

AQMS FOUNDATION COURSE CHECKLIST

(Applicable to 9100, 9110, and 9120 Standards.)

The AQMS Foundation Course covers knowledge of the aerospace additional text and the interpretation of ISO portion of AQMS standards as they apply to the aerospace industry. An attendee can only attend the AQMS Foundation Course, if he/she has successfully completed a QMS (ISO 9001) auditor training course approved by a TPAB.

LEARNING OBJECTIVES REQUIREMENTS		VERIFIED IN: COURSE (C) PROCEDURES (P) OBSERVATION (O)	REQUIREMENT MET
A.1.1	Explain the intent and requirement of each clause of the applicable AQMS standards.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Identify the audit evidence needed to demonstrate conformity to the requirements of the applicable AQMS standards.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Describe the documentation required by the AQMS standards.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Describe the auditor approval requirements for the applicable AQMS standards.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Describe IAQG 9104/sector scheme requirements for AQMS certification/registrations programs.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Demonstrate the proper use of the applicable checklists and scoring methods.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Locate the OASIS database and describe its function.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Understand the hierarchy of authority's requirements (e.g., Civil Aviation Authority [CAA], military, space) and applicable advisory material, where to obtain additional information, and how to incorporate authority's requirements into the AQMS audit activities..	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Understand the hierarchy of standards published under the IAQG umbrella.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
COURSE DURATION REQUIREMENTS			
A.1.2 6.2.1	Is the total course time devoted to direct instruction and to assigned team and individual activities at least 16 hours plus an additional 1 hour for the written examination? (Time devoted to meals, breaks, or other free time is not included in the course duration.)	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			

COURSE REQUIREMENTS					
6.2.1	Is the course designed to be scheduled and run on consecutive days?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A.1.1	Are the aviation authorities and regulations covered in the course applicable to the location in which the course is being presented?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.2.2	Is 50% (8 hours) of the total course time used for active participation in workshop, case studies, role-playing, and/or actual auditing of an organization as part of the structured class activities?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.2.3	Are case studies designed to cover the important aspects of the applicable AQMS standard and are they aerospace-industry related?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.2.3	Is the course structured and conducted so that each attendee is subjected to realistic audit practices and conditions?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:					
COURSE MATERIAL REQUIREMENTS					
6.3.1	Does the training provider provide the students a description of the course format, student responsibilities, how the student will be evaluated, and the basis for each type of evaluation early in the course presentation?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.3.2	Is each student provided with a complete set of course notes to supplement the training program?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.3.2	Do the documents included in the course notes illustrate good organization, layout and document management practices, including document revision level and appropriate page numbering?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.3.2	Do the set of course notes prominently identify the approved training provider (e.g., cover page)?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.3.2	Do the student notes cover each session and include all important points of the learning objective(s) being covered?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.3.2	Do any of the course notes include examination questions that are also used in any of the examinations, either during the course or following the course?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.3.3	Does each student have a copy of the applicable AQMS standard (may be supplied as part of the course notes, brought in by the student, or on loan by the training provider during the class)?	<input type="checkbox"/> C	<input type="checkbox"/> P	<input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:					

CLASS SIZE AND ATTENDANCE			
6.1	The number of students in a class shall be no greater than twenty, nor fewer than four.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.1	Are attendees informed that they are required to be in attendance for the full duration of the course, and failure to do so will be reflected in the attendee's continual and final evaluations?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.1	Do instructors monitor class attendance, record excessive tardiness, absenteeism, and make decisions regarding the successful completion of the course as it relates to time spent in class requirements?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
COURSE MATERIALS SECURITY REQUIREMENTS			
6.13.1	Does the training provider have adequate controls in place to ensure the integrity of the course content is not compromised?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.13.2	Does the training provider have adequate back-up systems in place to ensure the availability of the course content?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.13.3	Does the training provider remain responsible for any activities subcontracted to another person or organization (e.g., database maintenance, examination proctoring)?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
EVALUATION OF ATTENDEES REQUIREMENTS			
6.6	Is each student's achievement of all learning objectives measured by the training provider, through a combination of continual evaluation conducted by the instructor throughout the duration of the course and a written examination?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
CONTINUAL EVALUATION REQUIRMENTS			
6.8.1	Is the process for Continual Evaluation of each student documented?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.8.1a	Is the Continual Evaluation designed to verify achievement of Learning Objectives?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.8.1b	Is the Continual Evaluation designed to evaluate attendance and punctuality during the course?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO

6.8.1c	Is the Continual Evaluation designed to evaluate auditing skills and the ability to deal with various audit situations?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.8.2	Does the Continual Evaluation provide for the student's performance so that it can be reviewed at the end of each day by the instructor(s), providing a daily grade for each student that accurately reflects the assessment of the instructor(s)?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.8.3	Does the Continual Evaluation process provide for the private and timely notification of the instructor's observations on strong and weak points, including the opportunities to improve?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
WRITTEN EXAMINATION REQUIREMENTS			
6.7.1	Does the written examination require the attendee to demonstrate comprehension of the audit process and application of the AQMS, and their ability to provide written justification of their evaluations?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.1	Is the examination designed so that a competent attendee (i.e., one who has demonstrated achievement of the learning objectives) could achieve a minimum mark of 70% in the time designated?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.2	Has the examination schedule strictly followed the stated time limit?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.2a	Is there an accommodation available to provide an exemption to the strict adherence to the time limit for a student whose primary language is not that in which the course is conducted?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.2b	Is there an accommodation available to provide an exemption to the strict adherence to the time limit for an attendee with a disability that adversely affects the attendee's capability to complete the examination in the allotted time?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.3	Is at least 75% of the examination grade based on questions that require essay responses that test the attendee's comprehension of the audit process and the application of the AQMS, and their ability to provide written justifications of their evaluations?.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.3	Does the exam include the writing of a nonconformity?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.3	Is the examination minimum passing grade set at 70%?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.4	Are reference materials allowed during the examination and do they include copies of the applicable AQMS standard, the course notes provided by the training provider, and any personal notes made by the attendee during the course?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.7.5	Are security procedures in place to ensure copies of examination questions (other than those in an example examination paper), examination papers, solutions, or completed examination papers are not supplied to any student, or any other party except the TPAB?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			

EXAMINATION SECURITY			
ISO 17024 7.4.2	Security policies and procedures include provisions to ensure the security of examination materials, taking into account the following:		
A	The locations of the materials (e.g. transportation, electronic delivery, disposal, storage, examination center)	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
B	The nature of the materials (e.g. electronic, paper, test equipment)	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
C	The steps in the examination process (e.g. development, administration, results reporting)	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
D	The threats arising from repeated use of examination materials	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
ISO 17024 7.4.3	Fraudulent examination practices are prevented by:	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
A	Requiring candidates to sign a non-disclosure agreement or other agreement indicating their commitment not to release confidential examination materials or participate in fraudulent test-taking practices	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
B	Requiring an exam proctor, invigilator, or examiner to be present	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
C	Confirming the identity of the candidate	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
D	Implementing procedures to prevent any unauthorized aids from being brought into the examination area	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
E	Preventing candidates from gaining access to unauthorized aids during the examination	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
F	Monitoring examination results for indications of cheating	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
RE-EXAMINATION REQUIREMENTS			
6.10.1	Are students that fail the written examination allowed one re-examination within 90 days of the last day of the course?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.10.1	Is a different examination used for the re-examination?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.10.1	Is the re-examination taken in the presence of an approved proctor, as described in the training provider's procedures?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO

6.10.2	Are students who fail the re-examination notified that they must take a full training course prior to being eligible to take another examination?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
EXAMINATION PROCESS			
ISO 17024 9.3.1	Examinations shall be designed to assess competence based on, and consistent with, the scheme, by written, oral, practical, observational or other reliable and objective means. The design of examination requirements shall ensure the comparability of results of each single examination, both in content and difficulty, including the validity of fail/pass decisions.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.3.2	The certification body shall have procedures to ensure a consistent examination administration.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.3.3	Criteria for conditions for administering examinations shall be established, documented and monitored. NOTE Conditions can include lighting, temperature, separation of candidates, noise, candidate safety, etc.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.3.4	When technical equipment is used in the examination process, the equipment shall be verified or calibrated where appropriate.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.3.5	Appropriate methodology and procedures (e.g. collecting and maintaining statistical data) shall be documented and implemented in order to reaffirm, at justified defined intervals, the fairness, validity, reliability and general performance of each examination, and that all identified deficiencies are corrected.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
GRADING; PASS/FAIL DECISIONS			
6.9.1	Did the instructor grade each examination?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.9.1	Does the examination require a minimum passing grade of 70%?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.9.1	For those examination papers with scores between 60 and 75 percent, did another instructor check the addition of the score allocated in each section and re-grade each paper?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.9.1	Did the training provider follow procedures to resolve any differences in grading and issue a final grade?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.9.2	If the course is given through interpreters, the translators shall be selected in such a way that the training provider is confident that they provide impartial, knowledgeable, and accurate translations of the student's written examination answers.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO

6.9.3	Do instructor(s) issue the final continual evaluation decision and make course pass/fail decisions based on the written examination and continual evaluation results.	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.9.3	Did the student pass the continual evaluation? (A student who fails the continual evaluation must satisfactorily complete another full training course before being eligible to receive a certificate of successful completion.)	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
PRESENTATION AND ORGANIZATION			
6.2.1	Is the course run as scheduled on consecutive days?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.2.4	Is the course offering presented by at least one instructor?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.2.4	Is the instructor actively involved in the instruction and evaluation for the full length of the course?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.2.4	Does the instructor remain present during the entire exam to assure good examination practice?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Does the instructor demonstrate effective management of the course, including attention to time schedule, course content, requirements of the standard, instructor conduct, and other course requirements?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
INSTRUCTOR QUALIFICATIONS			
6.4.2a	Has the instructor participated as an instructor under the supervision of a trained instructor, for a minimum of one course, prior to this class offering?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.2b	Has the instructor been monitored by the training provider presenting and managing the course prior to this class offering?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.2	If there has been no previous presentations of this course (e.g., where the training provider is seeking initial approval), does the training provider have documented evidence of fulfillment of the competence requirements of the instructors before the initial presentation?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.3	Is at least one instructor certified as an Audit Team Leader by an internationally-recognized AAB or acceptable equivalent, or has acquired auditing competencies through practical experience in leading teams of auditors on complete, relevant QMS audits?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.4	Does at least one instructor for this course offering have aerospace industry experience? (This experience should include a minimum of four years of direct involvement in Engineering, Design,	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO

	Manufacturing, Quality, or Process Control for a major airframe/spacecraft/space payload manufacturer, prime supplier, auxiliary equipment supplier, and/or national regulatory organization (e.g., NAA, MoD, Space Agency). The four years should have been within the prior ten calendar years.)		
6.4.5	If interpreters are being used, are they capable of providing effective interpretations? (An interpreter shall be provided for each instructor who does not speak the language of the students.)	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.5	Does at least one instructor have current auditing experience in the country and culture in which the course is being conducted, or, is there another person who has current knowledge of local requirements, culture and practices included on the instruction team to provide information and advice to the instructors?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.6	Does the training provider have documented procedures that ensure that all instructors meet the training provider's competence requirements and maintain satisfactory performance?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.6	Do these procedures include review, at least annually, of each instructor's performance?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.6	Are records of these reviews maintained by the training provider?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.1a	Is the instructor thoroughly experienced in the principles and practices of auditing QMS standards relevant to the content of the course?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.1b	Is the instructor able to facilitate the learning of appropriate auditing knowledge and the development of auditing skills?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.1c	Is the instructor familiar with the course materials and documentation?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.4.1d	Is the instructor knowledgeable of current auditing practices and of relevant standards?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
FACILITY REQUIREMENTS			
6.5	Has the training provider ensured that a suitable facility for training has been provided?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.5	Has the training provider ensured adequate facilities for team classroom activities?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.5	Has the training provider ensured the classroom, audio-visual and other training equipment is suitable?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
ELECTRONIC TRAINING COURSE FORMAT REQUIREMENTS			

6.11.1	Has it been demonstrated by the training provider that all of the learning objectives of the training that is intended to be covered in an electronic environment, can be effectively measured and successfully met without face-to-face interaction?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.11.1	Are there adequate processes to ensure effective measurement of student learning?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.12.2a	Are the electronic and the face-to-face portions of the training provided by the same training provider?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.11.2b	Is there a verification of successful completion of the electronic portion of the training prior to the start of the face-to-face training?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.11.2b	Is the verification completed in sufficient time to ensure the student does not attend the face-to-face portion of the training without having successfully completed the electronic portion?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.11.2c	Between the successful completion of the electronic portion of the training and the commencement of the face-to-face training, is there 90 days or less?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.11.2d	Does the assessment of auditing skills occur in a face-to-face interactive environment?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
PROGRAM EXECUTION REQUIREMENTS			
6.12.1	Is each student provided with instructions for the operation of and navigation through the electronic portion of course (e.g., a guide for the operation of a software program)?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.12.2	Is the program developed in a format that is easily accessible for review, compatible with standard systems, capable of measurement, and able to meet appropriate security requirements?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.12.2	Has the program included a practice testing capability?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.12.3	Does the training provider have a process in place to ensure that student questions can be answered by a qualified instructor for course content or technical support representative for operation and navigation of the courseware in an expedient time frame (e.g., one business day)?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
COURSE MATERIALS SECURITY REQUIREMENTS			
6.13.1	Does the training provider have adequate controls in place to ensure the integrity of the course content is not compromised?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.13.2	Does the training provider have adequate back-up systems in place to ensure the availability of the course content?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO

6.13.3	Does the training provider remain responsible for any activities subcontracted to another person or organization (e.g., database maintenance, examination proctoring)?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
CHANGE / REVISIONS REQUIREMENTS			
6.22.1	Does the training provider ensure that any major changes made to the training course are first approved by PROBITAS AUTHENTICATION?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.22.2	Following a decision on, and publication of changes, does the training provider have a process to verify that each of its course instructors and subcontracted organizations carries out any necessary adjustments to the course and materials within a reasonable time (e.g., 30 days)?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.22.3	Does the training provider have a process to notify PROBITAS AUTHENTICATION of any change of address, or any significant changes in organization structure or provision of services?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			
VARIATIONS			
6.23.1	Has the training provider submitted to PROBITAS AUTHENTICATION any variations for consideration?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.23.1	Was the variation request in writing?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.23.1	Did PROBITAS AUTHENTICATION approve the variation prior to implementation?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.23.2	Did the training provider submit the reason(s) for the variance?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.23.2	Did the training provider submit the rationale for the variance?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.23.2	Did the training provider submit a modified training plan and/or revised course outline?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.23.2	Did the training provider submit an assessment of impact on the learning process?	<input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> O	<input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:			