



NATIONAL VOCATIONAL STANDARD

**KEY-MAKER
(LOCKSMITH)**

REFERENCE CODE /13UMS0387-4

OFFICIAL GAZETTE DATE-ISSUE / 26.12.2013 - 28863 (Repeated)

Occupation: **KEY-MAKER (LOCKSMITH)**

Level: **4¹**

Reference Code: **13UMS0387-4**

Prepared by: **Confederation of Turkish
Tradesmen and Craftsmen
(TESK)**

Verified by: **VQA Metal Sector Committee**

**VQA Board of Directors Approval
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Occupational Qualification Level is determined as Level Three (4) in the octal (8) level matrix.

TERMS, SYMBOLS AND ABBREVIATIONS

KEY MARKING: The operation performed by hammering or impressing the symbol, image, letter, number, etc. which represents that business place, onto keys.

KEY BACK: Spindle part of key without thread.

FACE: The material made of various metals mounted by passing over the lock barrel,

BARREL: The apparatus inside the lock that activates the lock and enables you to lock the doors,

BOW: Upper part of the key,

DOUBLE-BIT: Lock component with spring ends similar to each other, yet various in size, used in certain furniture locks,

ISCO: International Standard Classification of Occupations

ISG (WHS): Occupational Health & Safety,

GROOVE: Straight or curved grooves with varying depths, chased from the tip of the key to the end of the key

HUB LOCK: An assistive tool that is used for opening lock barrels by using a skeleton key,

LOCK SEGMENT: Device holding the tube at the middle of normal hubs,

PERSONAL PROTECTIVE EQUIPMENT (PPE): All kinds of tools, instruments, appliances and devices which are worn, put on or hold by the worker and which protect the worker from one or more hazards arise from the work and effect the health and safety of the worker, and which were designed to suit such purpose,

ANGLE: A metallic material that is used for strengthening the door and door chassis and that has slots through which key bolts can generally pass,

SKELETON KEY: A ferrous, curved and pointy-toed apparatus used for unlocking,

PLATE: A metallic material that usually determines the code in lock mechanisms and that works together with the spring,

PIN: The cylinder-shaped ferrous component in various lengths, used for determining the code inside the lock cylinders,

RISK: Means probability of occurrence of a hazardous event and combination of results.

RISK ASSESSMENT: Activities carried out for detection of hazards present in or to be imported to the workplace, analyzing and grading factors causing such hazards to become risks and risks arising from the hazards and deciding on the control measures,

SHOCKING: The procedure of giving electricity by contacting two cables found in electronic cashboxes or remote-controlled doors,

DANGER: Potential of damage or injury likely to affect the worker or work place and likely to exist in the workplace or to be caused externally,

CYLINDER: The part where the key enters into,

BATTERING: Breaking of the upper part of the hub by battering with a hammer or screw driver.

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1. INTRODUCTION

National occupational standard for Key-Maker (Locksmith) (Level 4) was issued by the Confederation of Turkish Craftsman and Tradesman (TESK), assigned by Vocational Qualifications Authority (VQA) as per the provisions of Law No.5544 and “Bylaw on Drawing up National Occupational Standards” and “Regulation on the Establishment, Duties and Operation Procedures and Principles of the Sector Committees of Vocational Qualification Authority” introduced pursuant to the aforementioned Law.

National occupational standard for Key-Maker (Locksmith) (Level 4) was assessed upon receiving the opinions of the related institutions and organizations in the sector, and approved by the VQA Board of Directors upon examination of VQA Metal Sector Committee.

2. INTRODUCTION OF THE OCCUPATION

2.1. Definition of the Occupation

Key-Maker (Locksmith) (Level 4); is a person who duplicates house, automobile and safe-box keys, defeats locks, makes keys for locks and performs other maintenance, repair and assembly procedures related with the lock, working by taking the occupational health and safety measures and in compliance with the documents of environment protection legislation and quality management system,

2.2. Place of the Occupation in International Classification Systems

ISCO 08: 7222 (Tool makers and those working for related works)

2.3. Regulations on Health, Safety and Environment

Environmental Law No. 2872

Labor Law No. 4857

Social Security and General Health Insurance Law No.5510

Law No. 6331 on Occupational Health and Security

Regulation on Procedures and Principles of Occupational Health and Safety Trainings of the Employees

By Law on the Safety and Health Measures in the Works with Chemical Substances

By Law on the Usage of Personal Protective Equipment in the Business Places

Bylaw on the Control of Hazardous Wastes

Furthermore, it is essential to obey laws, statutory rules and regulations on occupational health and safety and environment; and to perform risk analysis regarding this issue.

2.4. Other Legislation Related to the Occupation

Tradesmen and Craftsmen Occupational Organization Law No.5362

And it is essential to obey other current legislations, laws, statutory rules and by-laws.

2.5. Working Environment and Conditions

A Key-Maker (Locksmith) (Level 4) can work not only in ventilated and well-lit closed environments within an establishment, but also by visiting places like houses, workplaces etc, as determined by the customer, outside of the establishment. There are risks of accident and injuring which require occupational health and safety measures during performance of the occupation. A Key-Maker (Locksmith) (Level 4) must work by using the proper personal protective equipment while working.

2.6. Other Requirements Regarding the Occupation

There is no other requirement regarding occupation.

3. OCCUPATIONAL PROFILE**3.1. Duties, Tasks and Performance Criteria**

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
A	To apply occupational health and safety, fire and emergency rules	A.1	To apply occupational health and safety, fire and emergency rules	A.1.1	Learns related norms by attending the trainings on occupational health and safety organized by the establishment or other institutions.
				A.1.2	Uses working clothes and personal protective equipments suitable to work.
				A.1.3	Keeps OHS protection and response equipments properly and in operative state.
				A.1.4	Ensures the security of the workplace and personnel by placing proper warning signs and plates in line with the instructions and keeping the same during the operation.
				A.1.5	Makes sure that inflammable and combustible materials are kept safe.
		A.2	To reduce the risk factors	A.2.1	Contributes to risk determination and evaluation studies.
				A.2.2	Attends to the studies conducted to evaluate the risk factors and obtains information and skills for reducing the same or have it performed.
		A.3	To apply emergency procedures under dangerous situations	A.3.1	Carries out the activities of taking measures to determine the cases of emergency and eliminate them rapidly.
				A.3.2	Informs his/her chiefs and authorities or other relevant institutions, when required, about the dangerous situations not likely to be eliminated instantly.
				A.3.4	Applies emergency procedures related to the machine and operation performed.
		A.4	To apply emergency exit procedures	A.4.1	Applies exit and escape procedures in emergency cases.
				A.4.2	Takes part in the periodical studies and practices conducted to share emergency exit and escape experiences with the concerned people and co-workers.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
B	Working in accordance with environmental protection legislation.	B.1	To apply environmental protection standards and procedures.	B.1.1	Takes part in the studies carried out in order to determine the environmental effects of the conducted operations accurately.
				B.1.2	Obtains attitudes and behaviors on protecting the environment by attending to the periodical trainings on the requirements and practices of environment protection.
				B.1.3	Observes the environmental effects during the work processes and takes part in the studies of prevention from hazardous results.
		B.2	To contribute to the reduction of environmental risks	B.2.1	Performs the necessary separation and classification procedure for the recovery of the recyclable materials.
				B.2.2	Separates the dangerous and hazardous materials from the other materials in line with the instructions given, and stores them temporarily upon taking necessary measures.
				B.2.3	Uses personal protective equipment during the operation and in the preparation phase, and makes sure that other personnel use the same.
				B.2.4	Keeps the appropriate appliances, materials and equipment to be used against spilt and leakages available.
		B.3	To use operational assets economically.	B.3.1	Uses establishment resources economically and efficiently.
				B.3.2	Participates in the determination and planning studies to use the establishment resources less and efficiently.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
C	To work according to quality management system documents	C.1	To keep the quality of the operations conducted under control	C.1.1	Checks whether the tools, appliances and materials comply with the standards, learns and teaches how to use them.
				C.1.2	Makes sure that quality requirements are applied according to the instructions on the operation forms, and checks the same.
				C.1.3	Checks the quality of the operations on the basis of operation.
				C.1.4	Fills the quality reports related to the operation.
				C.1.5	Informs the authorized persons, in accordance with the establishment procedures, about the errors and malfunctions detected by himself/herself during the activities, and coordinates them to be removed in cooperation with the related units.
		C.2	To participate in the studies conducted to avoid the errors and malfunctions detected in the procedures	C.2.1	Listens, evaluates and solves the complaints and recommendations of junior and senior personnel.
				C.2.2	Takes all necessary measures and conducts trainings and control operations to analyze the recommendations and complaints detected in the customer survey form from his/her junior personnel and related units, and to ensure customer satisfaction.
				C.2.3	Shares, on a regular basis, the success status in the survey forms from the customers with his/her team.
				C.2.4	Conducts all necessary trainings and control operations to ensure customer satisfaction.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
D	To organize the work (continues)	D.1	To clean the work environment	D.1.1	Cleans the work environment using machine, hand and cleaning materials, in line with the hygienic measures.
				D.1.2	Organizes the work environment to make it a comfortable work place.
		D.2	To maintain the machines, tools and appliances to be used	D.2.1	Perform basic maintenance and repair procedures in accordance with the instructions.
				D.2.2	Informs the relevant persons about extensive malfunctions.
		D.3	To wear work clothes and to make sure that the personnel wear the same	D.3.1	Chooses the work cloth appropriate for the nature of the operation and provisions of the applicable regulations.
				D.3.2	Checks whether the clothes are clean and appropriate.
				D.3.3	Wears and makes sure that other personnel wear the clothes according to the utilization.
		D.4	To check tools, appliances and materials in the inventory and workplace	D.4.1	Checks the quantity, quality and usability of the materials in the inventory or workplace, according to the work to be done.
				D.4.2	Informs those concerned about the missing materials detected, in terms of type, quantity etc.
				D.4.3	Checks the materials supplied, in terms of type, quantity, date of usage and purchase order.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
D	To organize the work	D.5	To make sure that the materials supplied are kept under suitable conditions and in appropriate places.	D.5.1	Classifies the materials to be kept according to the storage conditions.
				D.5.2	Places the classified materials to the spots appropriate for the storage conditions.
				D.5.3	Arranges the materials to be placed in the workplace, ensuring a comfortable working environment and without damaging them.
		D.6	To divide the works between junior personnel	D.6.1	Divides the work between the junior personnel, according to their characteristics and capacities, and the features of the work.
				D.6.2	Explains the work to be done to the junior personnel .
		D.7	To check the works done by the junior personnel	D.7.1	Follows up whether the works assigned to his/her junior personnel are done ensuring the intended quality, and in time.
				D.7.2	Detects the errors and deficiencies, if any, and provide feedback.
				D.7.3	Makes sure that the errors and deficiencies are remedied.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
E	To duplicate keys	E.1	To determine requirements for duplicating the key	E.1.1	Determines appropriate method of cutting/duplicating by taking into account the type and system of key and other application factors.
				E.1.2	Determines the materials required for duplicating the key in line with technical documentation or existing examples.
				E.1.3	Chooses appropriate blank key.
		E.2	To prepare the materials and tools	E.2.1	Selects appropriate tools and devices.
				E.2.2	Selects correct keyhole in accordance with given application.
				E.2.3	Prepares tools and accessories for cutting and duplicating.
		E.3	To perform duplicating operations	E.3.1	Matches the key correctly and opens the lock.
				E.3.2	Matches key sizes correctly to the specifications stated by the manufacturer.
				E.3.3	Uses hand tools and devices safely and correctly.
				E.3.4	Puts the key into final form in accordance with standard operating procedures.
E.3.5	Impresses the brand or mark onto key.				

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
F	To defeat locks	F.1	Performing necessary activities before defeating	F.1.1	Receives verbal information from the customer about the work to be conducted / about the problem.
				F.1.2	Ensures correctness of request by means of possession of property in law.
				F.1.3	Fills the letter of authority/minutes and gets the customer sign.
				F.1.4	Determines construction and mechanism information such as type, manufacturer, model, date, restriction, etc. of lock.
				F.1.5	Explains requirements of defeating to customer and receives her/his approval.
		F.2	Opening mechanical locking system	F.2.1	Chooses appropriate tools, equipment, and method in line with selected mechanism, problem, conditions, and customer needs.
				F.2.2	Creates secure work environment in accordance with legal requirements, depending o type of operation.
				F.2.3	Uses selected tools for defeating with minimum damage by using the most appropriate methods.
				F.2.4	Defines restrictions and problems and receives help, if needed, in case of a problem.
				F.2.5	When required, replaces the locks and other components.
				F.2.6	Performs requested changes on the keys, when needed.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
F	To defeat locks	F.3	To finalize defeating process and keep its record.	F.3.1	Checks if lock system operates properly and makes required adjustments for its correct operation.
				F.3.2	Informs customer for further service or repair operations.
				F.3.3	Mounts temporary or spare lock when required.
				F.3.4	Informs customer about use of new components, when required.
				F.3.5	Keeps and signs relevant records in accordance with company and legal requirements.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
G	Developing skeleton key system	G.1	To evaluate customer requirements	G.1.1	Decides on physical characteristics of existing locks and other security devices and determines additional requirements.
				G.1.2	Determines customer access and task needs in accordance with operating procedures.
				G.1.3	Evaluates customer requirements within existing capacity and makes recommendations regarding design of new system.
				G.1.4	Determines restrictions about skeleton key system in accordance with operating procedures.
		G.2	To design skeleton key system and system changes	G.2.1	Designs commercial skeleton key system in order to meet complicated access requirements of the customers.
				G.2.2	Checks the system for changes.
				G.2.3	Applies skeleton key system production method and processes in accordance with operating requirements.
		G.3	To finalize system design	G.3.1	Reviews and approves final system design and skeleton key requirements together with appropriate people in accordance with requirements.
				G.3.2	Prepares, puts into process, and keeps the documentation in accordance with customer, legal, and enterprise requirements.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
H	Making maintenance of lock (to be continued)	H.1	To prepare for maintenance	H.1.1	Reviews work order in accordance with operating instructions.
				H.1.2	Determines mechanical lock / locking systems to maintain and / or repair in accordance with work order.
				H.1.3	Selects tools, devices, and equipment to use in accordance with work order and manufacturer's specifications.
				H.1.4	Determines faulty tools and separates for repair and / or renewal in accordance with operating instructions.
				H.1.5	Determines potential and existing risks associated to maintenance activities in accordance with OHS policies and procedures and operating instructions.
		H.2	To perform maintenance of lock / locking system	H.2.1	Plans maintenance of mechanical lock / locking systems in line with customer requirements so as to mitigate the waste of time.
				H.2.2	Performs controls regarding mechanical lock / locking systems in order to detect any friction, damage, or adhesiveness in line with manufacturer's specifications.
				H.2.3	Repairs mechanical lock / locking systems and / or components thereof in line with manufacturer's specifications, work orders, and OHS requirements.
				H.2.4	Determines faulty locks and replaces them in order to ensure their effective use in accordance with work order and legal and operating instructions.
				H.2.5	Reports complicated malfunctions or repair needs out of her/his authority or competency to her / his superior and / or relevant people in accordance with operating instructions.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
H	Making maintenance of lock	H.3	To complete maintenance	H.3.1	Controls mechanical lock / locking systems repaired and / or sent to service for ensuring their proper operation in accordance with manufacturer's instructions and OHS requirements.
				H.3.2	Informs relevant people about completion of work in accordance with organizational procedures.
				H.3.3	Makes documentation and puts into process in accordance with industrial, legal, and operating instructions.
				H.3.4	Cleans and maintains workplace and tools and equipments in accordance with OHS and operating instructions.
				H.3.5	Collects and disposes post-repair and –maintenance wastes in accordance with operating instructions and environmental requirements.

Tasks		Actions		Performance Criteria	
Code	Name	Code	Code	Name	Code
I	Mesleki gelişim faaliyetlerine katılmak	I.1	Performing studies on personal occupational development.	I.1.1	Attends trainings on the basic features of machines, workbenches and devices; and keeps the certificates s/he obtains
				I.1.2	Follows up the emerging technologies and developments in the field of locksmithing.
		I.2	To offer vocational trainings for junior personnel and other personnel	I.2.1	Conveys his/her knowledge and experiences to his/her-workers.
				I.2.2	Provides information and applies trainings on locksmithing-related procedures, within a limited level.

3.2. Tools, Appliances and Equipment Used

1. Wood file
2. Key types
3. Key machine
4. Adjustable pliers
5. Connectors (bolt, nut, screw, rivet etc.)
6. Barrel removing shaft
7. Tweezers
8. Steel wire
9. Various key sets
10. Chip coding and ciphering machine
11. Riffler set
12. Hand clamp
13. Double-bit
14. Graphite dust
15. Chisel kit
16. Personal protective equipment
17. Controller frequency machine
18. Caliper
19. Socket set
20. Master key
21. Drill bit set
22. Skeleton key set
23. Point
24. Numerator
25. Tap and die set
26. Pin-holder apparatus
27. Ring pliers
28. Shocking cable
29. Wire brush
30. Basic hand tools (screwdriver, pliers, , etc.)
31. Side cutting pliers
32. Tube rotating apparatus
33. Puncher
34. Emery and emery stone

3.3. Knowledge & Skills

1. Analytical thinking skills
2. Knowledge on tools, apparatus and equipment
3. Knowledge on connectors
4. Basic first aid knowledge
5. Manual skill

6. Knowledge on recyclable wastes
7. Knowledge on Occupational Health and Safety Precautions
8. Workplace working procedures information
9. Recording and reporting skill
10. Knowledge on occupational mathematics
11. Knowledge on occupational electricity
12. Knowledge on occupational technical drawing
13. Knowledge of vocational terms
14. Knowledge on the legislations regarding the occupation
15. Knowledge and skill of assembling
16. Skill of working in an organization and team
17. Skill of learning and being able to share what he learned
18. Knowledge on measuring and control
19. Knowledge and skill of risk analysis
20. Oral and written communication skill
21. Knowledge on standard materials
22. Knowledge on basic labor legislation
23. Knowledge on products
24. Skill of using the time well.

3.4. Attitudes and Behaviors

1. To be cold blooded in emergency and stressful situations
2. Informing the chiefs properly and in time
3. Perform tests and application in detecting malfunctions
4. Using her/his time effectively and efficiently in accordance with work orders
5. Adopting environmental, quality and OHS rules
6. Sharing experience with associates
7. To be careful and rigorous
8. To stop the equipment when necessary and under emergency situations
9. Having working discipline
10. Obeying the working principles of the workplace
11. Paying attention to the usage of tools, appliances and equipments belonging to workplace
12. Ensuring his/her own safety and safety of other people
13. To be willingful to improve himself/herself
14. Carefully protecting the materials and instruments which are required to be protected
15. Having professional ethics
16. To be open to research for occupational development
17. Being planned and organized
18. Knowing his/her responsibilities and fulfilling the same
19. Taking care of cleanness, tidiness, and order of workplace
20. Informing the people concerned about the situations which are not under his/her authority

4. TESTING, ASSESSMENT AND CERTIFICATION

Testing and assessment for certification with respect to national qualifications based on Key-Maker (Locksmith) (Level 4) occupational standard shall be held in written and/or oral forms, theoretically and practically, in testing and assessment centers where required conditions are met.

Testing and assessment method and practice principles shall be detailed with national qualifications to be drawn up pursuant to this occupational standard. Activities regarding testing, assessment and certification shall be conducted within the framework of the Vocational Qualification, Testing and Certification Regulation.

Note: This part shall not be published in the Official Gazette. It will be published in VQA website only.

ANNEX: Institutions participated in the Occupational Standard Preparation Process

1. Professional Standards Team of Institution Preparing Professional Standard

Nuran SENAR, TESK – Assistant Secretary General
Zehra KAYA, TESK– Training and Planning Manager
Ayfer TOPKAYA, TESK– Assistant Training and Planning Expert

2. Technical Work Group Members

Osman ŞEN, Özgür Anahtar – Key-Maker (Locksmith)
Ahmet KALAYCI, Arzum Anahtar– Key-Maker (Locksmith)
Halil Bülent DEMİRDÖVEN, Ankaralı Anahtarcı - Key-Maker (Locksmith)
Mehmet Ali ÖZMEN, Öztaş Anahtarcı - Key-Maker (Locksmith)
Sabri ENEZ, Key-Maker (Locksmith)
Şahin TEZAY, Key-Maker (Locksmith)
Emrullah SAYGIN, Saygın Anahtar - Key-Maker (Locksmith)
İsmail MUTLU, Key-Maker (Locksmith)

3. People, Institutions, and Organizations Asked for Opinion:

Ankara Chamber of Industry

Ankara Chamber of Commerce

Altınbaş Kuyumculuk (Altınbaş Jewellery)

Atasay Kuyumculuk (Atasay Jewellery)

Western Anatolia Jewelry Union

United Metal Workers' Union

Çelik İş Union

Egean Region Chamber of Industry

Egean Union of Key-Makers and Locksmiths

Unions of Chambers of Merchants and Craftsmen

Favori Kuyumculuk (Favori Jewellery)

Gazi University Technical Faculty of Education, Metallurgy Department

Gaziantep Association of Key-Makers, Locksmiths and Ironworkers

Goldaş Kuyumculuk (Goldaş Jewellery)

Gülaylar Kuyumculuk (Gülaylar Jewellery)

Hak-İş Trade Unions Confederation

The Ministry of Interior (General Directorate of Local Administrations)

Istanbul Association of Key-Makers, Locksmiths and Ironworkers

Istanbul Beneficial Association for Protecting Jewelers and Goldsmiths

Istanbul Exporters' Unions for Mines and Metals

Istanbul Chamber of Commerce

Kayseri Association of Goldsmiths and Jewelers

Small and Medium Enterprises Development Organization (KOSGEB)

Midas Kuyumculuk (Midas Jewellery)

Rize Association of Jewelers

Sakarya Union of Key-Makers and Locksmiths

REPUBLIC OF TURKEY Ministry of Labor and Social Security

REPUBLIC OF TURKEY Ministry of National Education (General Directorate for Apprenticeship and Non-Formal Education)

REPUBLIC OF TURKEY Ministry of National Education (General Directorate of Technical Education for Boys)

REPUBLIC OF TURKEY Ministry of National Education (General Directorate of Technical Education for Girls)

REPUBLIC OF TURKEY Ministry of National Education (General Directorate of Trade and Tourism Education)

REPUBLIC OF TURKEY Ministry of National Education (EARGED)

REPUBLIC OF TURKEY Ministry of Health

Tekirdağ Association of Goldsmiths and Jewelers

Union of Chambers of Turkish Engineers and Architects (TMMOB), Chamber of Metallurgical Engineers

Association of Watchmakers (TUSAD)

Turkish Metal Union

Turkish Aluminum Industrialists Association

Turkish Iron and Steel Manufacturers Association

Turkish Confederation of Progressive Trade Unions

Turkish Exporters' Assembly

Turkish Statistical Institute

Turkish Employment Agency

Confederation of Turkish Trade Unions

Confederation of Turkish Employer Associations

Turkish Metal Industrialists Union

The Union of Chambers and Commodity Exchanges of Turkey

Presidency of the Council of Higher Education

4. Sector Committee Members and Experts

Prof. Dr. Süleyman TEKELİ,	President (Board of Higher Education)
Şeref ÜNVER,	Vice President (Ministry of National Education)
Yunus KISA,	Member (Ministry of Labor and Social Security)
Mete ÇANKAYA,	Member (Ministry of Science, Industry and Technology)
Muhsin ŞAŞMAZ,	Member (Ministry of Transportation)
Çağatay KESTİR,	Member (Ministry of Energy and Natural Resources)
Serpil ÇİMEN,	Member (Turkish Union of Chambers and Exchange)
Ahmet YARDIMCI,	Member (Confederation of Turkish Tradesman and Craftsmen)
Ahmet Turan ALNIAÇIK,	Member (Turkish Exporters Assembly)
Miray VURMAY,	Member (Turkish Confederation of Employer Associations)
Şahin SERİM,	Member (Hak-Is Trade Unions Confederation)
Dr. Aykut ENGİN,	Member (Turkish Confederation of Employer Associations)
Ahmet GÖZÜKÜÇÜK,	Member (Vocational Qualifications Authority)
Firuzan SİLAHŞÖR,	Head of Department (Vocational Qualifications Authority)
Hacı Ali EROĞLU,	Sector Supervisor (Vocational Qualifications Authority)
Firuzan SİLAHŞÖR,	Head of Department (Vocational Qualifications Authority)
Fatma GÖKMEN,	Representative of Sector Committee (General Directorate of the Services for the Disabled and Elder)

5. VQA Executive Board

Bayram AKBAŞ,
Doç. Dr. Ömer AÇIKGÖZ,
Prof. Dr. Mahmut ÖZER,
Bendevi PALANDÖKEN,
Dr. Osman YILDIZ,
Mustafa DEMİR,

President (Repr.of Ministry of Labor and social Security)
Vice President (Ministry of Education)
Member (Board of Higher Education)
Member (Professional Associations)
Member (Trade Unions Confederations)
Member (Employer Unions Confederations)