



IATF Oversight Certification Body Communiqué

CB COMMUNIQUE # 2022-001

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	YES	NO
CONFIDENTIAL	X	
MANDATORY CONTENT	X	

SUBJECT: IATF ADP Updates

The purpose of this Communiqué is to advise all IATF-recognized Certification Bodies, and other key stakeholders, about changes made in the Auditor Development Process (ADP) to accommodate the updated New Auditor Training and Evaluation Process (explained in CB Communiqué 2021-010), changes related to the tracking and management of non-auditors/"free ticket candidates" and other related ADP updates.

4-Day New Auditor Qualification Process

NOTE: The changes described in this section only relate to new auditor candidates qualified under the updated New Auditor Training and Evaluation Process (beginning in 2022, with pilot classes in 2021). These changes do **NOT** apply to existing auditors who qualified through the previous 5-Day New Auditor Program or those who are pursuing, or have achieved, requalification in the ADP (3-XX, 4-ADP, 5-ADP, etc.).

Please be aware that there have been changes to the process for granting new auditor candidates' access to the ADP to complete their online prerequisites, as follows:

Previously: Upon accepting Part 1 of the 3rd Party New Auditor Training and Evaluation Application Form, the Training Organisation (TO) or IATF Oversight Office (OO) provided a temporary "3-NE" auditor number (hereafter "identifying number") that allowed the auditor candidate to register on the IATF ADP Registration Site.

Now: The TO or OO will initiate the auditor candidate registration process directly in the ADP using the auditor candidate's email address provided during the Part 1 Application step, and the auditor candidate will receive an email from the ADP allowing them to complete the registration.

As a result of this, **the IATF will no longer be issuing "3-NE" identifying numbers to new auditor candidates.** Auditor candidates going forward will only receive an identifying number when they complete their initial assessments in the ADP and achieve one of the following assessment results:

Assessment Result	Identifying Number Prefix
Red result in one or more Application competency areas	1-AUD-B
Red result in one or more Knowledge competency areas (but no red in Application)	2-AUD-B

Yellow result in one or more competency areas (no red)	3-AUD-B
Green result in all competency areas	4-AUD-B

Please see the flowcharts in CB Communiqué 2021-010 for further explanation of the remedial actions required for each of these assessment results (where applicable).

Upon completing ADP assessments, auditor candidates can immediately see their scoring results by accessing the “History & Certificates” tab of the ADP Dashboard. This information is also visible to designated CB Contact People by visiting the IATF ADP Admin Site, searching for the relevant participant profile, choosing the “Learning” tab, and finding the “S” scoring link next to each assessment in the “Completed Modules & Assessments” list.

However, the new identifying number will not currently be issued automatically. The OO responsible for the proctored venue will issue new identifying numbers and send notification by email to the auditor candidate and their sponsoring CB(s) in the days after each proctored session. This also currently applies to any retakes completed by auditor candidates entering under the new qualification process.

Scheduling of 4-Day New Auditor Training and payment of the Sponsorship Balance Fee

As before, when an auditor completes their prerequisites in the ADP, they must notify their sponsoring CB, who in turn must submit Part 2 of the 3rd Party New Auditor Training and Evaluation Application Form to the relevant TO or OO. As a new addition, the TO/OO will now also schedule the auditor to the 4-Day New Auditor Training Course in the ADP after approving the application and making payment arrangements.

Auditor candidates and their sponsoring CB(s) will receive schedule confirmation emails from the ADP, in the same way as was done until now for proctored sessions and Live Virtual pre-meetings. Unlike other scheduling in the ADP, this scheduling activity can **only** be managed by TO/OO Administrators. If an auditor candidate needs to change their scheduled attendance at a 4-Day New Auditor Training class, please contact the relevant TO/OO. In addition, for 4-Day New Auditor Training delivered in Live Virtual format, the online meeting invite and other related details will be sent separately by the TO/OO and not as part of the ADP scheduling emails.

As explained in CB Communiqué 2021-010, auditor candidates must complete their Initial Assessments between 30 to 90 days after completion of the New Auditor Training class.

This will be handled in one of two ways by the related TO/OO:

1. Reserved Assessment Scheduling:

The TO/OO may elect to create special reserved assessment sessions for Training Class attendees, and these would be scheduled in the ADP by the TO/OO at the same time as the Training Class. If the assessment will be delivered via Live Virtual proctoring, scheduling of the Live Virtual pre-meeting would also be arranged by the TO/OO. If scheduled in this way, attendance in the ADP can only be cancelled by the related TO/OO or an IATF Administrator.

2. Open Assessment Scheduling:

The TO/OO may advise auditor candidates to schedule their attendance at any available ADP Proctored Assessment session. In this case, the option to schedule for the Initial Assessments will only become available if the auditor candidate is

already scheduled to attend (or has attended) the 4-Day Training Class. When self-scheduling, it is the responsibility of the auditor and their sponsoring CB(s) to ensure the assessment date falls within the allowed 30-to-90-day window.

It is also possible, on an as-needed basis, for auditor candidates to choose the Open Assessment Scheduling option in case the reserved assessment date(s) proposed by the TO/OO are not workable. Please confirm this arrangement with the TO/OO as part of the application process.

As soon as an auditor candidate is scheduled for the Initial Assessments, the ADP will make the option to pay the Sponsorship Balance Fee (\$1250 USD) available in the ADP Online Store. The Sponsorship Balance Fee Payment must be received and processed (marked as paid in the ADP) prior to the scheduled assessment date. As payment by international bank transfer can sometimes take between 10 to 20 business days for processing, please ensure to submit payment early or pay online via credit card.

In the event an auditor candidate achieves a red result in one or more Application competency areas, they are required to retake the 4-Day New Auditor Training class. This retake training will also be scheduled in the ADP by the TO/OO and must be completed before the auditor will be allowed to purchase or schedule for their ADP retake assessments.

Tracking and Management of Non-Auditors/"Free Ticket Candidates"

As the changes explained above require a closer integration between the New Auditor Training class and the ADP, we are also changing the way we track non-auditors, also known as "free ticket candidates." This applies to CB Staff, CB Veto Power, CB Internal System Auditors, and CB Internal Witness Auditors who currently have access to the ADP and those granted access in the future.

Highlight of changes for non-auditors:

- CB non-auditors will now be associated with the actual CB(s) they work for, instead of the related Oversight Office.
 - As a result, non-auditor ADP records (including CPD, when applicable) will now be accessible to designated CB Contact People.
- The specific job(s)/function(s) performed by non-auditors will be tracked in the ADP.
 - Please notify your Oversight Office about any change in applicable non-auditor job function/role.
- As described previously for auditors, non-auditors will no longer be assigned a "3-NE" or "3-ZZ" number to support their registration in or use of the ADP.
- Non-auditors will not be subject to Sponsorship Fees, Retake Fees, or Annual Fees, and these fees will not need to be bypassed/overridden by OO/IATF Administrators.
- For non-auditors seeking qualification going forward, they will follow a different qualification process according to their job/function.
 - This standardized qualification process will be managed by the relevant Oversight Office and will include ADP proctored assessment where applicable.
- Upon meeting applicable qualification requirements, non-auditors will receive a different kind of identifying number compared to CB auditors.
 - This identifying number will reflect the "qualification level" of the non-auditor (based on the ADP assessment criteria appropriate to the job/function).
 - Existing non-auditors will be assigned new identifying numbers in due course.

Existing non-auditors already in the ADP will be migrated to the new approach gradually, and this is currently expected to be completed in the coming weeks. Designated CB Contact People will be able to use the new filter options explained below to separate auditor records from non-auditor records in the ADP.

Other ADP Updates

Restriction on Adding Additional Sponsoring CBs

Due to the above distinction regarding non-auditors, the option to add an additional sponsoring CB in the ADP (currently available to auditors through the ADP Dashboard and to designated CB Contact People through the ADP Admin Site) now only applies to those individuals designated as “CB Auditors” who are eligible to conduct third-party audits. Under the new qualification process, this means the auditor candidate has achieved at least a “yellow” assessment result. If an auditor candidate needs to change their primary sponsoring CB prior to attaining a yellow assessment result, the new CB should reach out to their related Oversight Office to make the needed adjustments.

NOTE: This change has not yet been applied to existing auditors under the previous qualification process (3-NE, 3-XX, 4-ADP, 5-ADP), but a similar change may be applied in the future.

Filter by Group/Filter by Program Feature

A new “Filter by Group” and “Filter by Program” feature has been added to the “Advanced Participant Search” function on the ADP Admin Site, allowing designated CB Contact People to effectively manage auditors and non-auditors according to their job/function (“group”) and qualification program/phase (“program”). New auditor candidates entering the ADP beginning in mid-February 2022 and beyond will be classified appropriately; reclassification of existing auditors and non-auditors will occur gradually over the coming weeks.

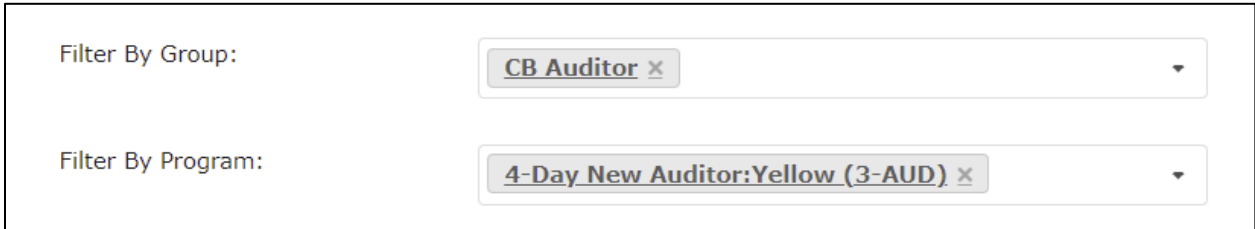


Figure 1 - Group and Program filtering options on the ADP Admin Site

Current Scoring Report

Due to the aforementioned qualification program and non-auditor changes, the “Current Scoring Report” that was previously accessible to designated CB Contact People on the ADP Admin Site has been retired. Instead, designated CB Contact People may use the filter tools mentioned above to search for auditor/non-auditors in the appropriate phase(s) of the qualification process, and then access each participant’s scoring details through the “Learning” tab of their participant profile.

Updated CB Administrator Guidebook Coming Soon

We are also working to update the IATF ADP CB Administrator Guidebook with all the changes described in this CB Communiqué, and currently expect this updated document to be released in the coming weeks.

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