



IATF Oversight Certification Body Communiqué

CB COMMUNIQUE # 2022-002

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|--------------------------|-----|----|
| | YES | NO |
| CONFIDENTIAL | X | |
| MANDATORY CONTENT | X | |

SUBJECT: IATF Auditor Certificates in the ADP

The purpose of this Communiqué is to advise all IATF-recognized certification bodies, including their auditors, about changes related to the issuance of qualification certificates for eligible CB auditors.

These changes become effective on 12-July-2022.

Previously, auditor qualification certificates were issued to sponsoring CBs by the relevant Training Organisation or by the Oversight Office associated with the auditor’s primary sponsoring CB. Now, these certificates will be made available automatically through the Auditor Development Process (ADP) website. CB Auditors and designated contact people (administrators) from their active sponsoring CBs can download these certificates in PDF format on an “on-demand” basis. (NOTE: Certificates will not be sent by email automatically, but auditors and CBs can download them from the ADP whenever needed.)



Figure 1: Sample Certificate

The IATF does not require auditors to have or show these certificates when performing IATF-related audit activities, but it may be used whenever requested by CBs, clients, or other stakeholders.

Certificates will be made available for all existing qualified auditors based on their current status, and on an on-going basis whenever qualification and/or sponsorship status changes. Auditors with multiple active sponsoring CBs can generate a separate certificate for each CB. In addition, when adding a new sponsoring CB for a qualified auditor, the certificate will be available as soon as the Sponsorship Fee is marked as paid in the ADP.

Auditor qualification certificates generated by the ADP (as shown in Figure 1) show the auditor’s name, sponsoring CB, identifying number, and certificate generation date.

However, certificates do **NOT** show the auditor's expiry date or sponsorship expiry date. Instead, all stakeholders can scan the QR Code shown on the certificate or visit the Certificate Verification Website (<https://certs.iatfadp.com/>) and enter the verification code shown on the certificate to view the latest status at any time.

If a CB revokes their sponsorship of an auditor, or if an auditor transitions to a non-auditor role, the certificate will no longer be considered valid.

Auditors and CBs who need certificates should go to the ADP website to download a new certificate whenever the auditor's qualification status or sponsorship status changes. The ADP's Certification Verification Website will recommend downloading a new certificate on a yearly basis or whenever relevant details change.

How to access certificates (for CB Auditors):

1. Log into the ADP website (<https://www.iatfadp.com>)
2. Click on the "History & Certificates" tab
3. Click the relevant link under the "Certificates Earned" section
4. If there are multiple active sponsoring CBs, select the relevant CB. Choose to either view the certificate in the browser or have it sent to you by email. (Repeat as needed for additional CBs.)

How to access certificates (for CB Contact People/Administrators):

1. Log into the ADP Admin Site (<https://admin.iatfadp.com>)
2. Use the Participant Search feature to find an auditor and open their profile
3. Click on the "Learning" tab
4. Click the relevant link under the "Certificates" section

Please note that, at this time, certificates will NOT be made available to non-auditors/free ticket candidates. Non-auditors who were previously issued a 4-ADP or 5-ADP identifying number by the ADP have been assigned a new identifying number reflecting their non-auditor qualification status.

If you have any questions, please [contact](#) IATF Oversight.

For technical difficulties accessing or using the ADP certificate feature, contact the ADP Support Team at <https://help.iatfadp.com/>.