

# COMPETENCE ASSURANCE ACCREDITATION PROCESS

## CAA-10

### APPLICATION PROCESS

Company submits details on competence Policy and procedures; positions/personnel covered, and program quality and administrative procedures to IADC. IADC staff performs initial screening for completeness of required documents, payment of fees and sufficiency of evidence provided.



### AUDIT

An audit is required for Accreditation. IADC staff will arrange for a qualified Auditor(s) to visit the Company's facility. Auditor(s) verifies items on the Company's application, and verifies overall adherence to CAA program requirements and procedures. Visitor sends completed audit report with recommendation for accreditation to IADC QA/QC staff. Auditor issues corrective action if non-conformities identified. QA/QC gives audit report and CA (if applicable) to the Company.



### CORRECTIVE ACTION (if applicable)

Issued when non-conformities are noted through an audit or through other means. Company is requested to identify cause and extent of non-conformities and provide response to IADC. IADC staff verifies actions noted in response through documentation provided or through subsequent audits.



### FINAL REVIEW

IADC staff will confirm that Company is clear of all non-conformities and that all conditions are met by the Company.



### ACCREDITATION DECISION

IADC Staff reviews audit report, makes accreditation decision, and sends an official notice to the Company.



### ACCREDITATION NOT GRANTED

Accreditation may be denied or deferred when there are major deficiencies in Company application or program. Company may appeal decision to the Appeals Panel for review or submit a revised application for reconsideration.

### FULL ACCREDITATION

Valid for 1 year, Accreditation is subject to annual renewal, reporting, continuing adherence to program requirements, and periodic audits.