

## CURRICULUM VITAE

1.	<b>Family name:</b>	VOLOTOPOULOS		
2.	<b>First names:</b>	Miltiadis		
3.	<b>Date of Birth:</b>	13/12/1968		
4.	<b>Nationality:</b>	Greek		
5.	<b>Civil Status:</b>	Married		
6.	<b>Education:</b>			
	Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:		
	Cranfield University, School of Industrial and Manufacturing Science, UK, September 1994 to September 1995	<b>MSc in Quality Management</b>		
	Aristotle University of Thessaloniki, Chemical Engineering Department, Greece, September 1986 to July 1992	<b>BSc in Chemical Engineering</b>		
7.	<b>Language skills:</b> Indicate competence on a scale 1 to 5 (1-excellent, 5-basic)			
	Language	Reading	Speaking	Writing
	English	1	1	1
	Greek	1	1	1
	French	3	4	5
8.	<b>Membership of professional bodies:</b> Member of the Technical Chamber of Greece since 1992, <b>Certified trainer</b> by the Greek National Center for Trainers Certification, Member of the permanent Committee of Food and Biotechnology of the Technical Chamber of Greece.			
9.	<b>Other skills:</b> Fully Computer literate (Microsoft Office, Minitab, Microsoft Project, Adobe Acrobat), Excellent communication and analytical skills, Proficient in report drafting, Accreditation Body Seminar for Accreditation Body Personnel Certificate by the United Kingdom Accreditation Service (UKAS), ISO/IEC 25 training course for chemists certificate by UKAS, Uncertainty of Measurement Course Certificate by UKAS. Certificate in Quality Systems Auditing by Lloyd's Register Quality Assurance Ltd, UK, <b>Certificate in Environmental Management Systems Auditing by RW TUV</b> , Certificate in Essential HACCP Practice.			
10.	<b>Present position:</b>	Project manager, Chemical Engineer		
11.	<b>Years with the firm:</b>	27 years of total professional experience		
12.	<b>Key qualifications:</b>			
	<ul style="list-style-type: none"> <li>BSc in Chemical Engineering &amp; MSc in Quality Management with 27 years of working experience in Institutional Capacity Building, management systems, accreditation and food safety in Greece (EU member country), Cyprus (EU member country), North Macedonia (candidate country), Kosovo and Albania (candidate country).</li> <li>Over 25 years of professional experience related in Institutional and trade capacity building through quality, environmental and H&amp;S infrastructure, including the following sub-areas; development and implementation of Management Systems, accreditation, standardization, conformity assessment and metrology (EU Project in ATHENS, EU Project in North Macedonia; Skopje, EU Project in ALBANIA; Tirana).</li> <li>International professional experience related to Institutional Capacity Building and management systems (Greece, Cyprus, North Macedonia, Albania).</li> <li>Extensive experience in the implementation of New Approach Directives (EU Projects in North Macedonia and in GREECE).</li> <li>Profound knowledge of accreditation, certification, National Quality Mark and Legal and Industrial Metrology.</li> <li><b>Prepared and documented management systems for more than sixty (60) Testing, calibration and medical laboratories, according to the Standards ISO 17025 and ISO 15189.</b></li> <li><b>Prepared and documented management systems for two (2) Accreditation Bodies (HELLENIC ACCREDITATION SYSTEM and INSTITUTE OF ACCREDITATION OF THE REPUBLIC OF MACEDONIA), according to the Standards EN 45003, EN 45010 and ISO 17011.</b></li> <li>Prepared, documented and implemented quality management systems for three (3) Greek Certification and Inspection Bodies, in order to be accredited according to the European Standards ISO/IEC 17021, ISO/IEC 17020 and EN 45011.</li> <li><b>Extensive experience in design and implementation of management systems according to ISO 9001, ISO 14001, OHSAS 18001, ISO 22000 and HACCP requirements. Advised more than 30 companies in order to be certified.</b></li> <li><b>Experience in advising and training middle and higher management on issues related to Quality Infrastructure (Standardization, Accreditation and Metrology, Quality Assurance, Food safety, environmental and health and safety Management Systems etc.).</b></li> <li>Fluent in the English language, both written and spoken.</li> </ul>			
13.	<b>Specific experience in the region:</b>			
	Country	Date from – Date to	Country	Date from – Date to
	Greece	1995 - date	North Macedonia	2003-2005
	Albania	July 2016 – October 2019	Cyprus	2010-date

14.		Professional Experience record:			
Ref No	Date from-to	Location	Company & Reference Name-Contact details	Position	Description
1	4/2005 to date	ATHENS, GREECE	PROSPERITY LTD	ACCREDITATION AND MANAGEMENT SYSTEMS CONSULTANT	<p>Mr. Volotopoulos is responsible for the preparation, documentation and implementation of Management Systems for public and private organisations according to ISO 9001, ISO 14001, ISO 45001, ISO 22000 and HACCP requirements and of Quality Management Systems for laboratories according to ISO 17025 and ISO 15189. <b>He is also responsible for the design and delivery of the training courses organised by the company.</b></p> <ul style="list-style-type: none"> <li>Responsible for the preparation, documentation and implementation of Management Systems according to ISO 9001, ISO 14001, ISO 17011, ISO/IEC 17020, ISO/IEC 17021, ISO 45001, ISO 22000 and HACCP requirements.</li> <li><b>Designed, organized and delivered more than 200 training courses on subjects such as Accreditation (to personnel of Conformity Assessment Bodies), implementation of ISO 17025, ISO 17021, ISO 17020, ISO 9001, ISO 14001, OHSAS 18001 and ISO 22000, Total Quality Management etc. (Calibration, QMS, Train-the trainers, HACCP, ISO/IEC 17024, Food Safety, Quality Assurance/Control, Environmental Management, internal audits).</b></li> <li><b>Introduced, documented and implemented management systems for more than 50 testing laboratories (in different testing fields including food and water safety laboratories) and 3 calibration laboratories in order to be accredited according to ISO 17025.</b></li> <li><b>Introduced, documented and implemented management systems for 7 medical laboratories in order to be accredited according to ISO 15189.</b></li> <li><b>Prepared and documented a management system for one Greek Proficiency Testing Provider to be accredited to ISO 17043:2010.</b></li> <li><b>Conducted more than 100 internal audits for testing and calibration laboratories to ISO 17025 and ISO 15189 requirements, in accordance with ISO 19011.</b></li> </ul> <p>Selected assignments:</p> <ul style="list-style-type: none"> <li>Development and Implementation of an Integrated Management System according to the standards ISO 9001, ISO 14001 and OHSAS 18001 for a company manufacturing photovoltaic cells and modules. This included internal audits and training of staff in Management Systems.</li> <li>Development and Implementation of Management System according to the standard ISO 9001:2008 for the INSTITUTE OF GEOLOGICAL &amp; MINERAL EXPLORATION comprising 20 departments. Delivered two training courses of 10 days duration each to 120 participants.</li> <li>Preparation, documentation and implementation of Management Systems for Certification (Product Certification and Quality and Environmental Management Systems Certification Bodies), Accreditation and Inspection Bodies, in order to be certified and/or accredited according to the International standards ISO/IEC 17021, ISO/IEC 17020 and ISO/IEC 17065.</li> <li>Development and Implementation of Management Systems according to the standard ISO 9001 to three municipalities, including human resources development plans.</li> <li>Conducting internal audits for organisations, according to ISO 17025, ISO 15189, ISO 9001, ISO 14001 and ISO 22000.</li> </ul>

2	01/2018 to date	ATHENS, GREECE	HELLAMCO S.A.	DIRECTOR, TECHNICAL MANAGER AND QUALITY MANAGER OF THE CALIBRATION LABORATORY	<p><b>Mr. Volotopoulos is the Director, Technical Manager and Quality Manager of the Accredited to ISO 17025:2017 calibration laboratory of the company HELLAMCO S.A.</b></p> <p>His responsibilities include:</p> <ul style="list-style-type: none"> <li>• Establishment, implementation and maintenance of the Management System according to ISO 17025:2017.</li> <li>• Preparation and maintenance of the uncertainty budgets of the accredited calibrations.</li> <li>• Training the calibration technicians on calibration methods and standards and management systems issues.</li> <li>• Preparing and authorising the calibration certificates.</li> <li>• Conducting internal audits according to ISO 17025.</li> </ul>
3	10/2022 to date	ATHENS, GREECE	GEOTERRA LAB	QUALITY MANAGER OF THE GEOMECHANICS & MATERIAL TESTING LABORATORY	<p><b>Mr. Volotopoulos is the Quality Manager of the Accredited to ISO 17025:2017 Geotechnical Engineering Testing (Soil &amp; Rock Mechanics), Construction Materials Testing (Aggregates, Concrete &amp; Mortar, Lime and Natural Stones) and Road &amp; Pavement materials Testing laboratory of the company GEOTERRA LAB.</b></p> <p>His responsibilities include:</p> <ul style="list-style-type: none"> <li>• Establishment, implementation and maintenance of the Management System according to ISO 17025:2017.</li> <li>• Preparation and maintenance of the uncertainty budgets of the accredited tests.</li> <li>• Training the personnel on the accreditation requirements, standards and management systems issues.</li> <li>• Conducting internal audits according to ISO 17025.</li> </ul>
4	3/2022 to date	ATHENS, GREECE	MUNICIPAL WATER SUPPLY AND SEWERAGE COMPANY OF PETHYMNO (DEYAR)	QUALITY MANAGER OF THE WATER TESTING LABORATORY	<p><b>Mr. Volotopoulos is the Quality Manager of the Accredited to ISO 17025:2017 chemical and microbiological water testing laboratory of the company DEYAR.</b></p> <p>His responsibilities include:</p> <ul style="list-style-type: none"> <li>• Establishment, implementation and maintenance of the Management System according to ISO 17025:2017.</li> <li>• Preparation and maintenance of the uncertainty budgets of the accredited tests.</li> <li>• Training the personnel on the accreditation requirements, standards and management systems issues.</li> <li>• Conducting internal audits according to ISO 17025.</li> </ul>
5	04/2022 to date	GREECE	PRYSMA CALIDAD Y MEDIO AMBIENTE, S.A.	AUDITOR	TECHNICAL ASSISTANCE FOR THE ACHIEVEMENT OF THE INTERNAL AUDITS OF THE ENVIRONMENTAL AND HEALTH & SAFETY MANAGEMENT SYSTEM – ISO 14001 & ISO 45001, FOR THE WIND FARMS OF EDPR IN GREECE.
6	01/2022	PRISTINA, KOSOVO	WEGLOBAL S.R.L. VIA BISCEGLIE 76, MILAN, 20152, ITALY	SENIOR NON-KEY EXPERT LABORATORY EXPERT	<p>Project Title: Support to establishing disease surveillance and control programs and alignment with chapter 12 of the acquis.</p> <p><b>ASSESSMENT OF FOOD AND VETERINARY LABORATORY ON BIOSAFETY AND BIOCONTAINMENT AND ASSISTING IN BIOSAFETY REQUIREMENTS</b></p> <p>Assessment of the Animal Health Laboratory's resources available, in terms of human resources, kits, reagents and equipment.</p>

7	07/2016-10/2019	TIRANA, ALBANIA	Consortium including PLANET S.A., PRYSMA S.A., EVOLUXER S.L., SARGA and Universidad Complutense de Madrid	KEY EXPERT / FOOD SAFETY	<p><b>EU funded project AL/IPA2013/04 "Restructuring and strengthening of the food safety and veterinary laboratory network in Albania" (EuropeAid/136285/IH/SER/AL) in Albania.</b></p> <p>Key Expert on Food Safety for the Restructuring and strengthening of the food safety and veterinary laboratory network in Albania. The project run for 3 years, in cooperation with the Ministry of Agriculture, Rural Development and Water Administration (MARDWA) and included the following:</p> <ul style="list-style-type: none"> <li>• Restructuring and reorganization of the Laboratory Network.</li> <li>• Assessment of legal, institutional, administrative and technical framework of the Laboratory Network.</li> <li>• Identification of areas for improvement.</li> <li>• Preparation of a comprehensive draft plan for the reconstruction and reorganization of the national laboratory network setting out responsibilities, functions, tasks and budgets.</li> <li>• Development and implementation of EU food safety policy.</li> <li>• Identification of the costs of sampling and transport required for monitoring and official control programs.</li> <li>• Preparation of a validation and accreditation plan and corresponding budget.</li> <li>• Assessment of the training needs of the Food Safety and Veterinary Institute (FSVI) and the seven Regional directorates of the National Food Authority.</li> <li>• Preparation of a medium-term human resources training plan to ensure increased proficiency of the managerial and analytical staff to comply with assigned workload and tasks.</li> <li>• Implementation of the training plan, providing training courses (seminars), workshops and on-the-job training to the staff of the beneficiaries at central and local level. Designed, organized and delivered more than 20 training modules, with duration from one to ten days each to more than 100 participants, over a period of 12 months.</li> <li>• Adoption of necessary standards to ensure good laboratory management practices, including Standards of Operating Procedures (SOPs), including procedures and practices for laboratory waste management.</li> <li>• Field study on the use of pesticides in the country and marketed products. Assessment of the current capacities for pesticide residues analysis. Proposal for a pesticide monitoring system and establishment of a database for pesticide residues.</li> <li>• Organized and supervised a study tour for 12 participants to the Food Safety Authority of Ireland, Dublin for 5 days.</li> <li>• Support the replacement of old food quality standards with new international ones, the introduction and implementation of rapid detection methods in food microbiology with regard to animal and plant origin products, as well as the development of capacity for rapid analysis.</li> <li>• Assessing the current information systems, designing and developing the appropriate Laboratory Information Management System (LIMS) and specifying the needs of hardware and software for the operation of LIMS over the Laboratory Network.</li> <li>• Establish an inventory (database) of the existing laboratory equipment, consumables and reagents and identify the relative needs for the operation of laboratories.</li> <li>• Preparation of technical specification sheets for the above items, for use in future procurement tenders.</li> </ul>
8	07/2003-09/2005	SKOPJE, NORTH MACEDONIA	Consortium including RWTUV, TUV HELLAS S.A., EUROCONSULTANTS S.A., METROLOGY	INTERNATIONAL EXPERT	<p><b>EU funded project "Technical Assistance to the Institutes for Standardisation, Metrology, Accreditation and Quality Validation (SMAQVa)" in the Former Yugoslav Republic of Macedonia.</b> Assistance to East European countries and the Balkans in their transition to the Market Economy and with the EAR's (European Agency for Reconstruction) assistance.</p> <p>Expert on Accreditation for the design and development of the Management System of the <b>Institute for</b></p>

			HELLAS S.A.		<p><b>Accreditation</b> of the Republic of Macedonia (IARM), according to the Standards EN 45003, EN 45010 and ISO 17011. The project included the following:</p> <ul style="list-style-type: none"> <li>• Preparation and documentation of the Quality manual and the necessary operational regulations, procedures, criteria and forms for IARM to work as an Accreditation Body with several accreditation schemes, QMS and EMS Certification Bodies, Product Certification Bodies (including HACCP certification Bodies) and Inspection Bodies (including Food safety inspection Bodies), as per European and International Best Practices.</li> <li>• Replacement of old national quality standards with new European and International ones.</li> <li>• Introduction and adoption of the necessary standards to ensure good accreditation management practices.</li> <li>• Estimation on the Human Resources needed (number and qualifications of personnel and Assessors per work position) and capacity building needs assessment.</li> <li>• Providing training for the Accreditation Body Personnel and the Accreditation Body Assessors (Assessors' training course on the requirements of ISO 17011, ISO 17025, EN 45004, EN 45011 and EN 45012 and Train-the-Trainers course for trainers to present assessor training courses).</li> <li>• Provision of Training Courses in: Laboratory Management – Role of the Quality Manager and Technical Management, Preparation and Maintenance of Calibration – Testing Laboratory Manual including Internal Audit, Uncertainty of Measurements for Testing and Calibration Laboratories, Quality Management in Chemical and Microbiological Laboratories, Assessors Training – Laboratories, IARM Accreditation process for HACCP certification organisation.</li> </ul>
9	11/2000-04/2005	ATHENS, GREECE	PERSONAL TECHNICAL OFFICE	FREELANCE CONSULTANT	<ul style="list-style-type: none"> <li>• Consultant, responsible for the preparation, documentation and implementation of management systems according to ISO 9001, ISO 14001, ISO 22000 and HACCP requirements.</li> <li>• Prepared detailed Plans, including floor plans and equipment specifications, for the reconstruction of seven (7) veterinary (National Reference Centers) laboratories, based in 7 different cities in Greece, in order to fulfil the requirements of Accreditation according to ISO 17025 and other relative accreditation documents.</li> <li>• Prepared, documented and implemented management systems according to ISO 9001, ISO 14001, OHSAS 18001, ISO 22000 and HACCP requirements. Advised more than 30 companies in order to be certified.</li> <li>• Designed, organized and delivered various training courses on subjects such as Accreditation, implementation of ISO 17025, ISO 9001, ISO 14001 and ISO 22000, HACCP, Food Safety, Quality Assurance/Control, Environmental Management, internal audits).</li> </ul>
10	01/1997-11/2000	ATHENS, GREECE	MARKET AND INVESTMENT CONSULTANTS (M.I.C.) Ltd	MANAGEMENT SYSTEMS CONSULTANT	<p><b>Private consulting company operating in the fields of Laboratory Accreditation, Quality Management Systems, Food Safety, Certification, Market Surveys, Market Research and Industrial Studies.</b></p> <p>Head of the Management Systems Department, responsible for the development and implementation of Quality Management Systems (QMS) and delivering of training courses to public and private organizations.</p> <p>Prepared, documented and implemented 3 food safety management systems according to Council Directive 93/43/EEC and the HACCP requirements.</p> <p>Prepared, documented and implemented quality management systems for three (3) Greek Certification (Product Certification and quality and environmental management systems Certification Bodies) and Inspection Bodies, in order to be accredited according to the European Standards ISO/IEC 17021, ISO/IEC 17020 and EN 45011.</p> <p>Introduced, documented and implemented management systems for food and water safety laboratories in order to be accredited.</p> <p>Head of the team for the preparation and documentation of the Quality Management System of the Greek National Accreditation System (ESYD) according to the Standards EN 45003 and EN 45010. The project included (amongst</p>

					<p>others) the following:</p> <ul style="list-style-type: none"> <li>• Preparation of a detailed study on the current status of the whole laboratory system in Greece (including public and private food safety laboratories), which identified the abilities and needs, workload, number of staff, tests performed, methods and standards applied, responsibilities overlapping,</li> <li>• Recommendations for the restructuring and reorganization of the national laboratory network. Based on the previous study the consultant recommended a new laboratory network (recommendations for merging of labs, establishment of new ones, enhancement, of some existing ones and transfer of resources), taking into account the national and regional needs for official testing.</li> <li>• Preparation and documentation of the Quality manual and the necessary operational regulations, procedures and criteria for the Greek National Accreditation System (ESYD).</li> </ul>
11	10 / 1995-7 / 1996	THESSALONIKI, GREECE	JOHN A. CARRAS CAR ACCESSORIES MANUFACTURER	QUALITY MANAGER	<p><b>John A. Carras</b> was a car accessories manufacturing company. This SME employed 30 persons.</p> <ul style="list-style-type: none"> <li>• Quality Manager of the company responsible for the development and implementation of a Quality Management System, which fulfilled the requirements of ISO 9001 and the Supplier Quality Capability Assessment Questionnaire (edition 1994) issued by Renault-Peugeot-Citroen.</li> </ul>