

QUESTIONNAIRE

1 GENERAL

1.1 TRAINING CENTRE DETAILS

Name of training centre: _____

Address: _____

Postal code: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Homepage Address: _____

European V.A.T.-number¹ : _____

Contact: _____ Position: _____

Alternative contact: _____ Position: _____

Do you run your operation under a specific name distinct from above? Yes No

If yes, please give further details _____

Is your company part of some larger organisation? Yes No

If yes, please give name of holding body: _____

1.2 EMPLOYEES

Please give details of the number of employees in the following departments:

Total in training centre: _____

Total at this address: _____

Total in administration: _____

Total in training area: _____

Total number of external tutors (not employed on a regular basis): _____

Total number of tutors foreseen or already appointed for KNX-training: _____

¹ If your training centre is located in the European Union and this number is not entered, KNX Association is obliged to charge you the Belgian V.A.T.

1.3 OTHER INFORMATION

Please give details of any approvals granted by other certification bodies

Please give details of any associations that your training centre is connected with (what kind of connection)

2 INFORMATION ON THE ACTIVITY FOR WHICH CERTIFICATION IS SOUGHT

Please indicate as appropriate all the services activities in which your training centre is involved:

2.1 TRAINING

Location

- At own premises
 At customer's premises

Type of training (please give short summary)

2.2 PUBLICATIONS RELATED TO KNX-TECHNOLOGY

- | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|
| Publication of training documentation | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | CARRIED OUT <input type="checkbox"/> | CARRIED OUT <input type="checkbox"/> |
| Other documentation | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | CARRIED OUT <input type="checkbox"/> | CARRIED OUT <input type="checkbox"/> |

If yes, in what area: _____

2.3 OTHER SERVICES (RELATED TO KNX-TECHNOLOGY)

3 OTHER PRODUCTS OR SERVICES

List any services offered which may not be KNX certification relevant, but which could be of interest to assess the overall activities of your training centre (e.g. training in other bus systems, in PLC, consulting or development services, etc.).

4 CONFORMITY TO THE KNX CERTIFICATION REQUIREMENTS FOR TRAINING CENTRES

Do you apply for an accreditation by KNX Association for basic courses (BC) or also upgrade courses (UC) (when both, please tick both fields) BC UC

Is your training centre (including KNX domain) certified according to ISO 9001:2000 by an accredited third party? YES NO
If yes, please attach a copy of the acquired certificate to this filled-in questionnaire.

Has one of your training staff members already participated in an KNX tutor seminar? YES NO
If yes, please attach a copy of the acquired certificate to this filled-in questionnaire.

Have you already got the necessary KNX equipment according to the KNX rules in place? YES NO
If yes, please attach photographs and lists to this questionnaire stating that the equipment in place conforms to the KNX rules. Please also list license numbers of purchased ETS.

(If applying for an accreditation of upgrade courses). Have you already got the necessary KNX equipment according to the KNX rules in place? YES NO
If yes, please attach photographs and lists to this questionnaire stating that the equipment in place conforms to the KNX rules.

5 LOCATION OF THE TRAINING CENTRE

To assist our staff if they should visit your training centre, please give directions as to your company's location or attach a map indicating the location.

6 MISCELLANEOUS

Questionnaire for the KNX certification of training centres (version 09/07)

By completing this questionnaire and returning it to KNX Association, you officially apply for KNX certification of your training centre. You will subsequently be registered and the registration fees (see Fees – point 10 of the document ‘KNX-Training – Training measures – Requirements for Training Centres’, which is available on request from KNX Association) will be invoiced to you.

After registration you will have access to the uniform KNX training documentation. This training documentation may not be copied nor be passed on to third parties.

The registration of the training centre is only valid for one year. During this one year license you will have the right to receive free of charge updates of the training documentation. Once this year has elapsed, renewed registration is necessary should you want to receive further updates of the training documentation.

Please return this questionnaire to KNX Association, Bessenveldstraat 5, B-1831 Diegem, Belgium, together with a standard informative brochure if available. The KNX Certification department will contact you as soon as possible.

Thank you for your co-operation in completing this questionnaire.

Signature:

Date:

Name:

Position:

Please attach any additional information, which you think would help us in progressing your enquiry.