



# IATF Oversight Certification Body Communiqué

**CB COMMUNIQUE # 2017-012**

ISSUE DATE: December 2017

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

**SUBJECT: Updated GM OEM Scorecard Training and Quiz modules and Updated NC Management Training module on the IATF ADP (Mandatory training / quiz requirements)**

The purpose of this CB Communiqué is to advise all IATF certification bodies, including their auditors and free ticket candidates, about updated training and quiz materials for the GM OEM Scorecard modules and the updated NC Management training module on the IATF ADP.

**GM OEM Scorecard Training and Quiz modules:**

The GM OEM Scorecard training and quiz revisions will be available 21<sup>st</sup> December 2017 in the IATF ADP system. These revised training and quiz modules contain critical information for recent updates to the GM OEM Scorecard process.

For all active auditors, new auditor candidates, and free ticket candidates who already completed the previous version of the GM OEM Scorecard Training and Quiz, the first initial take of the revised GM OEM Scorecard Training and Quiz modules must be completed by 30<sup>th</sup> June 2018. These auditors must pass the quiz no later than 30<sup>th</sup> September 2018, which includes up to 3 retakes after the initial quiz testing.

For new auditor candidates (3-NE temporary auditor numbers) who have NOT yet completed the previous GM OEM Scorecard Training and Quiz modules, the updated training and quiz modules will be presented automatically as part of the overall OEM Scorecard training sequence. New auditors must complete their initial take of all seven OEM Scorecard training and quiz modules within nine (9) months of entering the ADP, and successfully complete any required retakes within three (3) months of the initial take of the quiz.

Please note that auditors and free ticket candidates who have not completed the training and quiz materials successfully by the above deadlines will be subject to deactivation.

### **NC Management Training module:**

The revised NC Management training module will also be available 21<sup>st</sup> December 2017 in the IATF ADP system. This training module includes updates to references for IATF 16949 and Rules 5<sup>th</sup> Edition, including detailed updates to specific IATF 16949 clauses and Rules 5 requirements.

As such, all active auditors and free ticket candidates are required to complete the NC Management training module by 30<sup>th</sup> June 2018, or within 180 days of entry in the IATF ADP for all new auditor candidates (3-NE temporary auditor numbers).

Email notifications will be sent to all impacted auditors, auditor candidates, and free ticket candidates when the above training and quiz modules launch on 21<sup>st</sup> December 2017. All training (and quiz) modules will be undertaken in a non-proctored environment and are open book.

### **Grading and CPD Credit:**

The quiz module for GM OEM Scorecard will be graded as pass or fail (with pass being 80% or above). The NC Management training module does not include a quiz module, but module completion will be tracked by Global Oversight.

If an auditor fails to pass the GM OEM Scorecard quiz after the initial take and 3 additional retakes per quiz (combined 4 opportunities in total), the auditor's credentials are subject to deactivation.

The GM OEM Scorecard training and quiz modules combined are worth two (2) hours of structured CPD (continual personal development). The NC Management training module is worth four (4) hours of structured CPD.

Please note that auditors and free ticket candidates may only take credit for these structured CPD hours the first time they take the revised modules. Counting the above approved CPD hours for multiple years is not allowed.

If an auditor or free ticket candidate completes the training (and successfully completes the quiz) modules in 2017, the CPD credit will go into their 2017 records; likewise, if they complete the training in 2018, it will be recorded in their 2018 CPD records. These hours will automatically be added to the appropriate year based on the date/time of completion recorded in the IATF ADP (based on GMT/UTC time).

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.