



IATF Oversight Certification Body Communiqué

CB COMMUNIQUE # 2016-009

ISSUE DATE: December 2016

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

SUBJECT: Mandatory IATF ADP pre-training for New Auditor Candidates

The purpose of this CB Communiqué is to advise all IATF-recognized certification bodies of the new mandatory requirements for the revised Application Process (incl. IATF approval and mandatory ADP pre-training) for new auditor candidates (see attached Map 1). This revised process is effective 1st January 2017.

The revised mandatory process includes the following process steps:

1. The new auditor candidate's sponsoring CB shall submit the completed candidate's application to the relevant IATF Oversight Office or IATF Training Provider
2. **(new)** Once approved, the IATF Oversight Office or IATF Training Provider will then provide a temporary ADP auditor number for each new auditor candidate to the applying CB to enable the mandatory IATF ADP pre-registration
3. **(new)** The new auditor candidate shall register in the IATF ADP and pay the \$250 USD fee for the temporary access.
4. **(new)** The New Auditor candidate shall then complete and pass the IATF 16949 and Rules 5th Edition Training- and Quiz-modules before he or she can participate in the IATF initial face-to-face Training & Evaluation Event.
5. **(new)** The ADP certificate of successful completion, which shall be downloaded by the new auditor candidate in the IATF ADP, will have to be provided to the IATF Training Provider latest two (2) weeks prior to the scheduled face-to-face training without further request.

Please note that every new auditor candidate shall complete (and pass) the IATF 16949 and Rules 5th Edition Training- and Quiz-modules before he or she can participate in the face-to-face Training & Evaluation Event.

Therefore it is important that the ADP certificate of successful completion must be received by the IATF Training Provider latest **two (2) weeks prior** to the scheduled IATF Initial face-to-face Training & Evaluation Event.

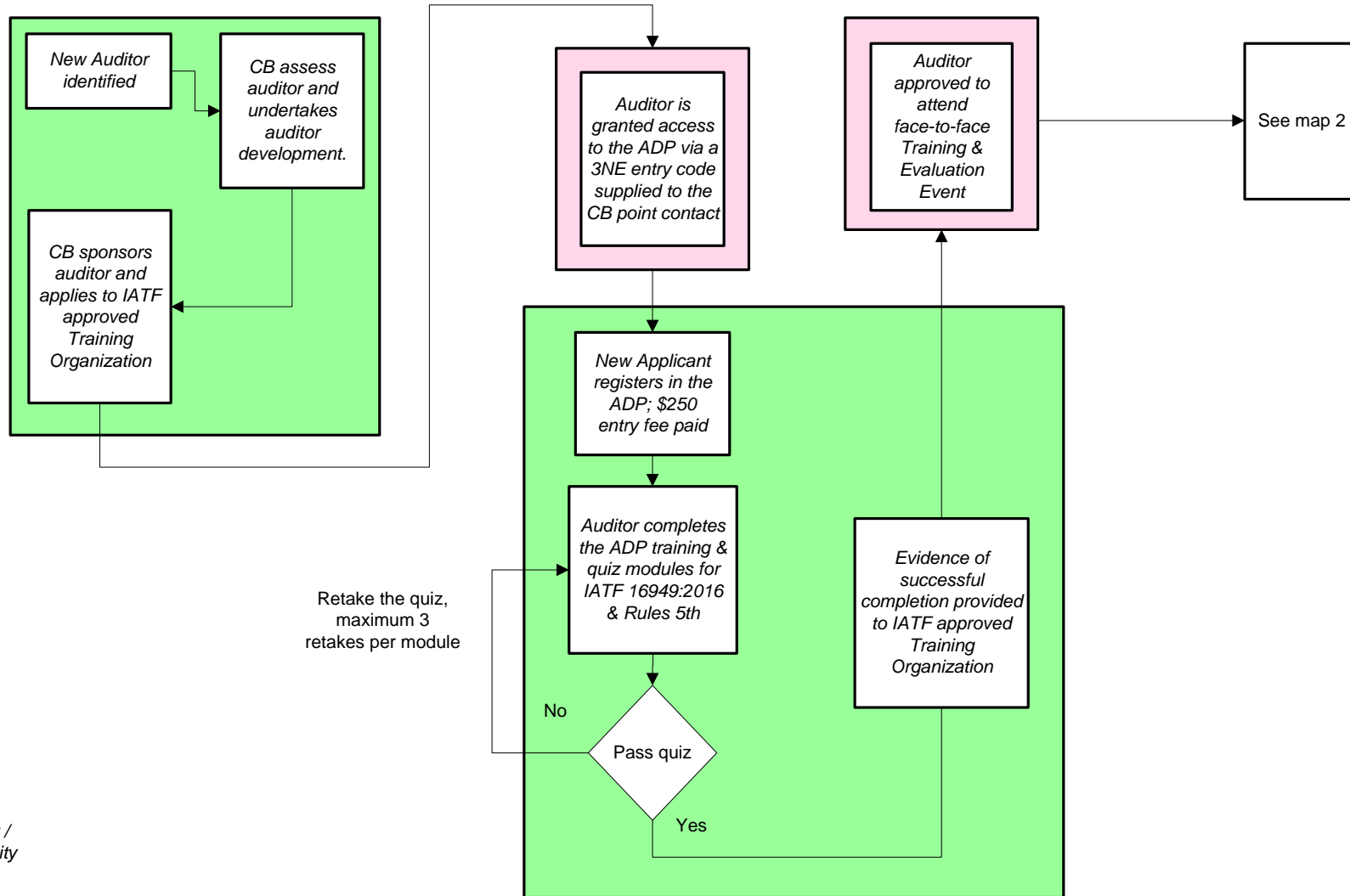
Questions?

If you have any questions, please contact your respective Oversight Office representative or the IATF ADP Program Manager, Cherie Reiche creiche@iaob.org at +1 (248) 358-9793.

Map 1 - Application Process

(including IATF approval and mandatory ADP pre-training)

Input



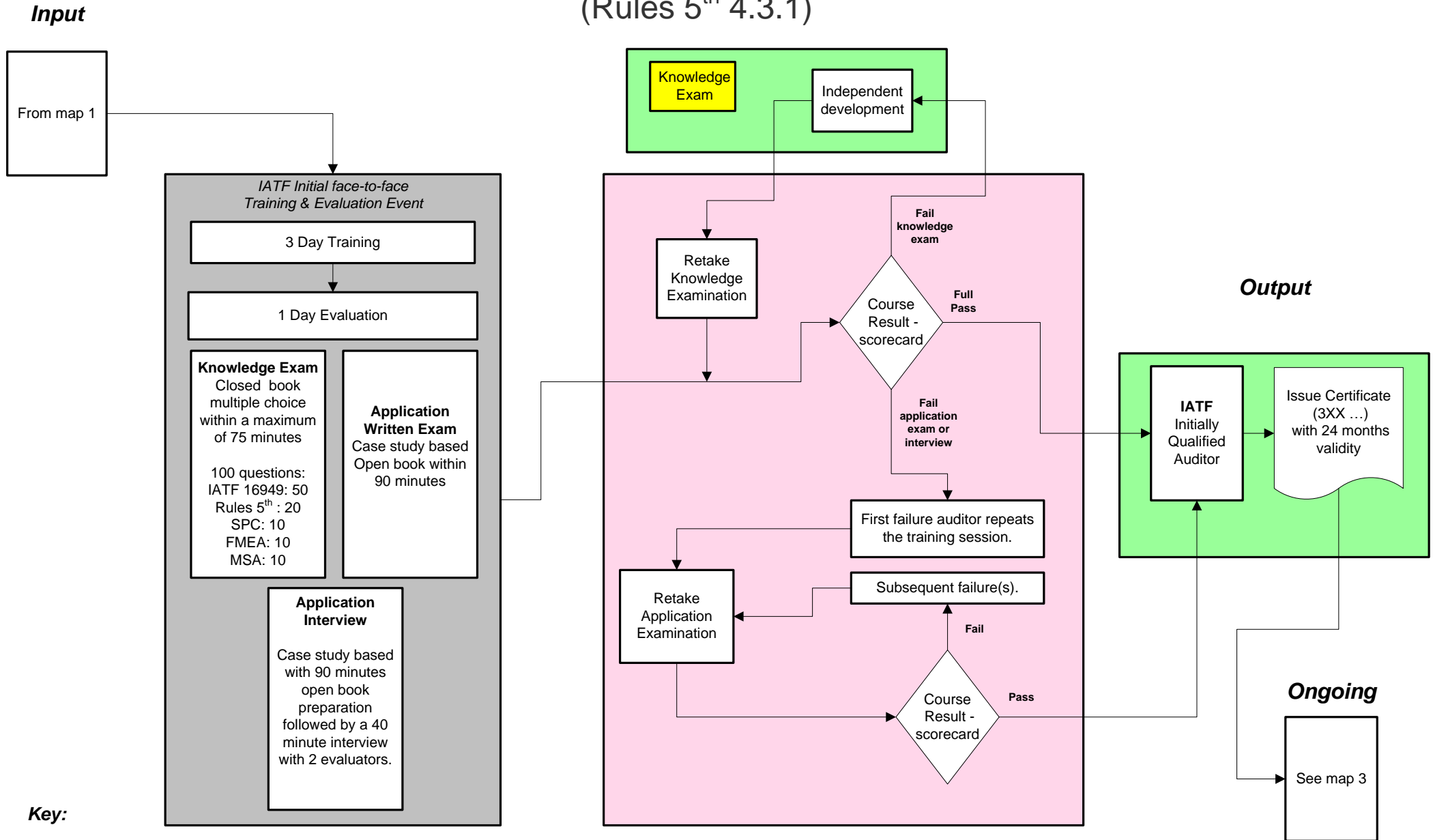
Key:

Certification Body / Auditor responsibility

IATF Oversight / Training Provider responsibility

Map 2 – IATF face-to-face initial qualification process

(Rules 5th 4.3.1)



Key:

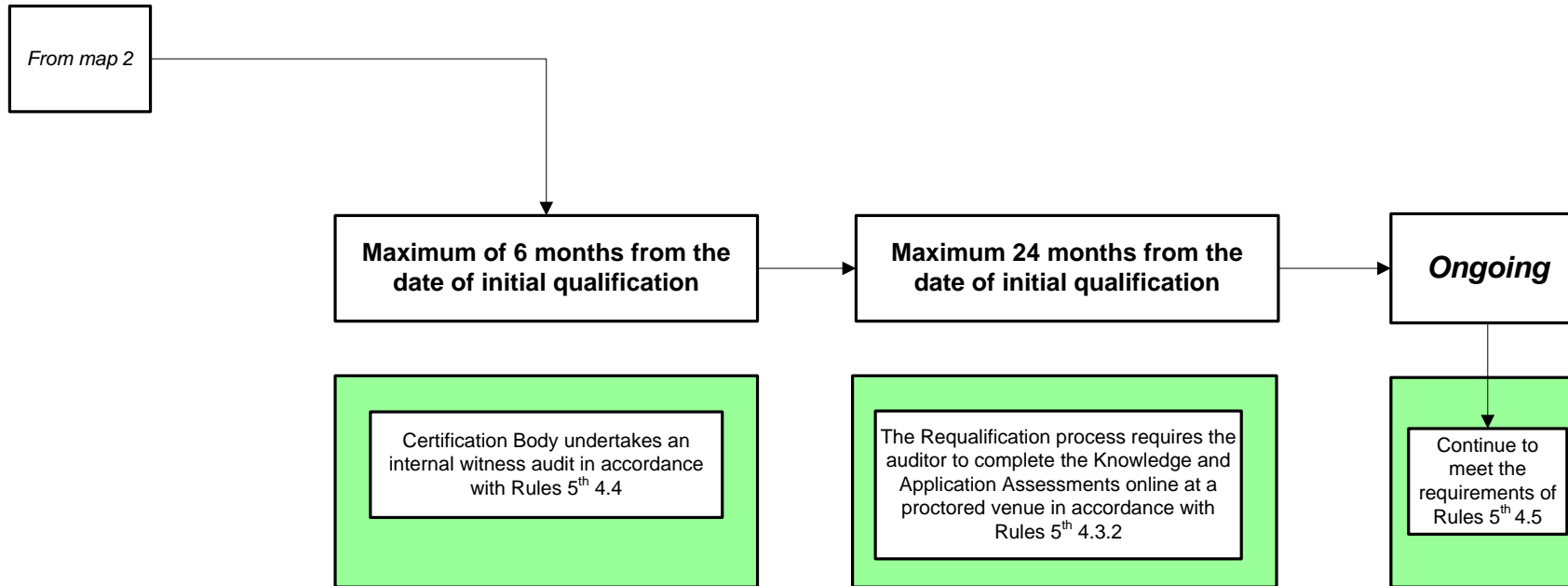
Certification Body / Auditor responsibility

IATF Oversight / Training Provider responsibility


Notes:


1. Retake the failed examination in full
2. Maximum of 3 retakes per examination
3. Full qualification has to be achieved within 12 months of the initial examination

Map 3 – Ongoing IATF requirements / Maintaining auditor qualification



Key:

 Certification Body / Auditor responsibility

 IATF Oversight / Training Provider responsibility