DIT Audit Report

Part 1 – Business Information

General Audit Information
1. Date of Audit (DD-Month Spelled Out-YYYY):
2. Auditor's Name:
3. Auditor's Company Name:
Audit Location & Contact Information
1. Full Name of Company/Provider:
2. Accreditation ID:
3. Full Name of Primary Contact for Audit:
4. Primary Contact Email:
5. Administrative Contact Email:
6. Physical Street Address of Primary Location: (Location(s) should be the same as those identified in DIT-61 report for the same date)
7. If additional training locations audited, specify Location and Address of additional sites   (If applicable, include city, state & country):

PERSONS INTERVIEWED	
Name:	**Title:**
ADDITIONAL PERSON(S) INTERVIEWED (Name and Title)	

Part 2 – Program Review

Section numbering corresponds with subsections in DIT-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.

2.0 General Requirements		
Requirement	***Requirement Satisfied?*** Observation (Obs.); Opportunity for Improvement (OFI)	***Corrective Action (CA)*** YY - ### - Initials
1. Non-Conformities (CAs) written during, or since last audit have been resolved and have not reoccurred.	☐ Yes ☐ No ☐ N/A ☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
2. Accreditation report is complete and up to date.	☐ Yes ☐ No ☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

3. Any other changes to the program by the provider have been communicated to the applicable IADC Program Coordinator as required.	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
4. All Program Bulletin requirements have been implemented and followed.	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.1 Primary Location and Other Course Locations

1. Course title properly reflects course content.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.2 Content Delivery Method(s)

Mode of Delivery (check all that apply):

    ☐ Instructor-Led Training   ☐ eLearning

    ☐ Distance Learning   ☐ Blended

1. Course length and method(s) of delivery are specified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
2. Course length and method(s) of delivery are consistently maintained.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
3. All designed criteria for DIT eLearning delivery are met. (Refer to DIT-01e).	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

4. All designed criterial for DIT Virtual Instructor Led Training delivery are met. (Refer to DIT-01V)	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.3 Course Title

1. Course title properly reflects course description.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.4 Course Category

1. Accredited courses are relevant to the oil and gas industry.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.5 Course Description

1. Brief course description states the purpose, scope, and focus.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
2. Language(s) course will be taught in is listed.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.6 Target Audience

1. Recommended attendees are specified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.7 Course Level

Requirement	Requirement Satisfied? Observation (Obs.); Opportunity for Improvement (OFI)		Corrective Action (CA) YY - ### - Initials
1. Recommended course level specified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:

2.8 Class Size

Requirement	Requirement Satisfied?		Corrective Action (CA)
1. Minimum and Maximum class size defined.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:

2.9 Validity of Course

Requirement	Requirement Satisfied?		Corrective Action (CA)
1. Validity of certificates stated in months.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:

2.10 Learning Objectives

Requirement	Requirement Satisfied?		Corrective Action (CA)
1. The participants understanding and ability to demonstrate by end of course is communicated through a summary of course objectives.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:
2. Each session or module is defined.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:
3. Each session or module has a syllabus or outline listing specific learning objectives.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:

4. Each session or module is compatible with the target audience specified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

5. Each session or module is compatible with the course level specified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

2.11 Course Length

1. Course length is defined in total number of hours, total number of days, and total number of hours per day.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

2.12 Facilities and Equipment

1. Facilities and equipment are appropriate for the defined learning objectives.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

2. Facilities and equipment are available for course delivery and assessment.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

3. The facility has reliable internet access.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

2.13 Instructional Material			
1. Resources available for the execution of this course are described.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐
2. Safety procedures are used during the delivery and assessment (if applicable).	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐
3. Personal protective equipment is used during delivery and assessment (if applicable).	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐
4. Equipment maintenance plan is in place to verify proper working condition of equipment prior to use.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐
2.14 Instructor's Manual (Facilitator Guide)			
1. Instructor's manual and other training resources such as, student handouts, exercises and other reference materials are used during delivery of the course.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐
2. Instructor's manual and other training resources are readily available at each training location.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐

2.15 Instructional/Facilitator Qualifications			
Requirement	**Requirement Satisfied?** Observation (Obs.); Opportunity for Improvement (OFI)		**Corrective Action (CA)** YY - ### - Initials
1. Minimum qualifications for instructors/facilitators of the course are defined.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ⬚ - ⬚ - ⬚
2. Course is delivered only by persons meeting the qualifications, as defined in application.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ⬚ - ⬚ - ⬚
2.16 Student Assessment and Certificate Issuance			
1. A course assessment is given.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ⬚ - ⬚ - ⬚
2. Process by which students' performance in the course will be assessed is described.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ⬚ - ⬚ - ⬚
3. The method(s) of assessment are appropriate for course content, target audience, course level, and student learning objective.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ⬚ - ⬚ - ⬚
4. The minimum passing grade is appropriate for the course content, target audience, course level, and student learning objective.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ⬚ - ⬚ - ⬚

5. The process of when assessments are to take place is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐─☐─☐
6. The person responsible for performing assessments is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐─☐─☐
7. The process of what records to be retained to document the assessments is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐─☐─☐
8. Upon completion of course and passing all required assessments for the course, participants are immediately issued an IADC Certificate of Completion.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐─☐─☐
9. A copy of each certificate issued is retained.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐─☐─☐
10. Copies of all training records supportive of issuing each certificate are retained.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐─☐─☐

2.17 Quality Assurance

2.17.1 Administration and Process Control

1. General procedures for the administration of the accredited program and delivery of the course are specified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:	☐-☐-☐
2. The General procedure process includes, at a minimum: • Listing of records to be kept • Measures taken to secure records to include storage, access, retrieval, and disposal • Retention policy of a minimum of five (5) years • Student assessment procedures • Certificate issuance procedures • Uploading of training records to IADC	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:	☐-☐-☐

2.17.2 Audits and Quality Management Systems

1. Training provider has a process in place for routinely reviewing the course content and course delivery system.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:	☐-☐-☐
2. The process includes assignment of responsibility for review.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#:	☐-☐-☐

Requirement	Requirement Satisfied? Observation (Obs.); Opportunity for Improvement (OFI)		Corrective Action (CA) YY - ### - Initials
3. The process includes procedures for reviewing and updating content or delivery system as needed.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]
4. The process includes reporting of program modifications to IADC.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]
5. The process used to audit or verify, report, and respond to discrepancies or otherwise determined compliance with Training Course and Procedures are described.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]
6. Person(s) responsible for Quality Assurance are identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]
7. Qualifications for person(s) responsible for Quality Assurance are identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]
8. Frequency of internal audits is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]
9. Findings from audits, surveys, and feedback used to improve the Training Course and Procedures are explained.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: [ ] - [ ] - [ ]

10. Frequency of findings reviewed is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
11. Person responsible for the review is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐
12. Implementation and communication of changes is identified.	☐ Yes ☐ No	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2.18 Schedule of Fees (No action is required for this item)

2.19 Attestation and Agreement (No action is required for this item)

3.0 Accreditation Process (No action is required for these items)

4 Maintaining Program Integrity

4.1 – 4.4 No action is required for these items.

4.5 Using the ACD Database

1. Provider enters timely and accurate information about each course into the IADC Database before it is scheduled to begin.	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

4.6 Responding to IADC Communications (No action is required for this item)

4.7 Monitoring and Implementing Program Changes

1. Form DIT-03M has been completed and submitted to IADC.	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐-☐-☐

2. Updated DIT-03 application has been submitted to Program Coordinator (If applicable).	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐

4.8 Program Promotion			
1. Processes are in place to assure that all representatives of the organization appropriately represent the DIT program (i.e., no false advertising of the program).	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐

4.8.1 Logo Usage (No action is required for this item.)			
4.8.2 Promotional Materials			
1. A Under each use of the DIT logo, is the wording "Content of the course is not vetted as part of the DIT accreditation" reflected.	☐ Yes ☐ No ☐ N/A	☐ OFI ☐ Obs. ☐ CA	CA#: ☐–☐–☐

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.

Corrective Actions

List all Corrective Action numbers written for this audit.

Part 3 - Recommendations

Recommendation for Accreditation
Choose Only One:
☐   Issue/Continue Full Accreditation
☐   Suspend Accreditation
☐   Deny/Revoke Accreditation

Signature of Auditor
Auditor's Printed Name:
Signature:

IADC QA/QC Use Only

Notes:

Additional Notes

Section   **Additional Comments**

Topic

Section   **Additional Comments**

Topic

Section   **Additional Comments**

Topic

Section   **Additional Comments**

Topic