



EUROPEAN SHOTFIRING CERTIFICATE APPLICATION PROCEDURES

1. The member body of each country shall be responsible for initial processing of the applications using the standard form provided by the Secretary, but translated into the local language. The application forms will be provided in English by the EFEE Secretariat.
2. The Institute/Federation or national controlling body shall be responsible for translating the form into the local language for distribution to applicants.
3. The representative body in that nation shall advertise in their local journal, magazine or newsletter, the availability of the European Shotfiring Certificate to those suitably qualified with a national shotfiring certificate.
4. Each year the member body of each country will appoint a representative to approve applications from that country and will send the Secretary a note of that person's name, along with a sample of his/her signature, so that the national approval signature on the application can be verified. The national representative is responsible for ensuring that the applicant has passed the approved training course and shotfiring examinations, has sufficient experience and has attached a copy of his/her national shotfiring certificate to the application, before signing approval.
5. The EFEE National Member Representative will also sign the application and send it together with 2 passport photographs of the applicant to the EFEE Secretariat. Preferably the documents shall also be scanned and sent by e-mail to the Secretary at info@efee.eu in order to speed up the process. The applicant shall be informed by the EFEE National Member representative when he/she is approved by the National signatory and should thereafter pay the fee.
6. The fee of €32 for the certificate, and a further €8 if an ID card is required, shall be submitted with the application form. Such fee is to be paid in full to EFEE (i.e. bank charges are payable by the applicant) when the application is approved by the EFEE National member representative. The final processing of applications will not be completed until this amount has been received.

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Account Name

European Federation of Explosives Engineers (EFEE)

UBS AG

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CH-6002 Lucerne

Switzerland

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8. The Secretary will send the application approved by the national representatives by e-mail to the Shotfirer Committee Chairman who will sign their approval and return it to the Secretary by e-mail.
9. Once final approval has been received, the Secretary will then circulate the names to all other members of Council. If no objections are received within 7 days, that applicant shall be deemed to be acceptable and a certificate may be issued.
10. If either the Shotfirer Committee Chairmen fails to agree on the acceptability of a candidate or any member of Council question the same, then the matter will be put to a full Council Meeting for approval.
11. When such approval has been obtained, the Committee Chairman will advise the Secretary of their decision.
12. If approved, the Secretary will then prepare the certificate and forward to the President of EFEE for his signature or, alternatively, take it to the next Council Meeting, whichever is more appropriate. If not approved, the Secretary will be advised to notify the applicant of the decision.
13. A copy of the certificate will be taken for the EFEE records.
14. If the applicant has paid for his/her ID Card, this will be prepared and sent out with the Certificate..

May 2009