who have successfully completed all retakes regarding the core tools after the main test possess this certificate. Please note: The number of this certificate has to start with "5-ADP", not "4-ADP".

## 8. How to access the VDA QMC Automotive Core Tools Online Quiz?

The VDA QMC Automotive Core Tools online quiz is available to all customers on the VDA QMC website: <https://vda-qmc.de/en/training-and-professional-development/automotive-core-tools-online-quiz/>

The VDA QMC license partners also offer the Automotive Core Tools Online Quiz to their customers in their preferred language version (German, English or regional language) on their websites. For details, please contact the respective license partner of the VDA QMC in your area:

<https://vda-qmc.de/en/training-and-professional-development/training-license-partners/>

## 9. How does the VDA QMC Automotive Core Tools online quiz work?

First you have to register on the entry page of the VDA QMC Automotive Core Tools Online Quiz with your first name, last name and e-mail address. After you have access to the quiz portal, you have to read the preliminary information about the course of the quiz and actively agree to the terms of use.

Only then is it possible to complete the VDA QMC Automotive Core Tools Online Quiz, which consists of 30 questions, of which at least 70 % (21 questions) must be answered correctly. Each question contains four possible answers, only one of which is correct. A total of 60 minutes is available to answer the 30 questions. After the answers have been sent, the result is immediately shown (passed/failed). After successfully completing the VDA QMC Automotive Core Tools Online Quiz, there is the option to download a PDF document as evidence.

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

It is strongly advised not to take the VDA QMC Automotive Core Tools online quiz without prior preparation. Interested parties should take a look at the individual core tools of the VDA and AIAG as well as the harmonized VDA-AIAG-FMEA before registering for the online quiz.

Using the following overview, auditors can determine where they may need to be updated:

Method	Source
Advanced Quality Planning / Product Development Process	VDA Volume Maturity Level Assurance for New Parts (MLA)
Failure Mode and Effects Analysis (FMEA) and Special Characteristics	AIAG & VDA FMEA Handbook and 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)
Sample Processing Methods	VDA Volume 2 – Production Process and Product Approval (PPF)
Control Plan	IATF 16949
Problem solving techniques	VDA Volume 8D - Problem Solving in 8 Disciplines

#### 11. How often can the VDA QMC Automotive Core Tools Online Quiz be repeated?

The VDA QMC Automotive Core Tools Online Quiz may only be taken once, that means that no repetition is permitted.

#### 12. What to do if the VDA QMC Automotive Core Tools Online Quiz is not passed?

If the VDA QMC Automotive Core Tools Online Quiz is not passed, but the corresponding proof of the specialist knowledge of the Automotive Core Tools is needed for the approval or maintenance of the qualification VDA 6.3 (2016), the training “Automotive Core Tools for System and Process Auditors” (ID 417) must be completed.

#### 13. Is it possible to register again for the VDA QMC Automotive Core Tools Online Quiz?

If the VDA QMC Automotive Core Tools Online Quiz has already been completed, this means that the customer has actively consented to the VDA QMC's terms of use. So, it is known that no repetition is permitted.

In the case of a new registration, the VDA QMC must assume that it is an attempt to defraud. Therefore, only the first attempt of an online quiz candidate is rated. Each further attempt is classified as “failed” even if the result is positive.

#### 14. Why does the VDA QMC Automotive Core Tools online quiz have to be passed in addition to at least two days of training in automotive-specific tools?

By offering the Automotive Core Tools Online Quiz through VDA QMC and its license partners, prospective or existing auditors VDA 6.3 (2016) can check and confirm their Automotive Core Tools expertise. Thanks to the standardisation of this query, the certificate of success for the VDA QMC Automotive Core Tools Online

Quiz is valid worldwide as official evidence for the auditor, to in this subject area at the state of the art. This new quality feature gives the VDA 6.3 (2016) certificate a higher level than before and thus the certificate holders also have an even better reputation in the automotive supply chain.

### 15. Why does a VDA QMC Automotive Core Tools Online Quiz have to be proven and at least two days of training in automotive-specific tools?

According to DIN EN ISO 19011, chapter 7.6, auditors are encouraged to continuously improve their competence, i. e. by participating in training. Due to the fact that the VDA QMC requires two days of training in the area of automotive core tools, existing and prospective process auditors VDA 6.3 (2016) meet this requirement.

### 16. Is it possible to apply to take a VDA 6.3 (2016) examination without evidence of five years' professional experience?

From three years of professional experience (preferably in manufacturing companies in the automotive industry), company training periods can be considered.

Company apprenticeships are counted toward the candidate's professional experience at a rate of 50%, and only for candidates who have completed a dual course of apprenticeship/study in a technical profession at the production company.

Company internships, time as a student trainee, etc. during the course of academic Bachelor's or Master's study programs cannot be counted toward a candidate's professional experience.

In principle, it is only possible to take the exam if all requirements have been met and the application for the examination has been approved by the VDA QMC or an official license partner (see FAQ No. 3).

### 17. How can the VDA 6.3 Certificate be extended?

An extension of a Certificate is always issued following a successful check on the request. VDA QMC customers can submit their applications via the following Internet page:

[https://www.vda-qmc-learning.de/module/antragsbearbeitung/forms/vda6.3\\_renewal\\_new\\_2020.php](https://www.vda-qmc-learning.de/module/antragsbearbeitung/forms/vda6.3_renewal_new_2020.php)

License partners of the VDA QMC provide their customers with other ways of applying - for example as a PDF form, which can be downloaded from their own Internet page or by e-mail if necessary.

If a Certificate VDA 6.3 (2016) has been obtained from a license partner of the VDA QMC the request for an extension can also be submitted to a different license partner.

Once the extension has been issued the new Certificate remains valid for a further three years from the expiry date of the old Certificate.

### 18. What evidence must be submitted to obtain an extension to a VDA 6.3 Certificate?

#### 1. Proof of the validity period:

- Copy of the current Certificate VDA 6.3 (2016)  
and / ore
- Copy of the current auditor card

#### 2. Proof of auditing experience \*)

- At least 5 (five) process audits and/or potential analysis (at least 10 audit days) as responsible auditor in the period of validity of the qualification. Internal as external process audits are accepted as well.  
or
- Certificate of attendance of "VDA 6.3 – Workshop for certified process auditors" (ID 341)

\*) If evidence of the required audit experience cannot be provided, the qualification can be extended only by attendance at a "VDA 6.3 – Workshop for certified process auditors" (ID 341).

3. Proof of knowledge of the Automotive Core Tools
- Certificate of qualification of "Automotive Core Tools for System and Process Auditors" (ID 417)
  - or
  - Certificate of attendance / certificate of VDA qualification "Automotive Core Tools Professional" (ID 415, 416 and possibly ID 450)
  - or
  - Proof of passed Online Quiz "Automotive Core Tools" \*\*)

\*\*) If the quiz is not passed, the training "Automotive Core Tools for System and Process Auditors" (ID 417) must be completed.

## 19. What is the cost of an extension of the Certificate?

The costs for the VDA QMC are currently € 165 plus VAT, for license partners the price is different and will be communicated on request.

## 20. What happens if a request for an extension to the VDA 6.3 Certificate is not submitted in time?

An extension can still be requested up to three months after the certificate expires. After the renewal has been granted, the new certificate is valid for a further three years from the expiry date of the old certificate. If the certificate has expired for more than three months, in addition to fulfilling the maintenance requirements (proof of audit experience and specialist knowledge of the automotive core tools, see FAQ No. 17), the VDA 6.3 (2016) test must be taken again.

After the criteria for renewing the certificate have been met and the new exam has been passed, the new certificate is valid for three years from the date of the exam.

## 21. The knowledge test of the training "Automotive Core Tools for System and Process Auditors" (ID 417) was not passed. Is admission to the VDA 6.3 (2016) exam still possible?

In order to be admitted to the VDA 6.3 (2016) exam, the qualification certificate of the "Automotive Core Tools for System and Process Auditors" training is required. This means that the knowledge test has to be passed before approval to the VDA 6.3 examination, otherwise, it has to be repeated.

## 22. Are VDA 6.3 trainings also held in English?

In Germany the following license partners offer VDA 6.3 qualification in English:

EnconAcademy, Wildau, Germany: [www.enconacademy.de](http://www.enconacademy.de), E-Mail: [armin.obstbaum@enconacademy.de](mailto:armin.obstbaum@enconacademy.de)

TopQM-Systems GmbH, Schefflenz, Germany: [www.topqm.de/schulung-und-training](http://www.topqm.de/schulung-und-training),  
E-Mail: [schulung@topqm.de](mailto:schulung@topqm.de)

TÜV SÜD Akademie GmbH, Munich, Germany:  
[www.tuvsud.com/de-de/store/academy/management-systems/quality-management-automotive/1111315](http://www.tuvsud.com/de-de/store/academy/management-systems/quality-management-automotive/1111315)  
E-Mail: [akademie@tuev-sued.de](mailto:akademie@tuev-sued.de)

VDA 6.3 qualification in English are also offered in the UK by

SMMT  
2680 Kings Court, The Crescent  
Birmingham Business Park  
Birmingham, B37 7YE  
Great Britain  
[enquiries@industryforum.co.uk](mailto:enquiries@industryforum.co.uk), [www.industryforum.co.uk](http://www.industryforum.co.uk)

23. If the VDA 6.3 (2016) exam was failed in the past, that means before the new requirements were introduced at the beginning of 2020, is it necessary to meet the new requirements before retaking the exam?

No, once an admission to the VDA 6.3 (2016) examination has been granted, it will remain effectively until the examination is passed or until the VDA volume 6.3 has been revised again.

24. How often is it possible to retake the VDA 6.3 (2016) exam again?

The VDA 6.3 (2016) exam may be repeated as often as required. After the third attempt, however, we recommend taking the training "VDA 6.3 - Qualification as a Process Auditor" again.

25. What happens if an applicant was unable to attend the VDA 6.3 Upgrade Training or the VDA 6.3 Competence Training? How can he/she qualify regarding the contents of the new VDA 6.3 (2016)?

If the applicant has failed to attend the VDA 6.3 upgrade training or the VDA 6.3 competence training, he/she must complete the qualification as a Process Auditor VDA 6.3 (2016) from scratch (see FAQ No. 1).

26. How can an approved VDA 6.3 trainer of VDA QMC or official license partner extend his/her VDA 6.3 (2016) Certificate?

An approved trainer VDA 6.3 (2016) must also prove the required five process audits and / or potential analysis for the extension of his / her certificate VDA 6.3 (2016). The specialist knowledge of the automotive core tools must either be documented in accordance with the general requirements for process auditors (see FAQ 17) or by participating in one of the official trainer calibrations of the VDA QMC for the training "Automotive Core Tools for System and Process Auditors" (ID 417).