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

New Auditor identified

CB sponsors auditor and applies to IATF approved Training Organization

CB assess auditor and undertakes auditor development.

Auditor is granted access to the ADP via a 3NE entry code supplied to the CB point contact

New Applicant registers in the ADP, $250 entry fee paid

Auditor completes the ADP training & quiz modules for IATF 16949:2016 & Rules 5th

Retake the quiz, maximum 3 retakes per module

Pass quiz

Evidence of successful completion provided to IATF approved Training Organization

Auditor approved to attend face-to-face Training & Evaluation Event

See map 2

Key:
- Certification Body / Auditor responsibility
- IATF Oversight / Training Provider responsibility

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

(Rules 5\textsuperscript{th} 4.3.1)

**Input**

- From map 1

**IATF Initial face-to-face Training & Evaluation Event**

- 3 Day Training
- 1 Day Evaluation

**Knowledge Exam**
- Closed book multiple choice within a maximum of 75 minutes
- 100 questions: IATF 16949: 50 Rules 5\textsuperscript{th} : 20 SPC: 10 FMEA: 10 MSA: 10

**Application**
- Written Exam: Case study based Open book within 90 minutes
- Interview: Case study based Open book within 90 minutes

**Certification Body / Auditor responsibility**

**IATF Oversight / Training Provider responsibility**

**Key:**

Certification Body / Auditor responsibility

IATF Oversight / Training Provider responsibility

**Output**

- IATF Initially Qualified Auditor
- Issue Certificate (3XX …) with 24 months validity

**Ongoing**

- See map 3

**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

**Course Result - scorecard**
- Full Pass
- Fail knowledge exam
- Fail application exam or interview
- First failure auditor repeats the training session.
- Subsequent failure(s).

**Course Result - scorecard**
- Pass

**Certification Body / Auditor responsibility**

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Map 3 – Ongoing IATF requirements / Maintaining auditor qualification

From map 2

Maximum of 6 months from the date of initial qualification

Certification Body undertakes an internal witness audit in accordance with Rules 5th 4.4

Maximum 24 months from the date of initial qualification

The Requalification process requires the auditor to complete the Knowledge and Application Assessments online at a proctored venue in accordance with Rules 5th 4.3.2

Ongoing

Continue to meet the requirements of Rules 5th 4.5

Key:

Certification Body / Auditor responsibility

IATF Oversight / Training Provider responsibility

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