



**Competence Assurance Accreditation
Audit Report**

Part 1 – Business Information

General Audit Information
1. Date of Audit (DD-Month Spelled Out-YYY):
2. Purpose of Audit (Choose Only One): <input type="checkbox"/> Initial Audit <input type="checkbox"/> Follow-up Audit <input type="checkbox"/> Audit Made at Training Provider's Request <input type="checkbox"/> Complaint Investigation <input type="checkbox"/> Other:
3. Auditor's Name: Auditor's Company Name:
Audit Location & Contact Information
1. Full Name of Company/Provider:
2. Full Name of Primary Contact for Audit:
3. Primary Contact Email:
4. Administrative Contact Email:
5. Physical Street Address of Primary Location:
6. If additional training locations audited, specify Location and Address of additional sites (If applicable, include city, state & country):

Other

1. Corrective Actions (CA) from last audit (if applicable)? CA#:
a. Has CA been closed? Yes No
b. Evidence of CA implementation? Yes No
List Evidence:

Program Changes

1. Has the company made revisions to its Competence Program since the last audit?
 Yes No Not Applicable; New Program
If yes, please summarize here:

Was IADC notified of those changes? Yes No

2. Is the information contained in the Accreditation Report complete and up to date? Yes No
(If no, denote on Accreditation Report what needs to be updated.)
a. Is corrective action warranted? Yes No
b. Corrective Action to be issued to: Company IADC
c. CA#:

PERSONS INTERVIEWED

Name:	Title:

Part 2 – Program Requirements

Section numbering corresponds with subsections in CAA-01 Handbook of Accreditation, Section 2. Content that is covered in multiple sections is included only once, in the most appropriate section of this form, to avoid redundancy.

2.1 Accreditable Unit (No action is required during the audit for this item.)		
2.2 Accreditation Management Models (This section only applies if running under the Ready-to-Work Program.)		
Person(s) Interviewed:		
Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
IADC's Gateway accreditation or other relevant IADC accreditations, depending on the job positions of their program participants have been obtained and implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Ready-to-Work Assessments conducted at the training institution training site and/or through simulation in leu of a competence assessment being conducted on the actual job site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Ready-to-Work Assessment records are maintained by accredited training institution.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Competence Assurance Assessment is performed at job site after completing assessments related to IADC's Gateway® or other IADC accredited training relevant to participants' position.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Training institution verifies assessment performed by employee's company.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

Competence Assessment records are maintained by accredited training institution.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)

2.3 Competence Program Variations

Person(s) Interviewed:

2.3.1 Program Frameworks

Position/Role Based Competencies

<i>Requirement</i>	<i>Requirement Satisfied? Observation or Evidence that Supports Response</i>	<i>Corrective Action (CA) #</i> YY - ### - Initials
Competencies are defined according to job positions or roles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	
Competencies are categorized according to job positions or roles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	
All competencies for an employee's position or role are included in the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	

System-Based Competencies

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
Competencies are categorized by type of operation or product line.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: []-[]-[]
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Competencies represent tasks performed by employees within those "systems."	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: []-[]-[]
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

2.3.2 Program Scope

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A list of positions/systems are indicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: []-[]-[]
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
A list and description of all regions, divisions, product lines, or types of job locations are indicated. (Not applicable if the program applies to all personnel employed by organization.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: []-[]-[]
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

2.4 Documented Program Policies and Procedures

Person(s) Interviewed:

2.4.1 Roles and Responsibilities of Personnel

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
All levels of responsibility (e.g., job titles) for the program are identified.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
An organizational chart with a description of responsibilities of each position involved in managing or administering the program is submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

2.4.2 Management Commitment

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written statement expressing the commitment, expectations, and responsibilities of upper management is submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

2.4.3 Standard Operating Procedures (SOPs)

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A SOP is written for document and records control.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

A SOP is written for defining and approving competencies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
A SOP is written for Management of Change (MOC).	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
A SOP is written for periodic review of the competencies included in and assessed through the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

2.4.4 Program Administration Procedures

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A Program Administration procedure is written for maintaining accurate and up-to-date records of assessments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
A Program Administration procedure is written for protecting the privacy of personnel subject to the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

2.4.5 Quality Control/Assurance Policies and Processes

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A Quality Control/Assurance procedure is written that defines the job title and qualifications of the person responsible for managing quality assurance.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A Quality Control/Assurance procedure is written for frequency, methods, and conditions of conducting internal audits.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A Quality Control/Assurance procedure is written for maintenance and control of records.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A Quality Control/Assurance procedure is written for monitoring and evaluating program effectiveness.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A Quality Control/Assurance procedure is written for management of the verification process.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A Quality Control/Assurance procedure is written for methods for gathering feedback from personnel subject to the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

2.5 Resources/Assets Required for Program Operation

Person(s) Interviewed:

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A list of resources that are required to support the program are identified.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>

2.6 Competence Assessment Requirements

Person(s) Interviewed:

2.6.1 Policies and Procedures

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written policy and procedure is in place that outlines the timeline for employees to start the competence assessment process and to be deemed competent.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
A written policy and procedure is in place that describes how the company tracks the level to which business units, product lines, geographical regions, worksites, and/or other categories have implemented and utilized the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
A written policy and procedure is in place that describes expected timeframes for employees to achieve the defined level of competence, as well as the protocol for failure to do so.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>

A written policy and procedure is in place that describes the “triggers” indicating the need for a competence assessment (e.g., new hires, change in role/position).	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement:	
<input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

A written policy and procedure is in place that describes the intervals in which assessments take place.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement:	
<input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

2.6.2 Assessors and Verifiers

<i>Requirement</i>	<i>Requirement Satisfied? Observation or Evidence that Supports Response</i>	<i>Corrective Action (CA) #</i> <input type="text"/> YY - <input type="text"/> ### - <input type="text"/> Initials
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A written procedure that defines the qualifications required for the selection and training of assessors is documented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement:	
<input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

A written procedure that defines the qualifications required for the selection and training of verifiers is documented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement:	
<input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

A written procedure that defines the qualifications required for the selection and training of assessors was communicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement:	
<input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

A written procedure that defines the qualifications required for the selection and training of verifiers was communicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement:	
<input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

A written procedure that defines the qualifications required for the selection and training of assessors is implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
A written procedure that defines the qualifications required for the selection and training of verifiers is implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Assessors and verifiers are either an employee of the oil and gas company, or employed by a third party that is contracted to perform this role. (Only applies to In-House model.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Assessors are employed by the partner company, or contracted (by the partner company) through a third party, not through the college/university (Only applies to Ready-to-Work model.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
Verifiers are employed by the college/university. (Only applies to Ready-to-Work model.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		
2.6.3 Methods of Assessment		
Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
Method(s) for assessment are defined.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)		

2.6.4 Assessment Materials

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
Assessment materials utilized in the competence program are identified.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

2.6.5 Assessment Tracking

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written procedure that describes the recordkeeping system for tracking the competencies that are required for each employee's job title/category or task.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A written procedure that describes the recordkeeping system for tracking the competence assessments that have been completed by each employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A written procedure that describes the recordkeeping system for tracking the results of the competence assessments that have been completed by each employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

2.6.6 Assessing Candidates in the Ready-to-Work Program

Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written policy and procedure is in place that outlines the timeline for students to start the Ready-to-Work assessment process.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A written policy and procedure is in place that describes how the company tracks the level to which business units, product lines, geographical regions, worksites, classes, and/or other categories have implemented and utilized the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A written policy and procedure is in place that describes expected timeframes for students to achieve the defined level of competence, as well as the protocol for failure to do so.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A written policy and procedure is in place that describes the “triggers” indicating the need for a Ready-to-Work assessment (e.g., new hires, change in role/position).	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]
A written policy and procedure is in place that describes the intervals in which Ready-to-Work assessments take place.	<input type="checkbox"/> Yes <input type="checkbox"/> No Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	CA#: []-[]-[]

2.6.7 Feedback to Candidate		
Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written procedure that describes the process for student assessment feedback is implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	
2.6.8 Development Plan		
Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written procedure that describes how an employee will be remediated (how the competence gaps will be addressed) in the event that he or she is deemed not yet competent is implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	
2.6.9 Candidate Reassessment		
Requirement	Requirement Satisfied? Observation or Evidence that Supports Response	Corrective Action (CA) # YY - ### - Initials
A written procedure that describes the process for reassessment of employees who have had to undergo remediation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	
A written procedure that describes the process for reassessment of employees who have been in the same position for an extended period of time (3-5 years).	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	

A written procedure that describes the process for reassessment of individuals coming back for additional training based on promotion to a new position. (Only applies to Ready-to-Work model, if applicable.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	

2.6.10 Assessment Verification

<i>Requirement</i>	<i>Requirement Satisfied? Observation or Evidence that Supports Response</i>	<i>Corrective Action (CA) #</i> YY - ### - Initials
A written procedure that describes the assessment verification process.	<input type="checkbox"/> Yes <input type="checkbox"/> No	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	

2.7 Requested Exceptions and Variations

<i>Requirement</i>	<i>Requirement Satisfied? Observation or Evidence that Supports Response</i>	<i>Corrective Action (CA) #</i> YY - ### - Initials
The company has IADC approval for any exception or variance to program requirements that has been implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CA#: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Observation/Evidence/Opportunity for Improvement: <input type="checkbox"/> See Additional Notes page <input type="checkbox"/> See attachment(s)	

Concluding Comments

List any other observations or comments that may be relevant to the accreditation status of this company. Include noteworthy efforts, recommendations, or suggestions for improvement, as well as corrective actions required.

Noteworthy Efforts:

Opportunities for Improvement:

Part 3—Recommendations

Recommendation for Accreditation—Initial Accreditation. (Complete this section for initial audit only.)

- Issue Full Accreditation
- Issue Full Accreditation upon successful resolution of Corrective Actions
- Withhold Accreditation

Recommendation for Continuation of Accreditation. (Complete this section for all audits after the initial audit.)

- Continue Full Accreditation
- Continue Full Accreditation, but resolve the following non-conformities immediately:
(A Corrective Action Form must be completed for each item listed.)

- Withdraw Accreditation

Signature of Auditor

Auditor's Signature: _____

Auditor's Printed Name: _____

Date the Auditor Signed this Document: _____

IADC OFFICE USE ONLY

Date IADC Received Report:

CA number(s) assigned (if applicable):

Updated Audit Log? **Yes** **No** **If yes, date:**

Updated CA Log: **Yes** **No** **If yes, date:**

QA Reviewer:

Notes:

Additional Notes

Instructions: Use this page to record any additional information that was not included within the form due to space restrictions. Be sure to note the section number to which the added text pertains.

Section Additional Comments

Topic

Section Additional Comments

Topic

Section Additional Comments

Topic

Section Additional Comments

Topic