



IATF Oversight Certification Body Communiqué

CB COMMUNIQUE # 2023-001

	YES	NO
CONFIDENTIAL		X
MANDATORY CONTENT	X	

ISSUE DATE: November 2023

SUBJECT: Phase 2 of the Auditor Qualification Process (previously known as requalification)

The purpose of this Communiqué is to advise all IATF-recognized certification bodies, and their auditors, about updates the IATF is making to the Auditor Qualification Process.

The IATF previously launched Phase 1 of the Auditor Qualification Process, which includes online ADP prerequisites, the 4-day new auditor training, and the ADP initial assessments, as described in [CB Communiqué #2021-010](#).

Phase 2 of this Auditor Qualification Process (hereinafter referred to as “Phase 2”) applies to auditors that successfully completed Phase 1 (achieved a green result in all knowledge and application competencies and received a 4-AUD-B identifying number). Auditors are eligible to enter Phase 2 beginning 12 months from achieving the 4-AUD-B designation and must complete their initial attempt of Phase 2 before their 4-AUD-B expiry date (24 months after issuance).

Note: The term “requalification,” previously noted in CB Communiqué #2021-010, now refers to this Phase 2 of the Auditor Qualification Process.

This Phase 2 is the final step planned at this time. Auditors who successfully complete this Phase 2 will be considered fully qualified, subject to the “maintaining auditor certification” requirements outlined in the IATF Rules.

About the Phase 2 Evaluation Event

Phase 2 is an evaluation event allowing auditors to demonstrate their ongoing ability to apply the five essential auditing competency criteria defined in the [IATF Auditor Guide](#).

This Evaluation event consists of a 40-minute interview with two IATF evaluators based on a case study scenario. To prepare for the interview, auditors will have 45 minutes to review a case study in the ADP under proctored conditions. Auditors will be able to use features within the ADP to highlight relevant sections of the case study and leave notes, which they can reference during the interview.

The Phase 2 Evaluation event will be available in both face-to-face (in-person) and live virtual formats, and will be managed through the IATF Training Organisations in the official

[IATF languages](#). Auditors who wish to attend a Live Virtual event must first attend a Live Virtual Pre-Meeting if they have not already done so. (**Note:** Auditors who attend a face-to-face (in-person) event will still use the ADP's e-Doc functionality to securely access the Case Study document.)

A schedule of Phase 2 Evaluation events, including applicable language(s) and delivery formats, will be available through the ADP beginning in mid-December 2023 with sessions beginning in early 2024. To schedule and pay for the event, Certification Bodies must apply directly to the IATF Training Organisation hosting the event.

Note: The language(s) of the interview will be identified in the ADP schedule of events. Auditors must be able to communicate effectively in one of the languages associated with their selected Phase 2 Evaluation event.

Upon completion of the Phase 2 Evaluation event, after review and approval by the Training Organisation, auditors and their active sponsoring Certification Bodies will be able to access the evaluation results through the IATF ADP.

Auditors that pass the Phase 2 Evaluation event are considered fully qualified and will be issued a **6-AUD-B** identifying number with no expiry date. This is the equivalent of the previous requalification process that resulted in a 5-ADP identifying number.

Auditors that do not pass the Phase 2 Evaluation event will have one full retake opportunity (against all five essential auditing competencies) that must be attempted within six months of their initial Phase 2 Evaluation Event. Within this period, these auditors will be issued a temporary **5-AUD-B** identifying number and will only be able to participate in IATF 16949 audits as audit team members. To schedule and pay for a retake, Certification Bodies must apply to an IATF Training Organisation in the same way as the initial Phase 2 attempt.

The Phase 2 of this Auditor Qualification Process becomes effective from 1 January 2024.

Around mid-December 2023, the IATF ADP Support Team is planning to make a "Phase 2 Evaluation Information Package" available through the ADP. This package will provide further important details about how the process works, including use of the ADP e-Doc features. Auditors will also be given an opportunity to try out the e-Doc feature in advance of the Evaluation event. Once we release this Information Package, we strongly encourage all impacted auditors to carefully review this information prior to attending a Phase 2 Evaluation event. For the latest ADP-related updates and information, please visit the IATF ADP Help Desk at help.iatfadp.com.

If you have any questions, please contact your respective [Oversight Office](#) or [IATF Training Organisation](#).