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 internal review for completeness of required documents, payment of fees and sufficiency of evidence provided.

External Review

Conducted by an SME, will review application and documentation for completeness and accuracy. Will communicate findings to IADC staff. IADC staff will communicate findings to Company and request any missing documentation or additional clarification if needed.

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. Auditor sends completed 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.

FINAL REVIEW

IADC QA/QC staff will confirm that Company is clear of all non-conformities and that all conditions are met by the Company. IADC QA/QC staff reviews audit report, makes accreditation decision, and sends an official notice to the Company

CORRECTIVE ACTION (if applicable)

Issued when non-conformities are noted through the initial audit. Company is requested to provide response to IADC. IADC QA/QC staff verifies actions noted in response through documentation provided.

ACCREDITATION NOT GRANTED

Accreditation may be denied or deferred when there are major deficiencies in Company's application or program.

FULL ACCREDITATION

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

Last Updated: 20 April 2020