



IATF Oversight Certification Body Communiqué

CB COMMUNIQUE # 2021-010

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

ISSUE DATE: September 2021

SUBJECT: Updated New Auditor Training and Evaluation Process

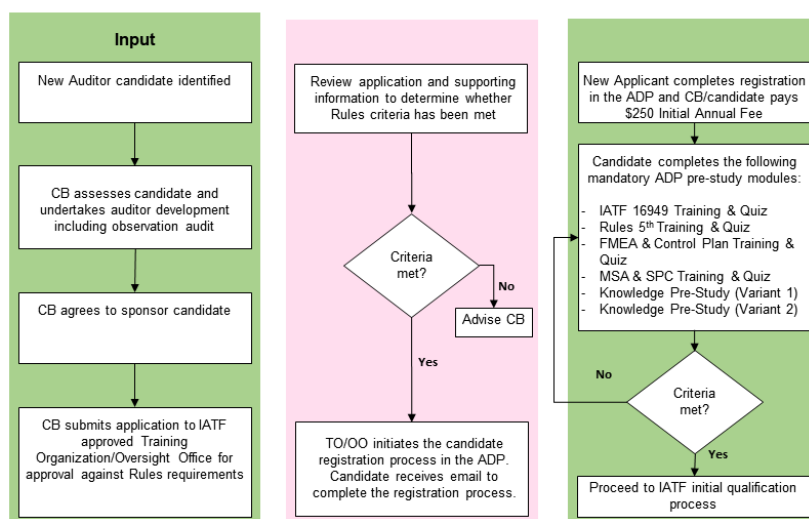
The purpose of this Communiqué is to advise all IATF-recognized certification bodies, and other key stakeholders, about updates the IATF is making to the New Auditor Training and Evaluation Process. This revised process becomes effective from 1 January 2022, although some pilot classes will run under the new process between now and the end of the year.

This update has been in part driven by the global COVID-19 pandemic which has made face-to-face training and qualification challenging in many countries.

The new auditor training itself remains largely unchanged from the approach described in CB Communiqué 2019-004 but will become separated from the evaluation and be available as either a 4-day live virtual event or a 4-day face-to-face event depending on the local COVID-19 restrictions.

New Auditor Application Process

New Auditor: Application Process
(including IATF approval and mandatory ADP pre-study)



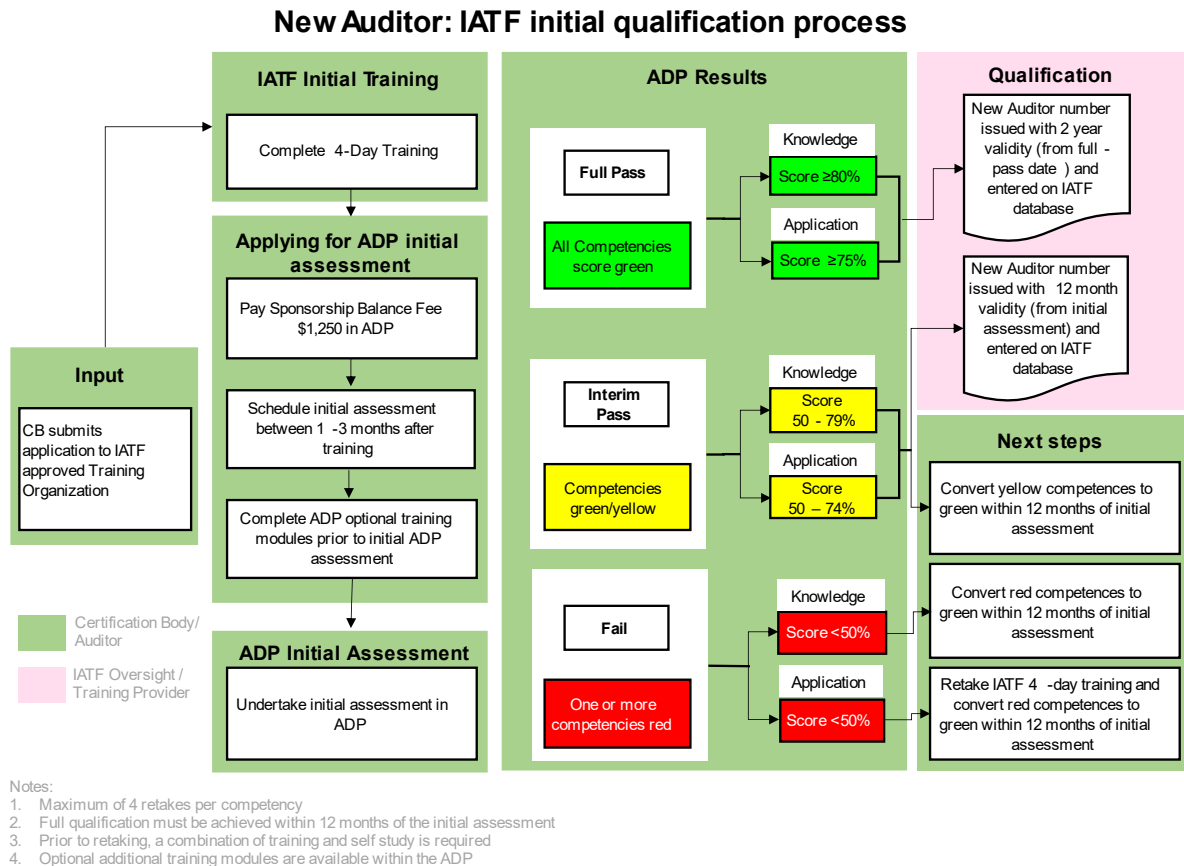
Notes:

1. Maximum of 3 retakes per pre-study module
2. Candidates must pass the IATF 16949 and Rules quizzes to proceed to the training
3. Refer to CB Communiqué #2020-003 for FMEA & Control Plan Training & Quiz & MSA & SPC Training & Quiz
4. Optional training modules are available within the ADP
5. Rules requirements reference 4.2 (SI 1) and 4.2.1

Certification Body/ Auditor
 IATF Oversight / Training Provider

In line with the current process, new auditor candidates will need to be approved against Rules 5th 4.2 (SI 1) before accessing the ADP in order for them to complete the course pre-study requirements. Refer to new auditor training application process map above.

New Auditor Training & Qualification Process



On completion of the 4-day new auditor training, the candidate will be eligible to schedule on to an initial ADP assessment. This must be completed between 1-3 months after the new auditor training. This ADP assessment replaces the current face-to-face evaluation.

ADP Initial Assessments

The ADP Assessments are divided into a total of 5 sections throughout the assessment day covering Knowledge and Application. ADP assessments (including retakes) are undertaken in a proctored environment.

ADP proctored assessments will be available as either face-to-face (in-person) events or Live Virtual events.

Knowledge is a multiple-choice-based assessment across the following competencies: IATF 16949, Rules 5th, FMEA, MSA, and SPC.

Application is a case-study-based assessment covering various audit types across the following competencies: Rules 5th, Process Approach, IATF 16949, Auditing Core Tools and CSRs, and Nonconformity Management.

Qualification (a pass score across all competencies) must be achieved within 12 months of the initial assessment. Failure to achieve qualification within 12 months of the initial

assessment will require the candidate to re-apply as a new auditor candidate according to IATF Rules 5th 4.2.

Successful candidates will receive an IATF 16949 auditor number and will have their details entered into the IATF Database.

If a candidate fails any competency, they have 12 months to convert the fail to a pass. In addition, if a candidate fails an application competency with less than a 50% score (“red”), they must also retake the 4-day new auditor training. Candidates have a maximum of 4 retake opportunities per competency.

If a candidate achieves above 50% in all ten competency areas but has not yet passed, they will achieve an interim pass (“yellow”) result and will be eligible to conduct audits until the end of their retake eligibility window (12 months from initial assessment). Upon passing all retakes, this interim pass result will be upgraded to a full pass (“green”).

Note 1: ADP proctored sessions, for both new auditor candidates and existing auditors qualified through the face-to-face process entering the ADP requalification process will be made available as both in-person proctored sessions and live virtual proctored sessions. Attendance at a live virtual proctored session requires prior attendance at a live virtual pre-meeting. Please review the details in the ADP for more information.

Note 2: Candidates that have not achieved a pass through the current face-to-face evaluation process and are completing their first retake will need to attend the new training course and schedule a full initial ADP assessment. Candidates that are completing competency-based retakes (“Retake 2” and “Retake 3”), must complete these prior to 1 July 2022 or transition to the new process.

Details about auditor requalification will be provided in due course.

If you have any questions, please contact your respective Oversight Office or IATF Training Organisation.