

This training is aimed at persons from Technical Services, in particular auditors and test engineers with a reference to approval relevant road traffic law. Proof of successful participation can be used as part of the approval procedure in accordance with the KBA's designation rules. The training is also suitable for refreshing and updating existing basic knowledge.

Course of the training

The training is performed in two modules

Modules	Date	Participation	Content
A	Day 1 and 2	Mandatory for authorised signatories (USB) and auditors	<ul style="list-style-type: none"> – Legal basis of the type-approval procedure – Participants and their roles in the type-approval procedure – Process and variants of the type-approval procedure at the Kraftfahrt-Bundesamt
B	Day 3	Mandatory for auditors; optional for other interested parties	<ul style="list-style-type: none"> - Procedures ensuring conformity of production (CoP)

Start at 09:00 a.m., end around 4:30 p.m.

Final test after day 2 (for module A) respectively after day 3 (for modules A and B).

Dates

Training in German language

12 March 2024 to 14 March 2024 (registration deadline: 11 February 2024)

24 September 2024 to 26 September 2024 (registration deadline: 25 August 2024)

Training in English language

19 March 2024 to 21 March 2024

The dates are under reserve of sufficient amount of registrations.

Venue

Hotel Kaiserhof – Radeberger Brauerei-Ausschank
Hauptstraße 62
01454 Radeberg
Phone: +49 3528 4097-0
Fax: +49 3528 4097-50

The Hotel Kaiserhof (gast@kaiserhof-radeberg.de) and the Hotel Sportwelt Radeberg (gast@hotel-sportwelt.de) are offering rooms at a special rate of € 85.00 per night until 6 weeks before the respective training date. Bookings must be made by the participants themselves. Please refer to the KBA training course when booking. The accommodation costs are to be paid directly at the hotel.

Training fee

The fee is made up of the actual training fee (VAT is not charged on this amount) and a charge for expenses (training rooms, catering during breaks, etc.; VAT is charged)

	Training fee	Allocation for expenses (approx.)
Module A	630 €	90 €
Module A and B	720 €	135 €

This fee will be invoiced after the training course. Accommodation, lunch and other ancillary costs are to be paid by the participants.

Registration

Registration deadline: see Dates section
with registration form

Please register bindingly by e-mail (e-mail: Benennungsstelle@kba.de) or fax (+49 461 316-2636). Collective registrations are possible. The signature of the Head of Technical Services or an authorised representative is mandatory. You will receive a registration confirmation by e-mail.

Please enter the correct invoice address. A fee of EUR 10 will be charged for subsequent changes to the invoice.

Cancellations can be made at short notice free of charge.

Training documents

Files containing the training documents will be available on the KBA technical portal approximately one week before the start of the course. Participants will receive the access password.

Please note that only limited WLAN access is available at the training venue.

Miscellaneous

Lunch will be offered as a buffet in the hotel (estimated price of €18.50 each). A binding reservation for the meal must be made on the registration form. Participants will pay for the meal separately to the hotel staff.