

Extension of FS Engineer (TÜV Rheinland) Certificate

1. Please fill in the attached “extension form sheet” with due diligence.

- Add additional pages if necessary and give detailed information on projects you have carried out **during the past 5 years** of your professional life describing your experiences and job involvement in functional safety.
- Please indicate the name of your current employer and kindly make sure to indicate your complete and correct email address – otherwise we cannot communicate with you.
- Kindly sign this form sheet.

2. Invoicing

- Please indicate in the “extension form sheet” if costs for extension of validity of the FS Engineer (TÜV Rheinland) certificate are paid by your **company** or by **yourself**.
- If your **company** pays these costs:
 - Please indicate the correct **INVOICING ADDRESS** of your company. The postal address will not suffice.
 - Kindly consider that we **DO NOT NEED** a **PO number**. Our invoice will be set up without PO number.
 - Please make sure that you indicate the **VAT Number** (for European countries) and the **LEGAL FORM** of your company.
- If you pay these costs privately we need your private address only. (Kindly consider that VAT of 19 % will have to be charged.)

Please consider:

If the invoicing address is not indicated correctly, we cannot extend your FS Engineer certificate. Kindly assure with your financial department that the invoicing address you indicate here is correct.

3. Please send an official letter of your employer or (of a customer).

This official letter (on business stationery indicating complete company address and date, signed by your manager) should give details and a description of your job position, your responsibilities, and project work engagement of the past 5 years referring to the specified area of your certification (either SIS, HW/SW or Safety of Machinery).

4. Send these 2 documents by email to **miriam.jakob@de.tuv.com**

5. Upon receipt of these documents, TÜV Rheinland will:

- Review and assess them accordingly. In case further information is needed, you will be contacted by email.
- If the documents are assessed positively, we will issue our invoice to you. The invoice will be sent to the address you have indicated in the above mentioned form sheet, and by email directly to you. (Payment can be done by bank transfer or by credit card.)
- Your approved documents will be archived at TÜV Rheinland.
- After payment is received a new extended FS Engineer (TÜV Rheinland) certificate (with the same FS Eng Id.-No.) will be sent to you, which will be valid for another 5 years.
- You will remain listed on our website www.tuvasi.com and the new validity of your certificate will be indicated accordingly.

Costs for the extension of validity of your FS Engineer (TÜV Rheinland) certificate are: €350

6. Questions? Please contact:

Ms. Miriam Jakob



+49 – 221 – 806 2981

Email miriam.jakob@de.tuv.com