



# IATF Oversight Certification Body Communiqué

## CB COMMUNIQUE # 2018-003

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

ISSUE DATE: May 2018

### SUBJECT: Updated IATF New Auditor Training and Evaluation Process

The purpose of this CB Communiqué is to advise all IATF certification bodies, including their New Auditor candidates, about updates the IATF is making to the New Auditor Training and Evaluation Process (known as Phase 1 and Phase 2).

#### **Phase 1 changes:**

Effective 1<sup>st</sup> June 2018, the IATF New Auditor evaluation process will be revised to include the following process improvements:

- Mandatory pre-study materials available online via the IATF ADP;  
**Note:** These materials are two prior Knowledge exams (with correct answers provided); the IATF requires all New Auditor candidates to complete this pre-study material in advance of participating in the face-to-face New Auditor Training and Evaluation process. This is intended to increase the auditor's knowledge of key IATF subject matter before the Application assessment and interview evaluation process. There is no additional cost for access to this new pre-study material.
- Issuance of two (2) hours of CPD credit and a certificate of completion upon completion of the pre-study Knowledge exams in the IATF ADP; (CPD hours can only be counted once; however, the pre-study materials can be reviewed multiple times.)
- Removal of the closed-book written Knowledge exam from the New Auditor evaluation process (thus, no written Knowledge retake exams will occur after 1<sup>st</sup> June 2018 for the New Auditor process);
- Increased time for the Application assessment process, including more time for Application assessment preparation and for interview preparation.

#### **Prior New Auditor candidates who have tested since January 2017, but who have not completed New Auditor testing requirements:**

Since full qualification for New Auditor candidates must be achieved within 12 months of the initial examination, any New Auditor candidate who has not completed the testing requirements prior to June 2017 *must* re-enter the program as a New Auditor candidate again. This includes New Auditor candidates who previously passed the application and interview portion of the exams and did not successfully pass the Knowledge exam.

New Auditor candidates who have tested since June 2017 and who need to complete a Knowledge retake (whether they require only the Knowledge portion, or both the Application and Knowledge portions) will be required to successfully complete the online IATF ADP pre-study Knowledge materials in an un-proctored environment.

Upon completion of the mandatory pre-study Knowledge materials, New Auditor candidates will be required to submit (via their CB) the certificate showing completion of the Knowledge pre-study materials with their retake application.

If a New Auditor candidate only requires a Knowledge retake, the CB would simply submit the New Auditor candidate's certificate of completion for the Knowledge pre-study modules from the IATF ADP to the training organization at which they previously passed their application exams; that training organization would then issue the auditor's certificate. The certificate's "pass date" would match the completion date for the pre-study Knowledge modules in the IATF ADP.

If a New Auditor candidate requires an application retake, they must complete this at a face-to-face New Auditor evaluation event according to the current process. ***There are no changes to the Application retake process for New Auditor candidates at this time in Phase 1.***

**Note:** If a New Auditor candidate has tested since June 2017 and already exhausted all retake attempts, they ***must*** re-enter the program as a New Auditor candidate if they wish to pursue IATF 16949 auditor certification. This applies ***even if*** the auditor passed the application assessment and interview evaluation but did not pass the Knowledge exam (and all Knowledge retake attempts [three (3)]) in prior testing.

#### **First-time New Auditor applicants:**

First-time applicants to the New Auditor process would submit their application package (via their CB) to the respective training organization for approval. The training organization would then issue them a temporary ADP number (3-NE), per the current IATF process.

The New Auditor candidate would be required to complete the IATF 16949 and Rules 5<sup>th</sup> training and quiz modules on the IATF ADP and submit the certificate to the training organization (via their CB) **in addition to** their certificate of completion for the mandatory Knowledge pre-study materials (variants 1 and 2) from the IATF ADP. Once the respective training organization has those two certificates, along with the proper application and payment, the New Auditor can then be accepted into the New Auditor training and evaluation program.

#### **New Auditor applicants already scheduled for training and evaluation:**

Auditors already scheduled to attend face-to-face New Auditor training and evaluation after the 1st of June 2018 also need to complete the pre-study Knowledge modules on the IATF ADP before the Training Provider can issue a New Auditor qualification certificate.

#### **Who can use the free IATF ADP pre-study Knowledge exam materials?**

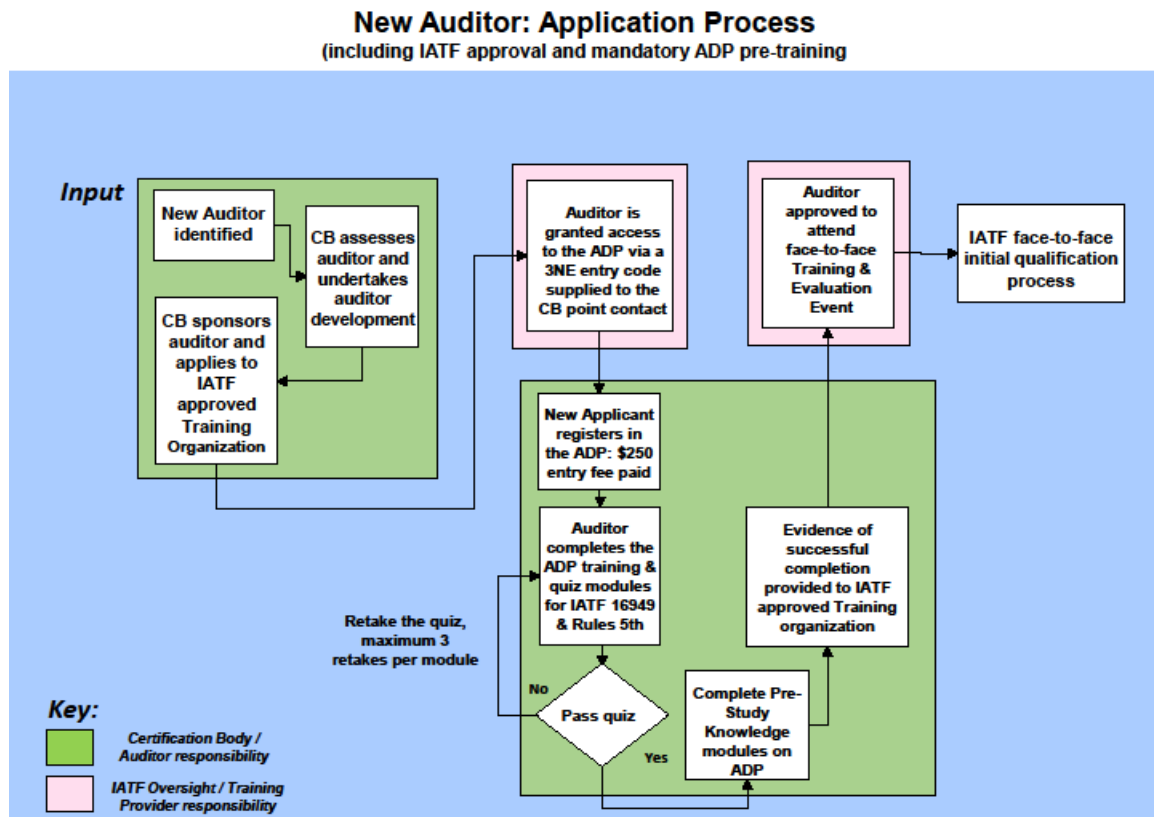
All active already-credentialed auditors (and free ticket candidates) may use the pre-study materials as well to enhance their knowledge. The pre-study materials are **NOT** allowed to be taken into IATF ADP proctored assessment sessions, only to be used as pre-study material. Taking unapproved materials into IATF ADP testing sessions will result in auditor credentials being revoked.

**Phase 2 changes:**

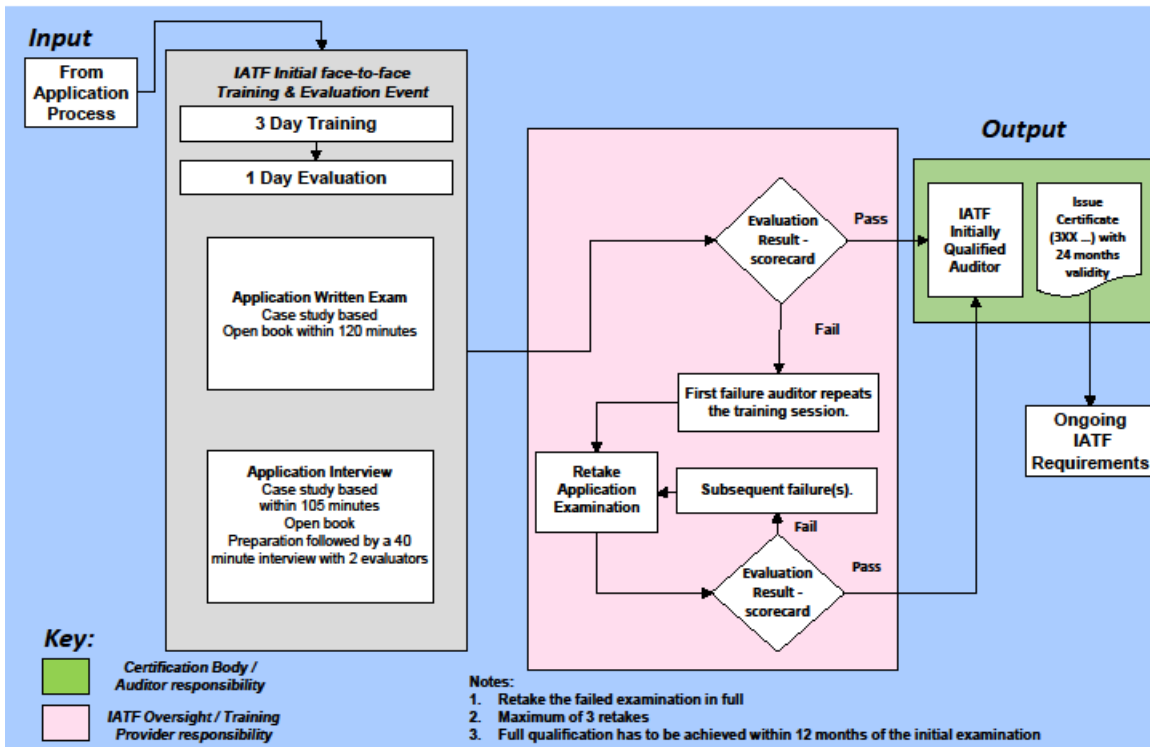
Effective Q2 2019, the IATF New Auditor evaluation process will be further revised to include additional process improvements, which are under development and being pilot tested year-end.

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

**New Auditor Training and Evaluation Process Maps:**



## IATF face-to-face initial qualification process (Rules 5<sup>th</sup> 4.3.1)



## Entry: preparation prior to assessment

