

# Erasmus+ project: Qualification, Validation and Certification of Maintenance Personnel

Transnational Project Meeting #2 Helsinki, 9<sup>th</sup> - 10<sup>th</sup> January 2019

## **Present:**

Ingemar Andreason  
Guðmundur Jón Bjarnason  
Zsolt Nyeste  
Ilkka Palsola  
Jaakko Tennilä  
Torsten Ekström  
Tomáš Hladík  
Damjan Maletič  
Jan Skarka

## **Absent:**

Maria Malmrud  
Mikaela Malmrud

## **1. Opening and welcome**

Ilkka opened the meeting and Jaakko went through some practical issues.

Guðmundur was selected to take minutes during the meeting.

## **2. Background / Framework for qualifications**

Torsten reviewed administrative project information.

A lot of question was created by Main Cert project, run by the Germans. A tree of subjects was developed, similar to EFNMS maintenance manager certificates.

What will we use as our background for our work? One option is to combine or in a way merge, hereafter referred to as “BoK + EN15628 structure”:

- BoK, using both chapters and subjects
- EN17007, using processes and sub – processes as “heading”
  - It will have to be discussed whether we may need some more “heading” for the lowest level (mechanics, electricians, ...)
- EN15628, using the material, especially “skills” and “knowledge” and the structure / columns, adding columns for references to essential knowledge, that is were to find the knowledge.

It was argued that this could be a pragmatic and structured approach with a strong background. Also, it should be of value for EFNMS and Europe in general to make a strong alignment with well structured material which is already available and it could be a good “packaging” for the result of this project and for future marketing.

It may require some work to rearrange the material available (current EFNMS certification) into a “BoK + EN15628” structure, but should not take too much work.

Various points:

- Some skills, and thereby some questions, will be applicable for more than one group (Manager, Supervisor/Engineers/Technician/Specialists).
- We have still on the table the idea to have two “levels of passports/certification” for each group, one based on multiple choice questions the second level based on more detailed exam, such as open questions or assignment
- Each competence will relate to many skills, and each skill will relate to one or more knowledge and each knowledge will relate to one or more questions
- Will questions also be related directly to skills?

The focus within this project is on defining the “qualification / curriculum” and creating a validation questions linked to the qualification. The result of the project can potentially used by universities, private training companies and basically whoever.

It was agreed to base our work on the mentioned “BoK + EN15628” structure.

We should also make use and align to:

- EN13306 on terminology
- EN16646 on maintenance within physical asset management

### **3. Project management**

It is important to use the project number, 2018-1-SE01-KA202-039149, for correspondence.

Torsten went through a time report template in Excel which can be used as a format, but other formats can be used. Time reports can be added up before reporting back, i.e. does not have to be on individual basis.

Project timetable was reviewed. In September 2019 a project report must be sent in to Erasmus+ (Swedish Council for higher education), this report will be measured and based on that it will be decided if the project will get a full funding or not.

Time report to be sent every third month. A day is defined as 8 hours.

A multiplier event must have participants from other nations and address some parts of the QVCMP project.

Participants in the project must be employed by a company listed as a participant within this project.

### **4. Working principles**

Google Drive documents will be used as working documents. Please take care when sharing documents.

As of now, the Action list (in Excel) will be on the screen at all project Skype meetings, updated “live” on the meeting. All must respect “due dates”. Due dates will often be the next meeting or the meeting thereafter.

Marketing, O7, is not on the budget. It was discussed to use MaintWorld and the Newsletter for marketing purposes. Also discussed to possibly have a subpage at EFNMS homepage for the project. Information will also be put on Erasmus+ webpage.

Few practical points:

- Verbs from the “Taxonomy matrix” can be used when defining qualifications and creating questions. It varies between the groups at what level (what “verbs”) the qualifications/questions will be. For example a manager needs basic knowledge for vibration monitoring while the technician must be able to “generate”.

## 5. Effective workflow, action list

A new Erasmus+ QVCMF scheme was drafted, that is the columns that have to be there. It was decided to work on the headings/categorisation merging BoK, EN17007 and EN15628, see text above, (Iceland) and thereafter to work on further breakdown of the minimum skills (Finland).

The action list was updated, below is screenshot of the items due before our next Skype meeting on January 21st:

Activity	Owner	Others	Start	Due	Finished	Status	Comment
BoK as a framework for "library", suggestion	ICE		180921	190109	190109	100%	Suggestion in the light of upcoming BoK version #2
New qualification scheme, headings	ICE	FIN	190110	190116		0%	Align BoK Chapter, EN17007 with EN15628 columns 1 and 2 and 3
New qualification scheme, minimum skills breakdown	FIN		190116	190121		0%	Break EN15628 column 3 down and address the knowledge part
Study BoK, EN17007 and EN15628	ALL		190110	190121		0%	
Web page for the project, can it be under EFNMS?	HUN		190110	190121		0%	Zsolt will ask Cosmas/David
External web page structure	SWE		180917	190121		0%	Is it necessary to have an individual web page for the project?
Maximum working days per month	SWE		190110	190121		0%	
Participation list for Multiplier Events - GDPR	SWE		190110	190121		0%	
Agenda for Multiplier Events - How many hours?	SWE		190110	190121		0%	
O8 in the project plan	SWE		190110	190121		0%	

## 6. Next meeting

Next meeting will be a Skype meeting on January 21st.

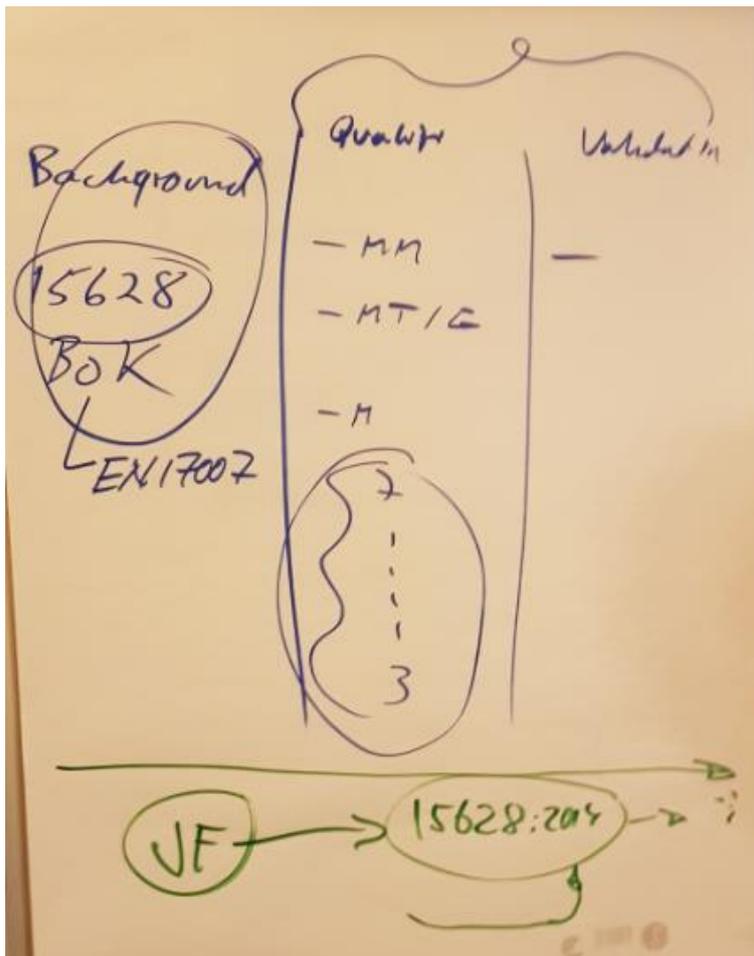
## 7. Additional information from the meeting

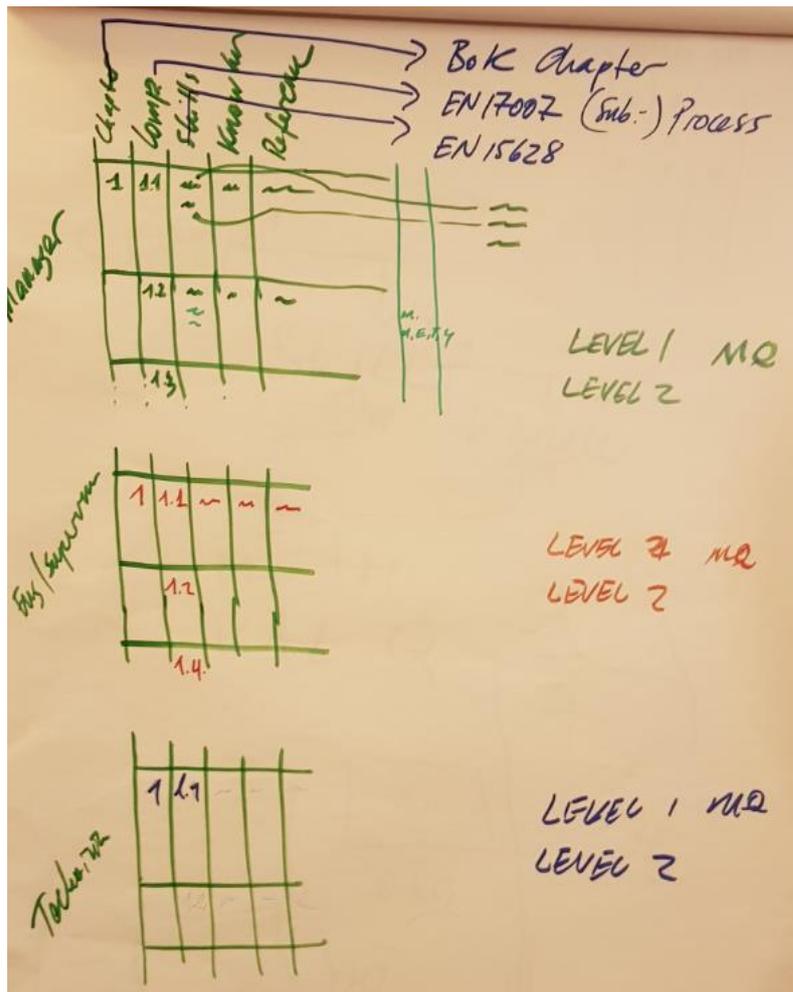
Below are draft figures and pictures from the meeting:



From left to right:

Damjan, Jaakko, Zsolt, Torsten, Ingemar, Ilkka, Tomáš, Jan, Guðmundur





**Attendees:**

Ingemar Andreason

Guðmundur Jón Bjarnason

Zsolt Nyeste

Ilkka Palsola

Jaakko Tennilä

Mikaela Malmrud

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