

AUDIT TEMPLATE

This form should be completed and submitted to the FIA Secretariat (see below) by Approved Training Provider applicants that are not City & Guilds Centres approved for delivery and assessment of C&G 3666 or C&G 3662 schemes.



NOTE

Centres with City and Guilds approval are considered to have already been inspected on the above areas, and so will not need to complete this form, have an approval visit or provide the evidence documented on this form unless explicitly requested by the FIA Qualification Scheme Directorate.

ORGANISATION	
FIA MEMBER No.	
ADDRESS	
CITY	
COUNTY	
POST CODE	
COUNTRY	
TELEPHONE	
FAX	
WEB-SITE	

APPLICANTS CONTACT DETAILS	
TITLE	
FIRST NAME	
LAST NAME	
POSITION	
TELEPHONE	
MOBILE	
E-MAIL	

Applicants signature:

Date of Application:

By signing and submitting the information detailed on this Audit Template, I declare that:

- the information provided is current and correct;
- I will notify the FIA immediately of any changes to the status of any of this information.

PERSONNEL DETAILS

PERSON RESPONSIBLE FOR QUALITY WITHIN THE ORGANISATION	
TITLE	
FIRST NAME	
LAST NAME	
POSITION	
TELEPHONE	
MOBILE	
E-MAIL	

INTERNAL VERIFIER WITHIN THE ORGANISATION	
TITLE	
FIRST NAME	
LAST NAME	
POSITION	
TELEPHONE	
MOBILE	
E-MAIL	

QUALITY PROCEDURES AND OPERATION

Please state below the evidence you will provide to the appointed FIA representative at the time of the audit visit.

	Criteria:	Examples of evidence to be supplied or inspected:
1	Centre grievance procedure	
2	Equal opportunities procedure	
3	Health & safety policy	
4	Staff training and development	
5	Assessment/Trainer team meetings or communication	
6	Accurate records of learner assessment	
7	Inclusion of learners with special needs	

FACILITIES

Please state below the evidence you will provide to the appointed FIA representative at the time of the audit visit.

	Criteria:	Examples of evidence to be supplied or inspected:
1	Number of sites and description of site site facilities	
2	Safety measures and facilities at sites	
3	Training room facilities	
4	Facilities relevant to specific courses offered	
5	Facilities for secure storage of examination papers (blank and completed)	