

**Authorization Regulation under the SERMI Scheme**

**1. Purpose**

This Regulation defines the rules under which VALIDX GROUP, as an ISO/IEC 17020 accredited Conformity Assessment Body (CAB), evaluates, authorizes, monitors, and manages Independent Operators (IOs) and their personnel for access to Security-Related Repair and Maintenance Information (SERMI), in accordance with European legislation and the SERMI Scheme.

**2. Scope**

This Regulation applies to all applicants (IOs), Responsible Security Staff (RSS), and certified personnel who apply for or hold SERMI authorization issued by VALIDX GROUP.

**3. Applicable References**

* Regulation (EU) 2018/858
* SERMI Scheme Requirements – SERMI Trust Center
* ISO/IEC 17020:2012
* VALIDX GROUP Procedure D.18 – SERMI Certification Assessment Procedure
* VALIDX GROUP Work Instruction WI.23 – SERMI Certification Inspector Work Instruction
* VALIDX GROUP Forms: F.74, F.75, F.80

**4. Eligibility Criteria**

To be eligible for SERMI authorization, the applicant shall:

* Demonstrate legal ownership or documented control of an enterprise operating in the automotive repair sector (validated with company documentation and ATECO/NACE activity codes).
* Appoint at least one Responsible Security Staff (RSS).
* Provide clean criminal records for RSS and staff.
* Comply with identity verification requirements (WI.23).

All required documentation must be submitted using:

* **Form F.74 – SERMI Inspection Request Form**
* **Form F.75 – Certification Application Form**

**5. Application and Assessment Process**

VALIDX GROUP will process applications according to:

* **Procedure D.18**, which defines all evaluation stages including:
	+ Review of submitted documentation,
	+ Verification of legal status and personnel eligibility,
	+ Technical competence review,
	+ Identity verification by authorized personnel (WI.23),
	+ Issuance of inspection quotation using **Form F.80**

**6. Authorization Validity and Renewal**

Authorizations are valid for 5 years, provided:

* Continuous compliance with the SERMI scheme,
* No criminal records or violations reported,
* Updated contact, staff, and legal information is maintained,
* Cooperation during surveillance audits (see WI.23).

**7. Rights and Obligations of Authorized Entities**

Authorized IOs and RSS personnel must:

* Respect confidentiality of SERMI-related information,
* Use security-related RMI only for legitimate and approved purposes,
* Ensure all staff follow the same requirements outlined in this regulation,
* Maintain updated records, to be reviewed during periodic inspections.

**8. Suspension and Withdrawal of Authorization**

Authorization may be suspended or withdrawn in the following cases:

* Submission of false or fraudulent information,
* Misuse or unauthorized distribution of security-related RMI,
* Non-cooperation with audits or failure to meet eligibility criteria,
* Any legal or criminal activity incompatible with SERMI access.

VALIDX GROUP will notify the subject in writing, indicating the reason for the suspension/withdrawal. Appeals are managed in accordance with **Procedure D.04 – Complaints and Appeals Handling**.

**9. Complaints and Appeals**

All decisions issued by VALIDX GROUP may be contested by the affected party by submitting a formal appeal via:

* **Form F.52 – Complaints and Appeals Form**

These are handled impartially, according to:

* **Procedure D.04 – Complaints and Appeals Handling**

**10. Confidentiality and Data Protection**

All personal and sensitive information collected during the SERMI process is handled under:

* **Procedure D.03 – Confidentiality and Information Security**
* In accordance with GDPR and relevant national legislation.

Only data required for authorization and communication with the SERMI Trust Center will be processed.

**11. Fees and Payments**

All applicants shall be informed of costs via:

* **Form F.80 – SERMI Quotation Template**

Payments are due prior to evaluation. Fees are non-refundable unless otherwise stated.

**12. Modifications and Updates**

This Regulation may be revised to reflect:

* Changes in European or national law,
* Updates in the SERMI scheme,
* Internal VALIDX GROUP policy adjustments.

Revisions are managed under **Procedure D.01 – Document and Record Control**. The latest version is always available on the VALIDX GROUP official website.

**13. Amendments**

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| **Edition** | **Chapter** | **Cause & signs of modification** | **Drafted by** | **Approved by** | **Date** |
| v.1 -> **v.2** | Overall | Format Change and Group Structure Information Showcasing the relationship with the new entity VALIDX and the IMS Implementation | Athanasios Arvanitis (Quality Manager) | Angelos KoulouridisStergios ZarifidisSara Pellegrino | 13/05/2025 |