

ECMM Excellence Centers Information sheet for inspectors (Detailed information: see ECMM EC Charter)

1. Applicants submit their declaration of interest electronically to the ECMM president (president@ecmm.info).
2. Together with the ECMM EC Subcommittee (ECSC) the ECMM president selects two inspectors (based on their experience).
3. In coordination with the inspectors and applicants the ECMM office arranges a site visit (including travel, tickets, accommodation on site).
4. The applicant bears all upcoming costs of the audit process. Travel and accommodation costs will be dealt via the ECMM office. The ECMM office regulates the financial matters prior to the audit.
5. After submission of the application the ECMM office will calculate a cost estimation, which has to be approved by the applicant. This estimation will include the initial fee and all costs for the audit process, which have to be borne by the applying institution. Upon approval of the cost estimation the applicant has to pay a specified lump sum. The remaining balance is due after the audit and at the beginning of each subsequent year.
6. ECMM provides an ECMM Excellence Centers “quality audit plan”, which displays an important tool for the inspectors and which needs to be completed and sent to the auditors by the applicants two weeks before the audit takes place.
7. Within four weeks the inspectors must send the ECMM audit report to the ECSC, which will process the evaluation and send a recommendation to the ECMM board.
8. The ECMM board makes the final decision.