



Hellenic Accreditation System
Annex D2/36 to the Certificate No. 594-7

SCOPE of ACCREDITATION
of the
ARISTOTELIES KATARTISIS AKSIOLOGISIS
PISTOPIISIS SOCIETE ANONYME
(ACTA S.A.)

*as a Persons Certification Body
in the voluntary area*

Description of the Certification	Regulations / Standards / In house Procedures
Conventional classroom exams On site exams Computer-based exams Online Proctoring for Remote Exams (tele-proctoring)	Procedure for Online Proctoring for Remote Exams (ACTA-D51, ed. 1.1) and Certification Body documentation, as described below, per Certification Scheme
Certification of computer knowledge and expertness of PC usage on modules <i>Word Process</i> <i>Spreadsheets</i> <i>Internet services</i> <i>Databases</i> <i>Presentations</i> <i>Use of PC and Files Administration</i> solely or in combination	Specific Regulation “ Certified Computer User (CCU) ” (ΕΓ06-1, ed. 7) Internal Regulation ΕΓ-06, ed. 28.1
Certification of secretaries management assistants knowledge	Specific Regulation “ Certified Secretaries Management Assistants (CSMA) ” (ΕΓ06-2, ed. 4) Internal Regulation ΕΓ-06, ed. 28.1

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Food Sector Employee – Waiter</i> <i>Housekeeping Employee</i> <i>Call Center and Reservation Agent</i> <i>E-commerce & Hospitality Sales & Marketing Employee</i> <i>Reception and Customer Service Employee</i> <i>Travel Agency Employee</i> <i>Recreation, Wellness Areas and Sports Employee</i> <i>Food & Beverage Manager (F & B Manager) – Basic and Advanced Level</i> <i>Cookery – Confectionery - Basic and Advanced Level</i> <i>Restaurant Art – Basic and Advanced Level</i> <i>Floor Department Employee – Basic and Advanced Level</i> <i>Reception Employee – Basic and Advanced Level</i> <i>Reception and Customer Service Employee for Russian speaking Tourists</i> <i>Internet Trading Employee</i> <i>Administrative Assistant in Companies in the Tourism Sector</i> <i>English for Tourism</i></p> <p><i>Small accommodation tourism executive</i></p> <p><i>Mountain and sea alternative tourism executive</i></p> <p><i>Retail sales executive in tourist areas</i></p> <p><i>Social Media and Electronic Marketing Executive in the tourism sector</i></p> <p><i>Cultural Tourism Specialist</i></p> <p>of the certification scheme “Certified Tourism Executive (CTE)”</p>	<p>Specific Regulation “Certified Tourism Executive (CTE)” (EF06-3, ed. 8)</p> <p>Specific Regulation “Small accommodation tourism executive” (EF06-3.17, ed. 1)</p> <p>Specific Regulation “Mountain and sea alternative tourism executive” (EF06-3.18, ed. 1.1)</p> <p>Specific Regulation “Retail sales executive in tourist areas” (EF06-3.19, ed. 1)</p> <p>Specific Regulation “Social Media and Electronic Marketing Executive in the tourism sector” (EF06-3.20, ed. 1)</p> <p>Specific Regulation “Cultural Tourism Specialist” (EF06-21, ed. 1.1)</p> <p>Internal Regulation EF-06, ed. 28.1</p>
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Annuity Specialist</i> <i>Financial Marketing Professional</i> <i>Customer Service Manager</i> <i>Financial Planning and Management Consultant</i></p> <p>of the certification scheme “Certified Financial Sector Executive (CFSE)”</p>	<p>Specific Regulation “Certified Financial Sector Executive (CFSE)” (EF06-4, ed. 5)</p> <p>Internal Regulation EF-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Export Commerce Executive</i></p> <p><i>Retail Seller</i></p> <p><i>Outdoor Seller</i></p> <p><i>Merchandiser</i></p> <p><i>Food Marketing Manager</i></p> <p><i>E-commerce Systems Consultant</i></p> <p><i>E-Commerce - Electronic Transactions</i></p> <p><i>Modern Sales Techniques - Communication and Customer Service - Customer Relationship Management</i></p> <p>of the certification scheme “Certified Commerce & Sales Consultant (CCSC)”</p>	<p>Specific Regulation “Export Commerce Executive” (EG06-5.1, ed. 5)</p> <p>Specific Regulation “Retail Seller” (EG06-5.2, ed. 5)</p> <p>Specific Regulation “Outdoor Seller” (EG06-5.3, ed. 5)</p> <p>Specific Regulation “Merchandiser” (EG06-5.4, ed. 5)</p> <p>Specific Regulation “Food Marketing Manager” (EG06-5.5, ed. 5)</p> <p>Specific Regulation “E-commerce Systems Consultant” (EG06-5.6, ed. 1)</p> <p>Specific Regulation “E-Commerce - Electronic Transactions” (EG06-5.6, ed. 3)</p> <p>Specific Regulation “Modern Sales Techniques - Communication and Customer Service - Customer Relationship Management” (EG06-5.7, ed. 1)</p> <p>Internal Regulation EG-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Warehouse Executive</i></p> <p><i>Freight Forwarding Agent</i></p> <p><i>Supply Chain Executive</i></p> <p>of the certification scheme “Certified Logistics Manager (CLM)”</p>	<p>Specific Regulation “Warehouse Executive” (EG06-6.1, ed. 6)</p> <p>Specific Regulation “Freight Forwarding Agent” (EG06-6.2, ed. 6)</p> <p>Specific Regulation “Supply Chain Executive” (EG06-6.3, ed. 7)</p> <p>Internal Regulation EG-06, ed. 28.1</p>
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Executive of Food Safety and Quality Management</i></p> <p><i>Waiter</i></p> <p><i>Culinary Arts Specialist – Cook</i></p> <p><i>Dairy Technologist – Cheesemaker</i></p> <p><i>Apiculturist</i></p> <p><i>Viticulture & Wine Technician</i></p> <p><i>Professional Barista</i></p> <p><i>Food and Beverage Business Manager</i></p> <p>of the certification scheme “Certified Executive of the Food & Agrofood Sector (CEFAS)”</p>	<p>Specific Regulation “Executive of Food Safety and Quality Management” (EG06-7.1, ed. 4)</p> <p>Specific Regulation “Waiter” (EG06-7.2, ed. 4)</p> <p>Specific Regulation “Culinary Arts Specialist – Cook” (EG06-7.3, ed. 4)</p> <p>Specific Regulation “Dairy Technologist – Cheesemaker” (EG06-7.4, ed. 4)</p> <p>Specific Regulation “Apiculturist” (EG06-7.5, ed. 4)</p> <p>Specific Regulation “Viticulture & Wine Technician” (EG06-7.6, ed. 4)</p> <p>Specific Regulation “Professional Barista” (EG06-7.8, ed. 5)</p> <p>Specific Regulation “Food and Beverage Business Manager” (EG06-7.7, ed. 1)</p> <p>Internal Regulation EG-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
Certification of Data Protection Officer-CDPO	Specific Regulation “ Certified Data Protection Officer-CDPO ” (EF06-9, v.3) Internal Regulation EF-06, ed. 28.1
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Insolvency Practitioner</i></p> <p><i>Internal Auditor</i></p> <p><i>Administrative Assistant</i></p> <p><i>Project Manager Professional</i></p> <p><i>Organization & Operation Executive of Public Services, Organizations & Companies</i></p> <p><i>Horizontal Foreign Language Skills in the Work Environment</i></p> <p><i>Risk and Crisis Management (natural, biological and technological) in Local Government Organizations</i></p> <p><i>Executive of Social Economy - Social Entrepreneurship</i></p>	<p>Specific Regulation “Insolvency Practitioner” (EF06-11, ed. 1.1)</p> <p>Specific Regulation “Internal Auditor” (EF06-12, ed. 1.1)</p> <p>Specific Regulation “Administrative Assistant” (EF06-16, ed. 1)</p> <p>Specific Regulation “Project Manager Professional” (EF06-22, ed. 1.2)</p> <p>Specific Regulation “Organization & Operation Executive of Public Services, Organizations & Companies” (EF06-26, ed. 1.2)</p> <p>Specific Regulation “Horizontal Foreign Language Skills in the Work Environment” (EF06-29, ed. 1.1)</p> <p>Specific Regulation “Risk and Crisis Management (natural, biological and technological) in Local Government Organizations” (EF06-30, ed. 2)</p> <p>Specific Regulation “Executive of Social Economy - Social Entrepreneurship” (EF06-8.32, ed. 1.1)</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules (cont):</p> <p><i>Introduction to Business Activity in the Agri-Food Sector</i></p> <p><i>Innovation Management</i></p> <p><i>New Product Development</i></p> <p><i>Techniques and Tools for Utilizing National and European Resources</i></p> <p><i>Innovation and Entrepreneurship</i></p> <p>of the certification scheme “Finance and Administration”</p>	<p>Specific Regulation “Introduction to Business Activity in the Agri-Food Sector” (EF06-8.31, ed. 1.1)</p> <p>Specific Regulation “Innovation Management” (EF06-38, ed. 1)</p> <p>Specific Regulation “New Product Development” (EF06-37, ed. 1)</p> <p>Specific Regulation “Techniques and Tools for Utilizing National and European Resources” (EF06-35, ed. 1)</p> <p>Specific Regulation “Innovation and Entrepreneurship” (EF06-36, ed. 1)</p> <p>Internal Regulation EF-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Welding and Metal Cutting Technician</i></p> <p><i>Technical Insulation – Insulator</i></p> <p><i>Dry Construction System & Plaster Art Technician</i></p> <p><i>Operating & Wastewater Treatment Systems Light Maintenance - Biological Cleanings Technician</i></p> <p><i>Operating & Sanitary Landfills Maintenance Technician</i></p> <p><i>Environmental Protection & Product Recycling Technician</i></p> <p><i>Renewable Energy Technician</i></p> <p><i>Natural Gas Specialist</i></p> <p><i>Management and Recycling of Solid-domestic Waste Technician</i></p> <p><i>Disaster and Crisis Management</i></p> <p><i>Environmental Management, Business Health and Safety Executive</i></p>	<p>Specific Regulation “Welding and Metal Cutting Technician” (EГ06-8.1, ed. 8)</p> <p>Specific Regulation “Technical Insulation – Insulator” (EГ06-8.2, ed. 8)</p> <p>Specific Regulation “Dry Construction System & Plaster Art Technician” (EГ06-8.3, ed. 8)</p> <p>Specific Regulation “Operating & Wastewater Treatment Systems Light Maintenance - Biological Cleanings Technician” (EГ06-8.4, ed. 8)</p> <p>Specific Regulation “Operating & Sanitary Landfills Maintenance Technician” (EГ06-8.5, ed. 8)</p> <p>Specific Regulation “Environmental Protection & Product Recycling Technician” (EГ06-8.6, ed. 8)</p> <p>Specific Regulation “Renewable Energy Technician” (EГ06-8.7, ed. 8)</p> <p>Specific Regulation “Natural Gas Specialist” (EГ06-8.8, ed. 8)</p> <p>Specific Regulation “Management and Recycling of Solid-domestic Waste Technician” (EГ06-8.9, ed. 8)</p> <p>Specific Regulation “Disaster and Crisis Management” (EГ06-8.10, ed. 2)</p> <p>Specific Regulation “Environmental Management, Business Health and Safety Executive” (EГ06-8.11, ed. 1.2)</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules (cont.):</p> <p><i>Building Painter (Theoretical Level)</i></p> <p><i>Machine Tools Operator (Theoretical Level)</i></p> <p><i>Industrial engineering technician</i></p> <p><i>Electrical Industrial Installations Maintenance Technician</i></p> <p><i>Electrical Installations Safety Technician</i></p> <p><i>Fault Diagnosis and Printed Systems Repair Technician</i></p> <p><i>Industrial Automations Maintenance Technician</i></p> <p><i>Construction - Manufacturing Sector Works Specialist</i></p> <p><i>Green Landscaping/Maintenance Services Specialist</i></p> <p><i>Maintenance of automation installations and automatic control systems</i></p>	<p>Specific Regulation “Building Painter (Theoretical Level)” (EF06-8.12, ed. 2)</p> <p>Specific Regulation “Machine Tools Operator (Theoretical Level)” (EF06-8.13, ed. 1.1)</p> <p>Specific Regulation “Industrial engineering technician” (EF06-8.14, ed. 1)</p> <p>Specific Regulation “Electrical Industrial Installations Maintenance Technician” (EF06-8.15, ed. 1)</p> <p>Specific Regulation “Electrical Installations Safety Technician” (EF06-8.16, ed. 1)</p> <p>Specific Regulation “Fault Diagnosis and Printed Systems Repair Technician” (EF06-8.17, ed. 1)</p> <p>Specific Regulation “Industrial Automations Maintenance Technician” (EF06-8.18, ed. 1)</p> <p>Specific Regulation “Construction - Manufacturing Sector Works Specialist” (EF06-8.19, ed. 1.1)</p> <p>Specific Regulation “Green Landscaping/Maintenance Services Specialist” (EF06-8.20, ed. 1)</p> <p>Specific Regulation “Maintenance of automation installations and automatic control systems” (EF06-8.22, ed. 1)</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules (cont.):</p> <p><i>Modern Automobile Technologies: Air Conditioning Systems, Fossil fuel drive - Anti-Pollution Technologies, ABS-ESP, Automatic Gearbox, Diagnostics Check</i></p> <p><i>Plate Fitting works</i></p> <p>of the certification scheme “Technical Sector - Environment and Energy”</p>	<p>Specific Regulation “Modern Automobile Technologies: Air Conditioning Systems, Fossil fuel drive - Anti-Pollution Technologies, ABS-ESP, Automatic Gearbox, Diagnostics Check” (EF06-8.23, ed. 2)</p> <p>Specific Regulation “Plate Fitting works” (EF06-8.21, ed. 2)</p> <p>Internal Regulation EF-06, ed. 28.1</p>
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Linux Systems Administrator</i></p> <p><i>Big Data Analyst</i></p> <p><i>Information Systems and Networks Security Technician</i></p> <p><i>Computers and Networks Technician</i></p> <p><i>Internet Of Things Specialist</i></p> <p><i>Digital Marketing</i></p> <p><i>Web Development</i></p> <p><i>Basic Principles of Geographic Information Systems (GIS)</i></p>	<p>Specific Regulation “Linux Systems Administrator” (EF06-13.1, ed. 2)</p> <p>Specific Regulation “Big Data Analyst” (EF06-13.2, ed. 2)</p> <p>Specific Regulation “Information Systems and Networks Security Technician” (EF06-13.3, ed. 2)</p> <p>Specific Regulation “Computers and Networks Technician” (EF06-13.4, ed. 2)</p> <p>Specific Regulation “Internet Of Things Specialist” (EF06-13.5, ed. 2)</p> <p>Specific Regulation “Digital Marketing” (EF06-13.6, ed. 2)</p> <p>Specific Regulation “Web Development” (EF06-13.7, ed. 2)</p> <p>Specific Regulation “Basic Principles of Geographic Information Systems (GIS)” (EF06-13.8, ed. 2)</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules (cont.):</p> <p><i>Modern Graphic Design and Typesetting Layout Techniques</i></p> <p><i>Digital Image Processing</i></p> <p><i>Software Applications Specialist</i></p> <p><i>Database Developer</i></p> <p><i>Social Media Marketing Specialist – Use of promotion techniques and tools through Social Media</i></p> <p><i>Information Skills Development and Protection from Digital Fraud</i></p> <p><i>Digital Marketing – Using Social Media Marketing Techniques and Tools</i></p>	<p>Specific Regulation “Modern Graphic Design and Typesetting Layout Techniques” (EF06-13.9, ed. 2.1)</p> <p>Specific Regulation “Digital Image Processing” (EF06-13.10, ed. 2.1)</p> <p>Specific Regulation “Software Applications Specialist” (EF06-13.11, ed. 1.1)</p> <p>Specific Regulation “Database Developer” (EF06-13.12, ed. 1.1)</p> <p>Specific Regulation “Social Media Marketing Specialist – Use of promotion techniques and tools through Social Media” (EF06-13.14, ed. 2)</p> <p>Specific Regulation “Information Skills Development and Protection from Digital Fraud” (EF06-13.15, ed. 1)</p> <p>Specific Regulation “Digital Marketing-Using Social Media Marketing Techniques and Tools” (EF06-13.16, ed. 1)</p>
<p>of the certification scheme “Certified Digital Technology Professional (CDTP)”</p>	<p>Internal Regulation EF-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Export Units Development Consultant in the Agrofood – Food Industry Sector</i></p> <p><i>Export Units Development Consultant in the Construction Products Sector</i></p> <p>of the certification scheme “Certified Export Units Development Consultant (CEDC)”</p>	<p>Specific Regulation “Export Units Development Consultant in the Agrofood – Food Industry Sector” (EF06-14.1, ed. 2.1)</p> <p>Specific Regulation “Export Units Development Consultant in the Construction Products Sector” (EF06-14.2, ed. 2.1)</p> <p>Internal Regulation EF-06, ed. 28.1</p>
<p>Certification of basic knowledge on the following modules:</p> <p><i>Energy Saving Techniques for Plumbers</i></p> <p><i>Energy Saving Techniques for Electricians</i></p> <p><i>Energy Saving Techniques for Refrigeration Technicians</i></p> <p><i>Energy Saving Techniques for Glazing Technicians</i></p> <p><i>Energy Saving Techniques for Aluminum-Ferro Manufacturing Technicians</i></p> <p>of the certification scheme “Energy Saving Technician”</p>	<p>Specific Regulation “Energy Saving Techniques for Plumbers” (EF06-15.1, ed. 2)</p> <p>Specific Regulation “Energy Saving Techniques for Electricians” (EF06-15.2, ed. 2)</p> <p>Specific Regulation “Energy Saving Techniques for Refrigeration Technicians” (EF06-15.3, ed. 2)</p> <p>Specific Regulation “Energy Saving Techniques for Glazing Technicians” (EF06-15.4, ed. 1)</p> <p>Specific Regulation “Energy Saving Techniques for Aluminum-Ferro Manufacturing Technicians” (EF06-15.5, ed. 1)</p> <p>Internal Regulation EF-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
Certification of knowledge and skills of Web Journalism	Specific Regulation “ Web Journalism ” (EF06-17, ed. 1) Internal Regulation EF-06, ed. 28.1
Certification of knowledge and skills of Job Broker	Specific Regulation “ Certified Job Broker ” (EF06-19, ed. 2.1) Internal Regulation EF-06, ed. 28.1
<p>Certification of knowledge and skills on the following modules:</p> <p><i>Quality Management Systems Auditor according to the standard ISO 9001</i></p> <p><i>Environmental Management Systems Auditor according to the standard ISO 14001</i></p> <p><i>Food Safety Management Systems Auditor according to the standard ISO 22000</i></p> <p><i>Occupational Health and Safety Management Systems Auditor according to the standard ISO 45001</i></p> <p><i>Quality Management Systems Internal Auditor according to the standard ISO 9001</i></p> <p><i>Environmental Management Systems Internal Auditor according to the standard ISO 14001</i></p> <p><i>Food Safety Management Systems Internal Auditor according to the standard ISO 22000</i></p> <p><i>Occupational Health and Safety Management Systems Internal Auditor according to the standard ISO 45001</i></p> <p><i>External-Internal Auditor of Information Security Management Systems</i></p> <p>of the certification scheme “Management Systems External-Internal Auditors”</p>	<p>Specific Regulation “Management Systems External-Internal Auditors” (EF06-20, ed. 1.2)</p> <p>Specific Regulation “External-Internal Auditor of Information Security Management Systems” (EF06-20, ed. 2)</p> <p>Internal Regulation EF-06, ed. 28.1</p>

Description of the Certification	Regulations / Standards / In house Procedures
Certification of knowledge and skills of HAZMAT Expert	Specific Regulation “ Certified HAZMAT Expert ” (ΕΓ06-24, ed. 1.3) Internal Regulation ΕΓ-06, ed. 28.1
Certification of knowledge and skills on the following modules: <i>Cleaning Professional - Disinfection of Public Spaces</i> of the certification scheme “ Cleaning Sector ”	Specific Regulation “ Cleaning Professional - Disinfection of Public Spaces ” (ΕΓ06-25, ed. 1) Internal Regulation ΕΓ-06, ed. 28.1
Certification of knowledge and skills on the following modules: <i>Introduction to Digital Educational Tools</i> of the certification scheme “ Education Sector ”	Specific Regulation “ Introduction to Digital Educational Tools ” (ΕΓ06-28, ed. 2) Internal Regulation ΕΓ-06, ed. 28.1
Certification of knowledge and skills on the following modules: <i>First Aid</i> <i>Social Care Executive (Pain Management - Psychological Support - Elderly Care Skills)</i> of the certification scheme “ Health and Social Care Sector ”	Specific Regulation “ First Aid ” (ΕΓ06-27.1, ed. 1.1) Specific Regulation “ Social Care Executive (Pain Management - Psychological Support - Elderly Care Skills) ” (ΕΓ06-27.2, ed. 1.2) Internal Regulation ΕΓ-06, ed. 28.1
Domestic Violence Response Coordinator	Specific Regulation “ Domestic Violence Response Coordinator ” (ΕΓ06-33.1, ed. 2)

Address of Body head office: **Egnatias 1, 54630 Thessaloniki, Greece and Vasilissis Sofias 48, 11528 Athens, Greece.**

Approved Signatory: **Andronikidis Ioannis.**

This Scope of Accreditation replaces the previous one dated 21.01.2022

The Accreditation Certificate No. **594-7**, according to ELOT EN ISO/IEC 17024:2012, is valid until 02.09.2025 according to ESYD decision which was validated on 02.03.2022.

Athens, 02.03.2022



Christos Nestoras
CEO of ESYD