

EMCBC NQA-1 Lead Auditor Qualification Record

RECORD OF LEAD AUDITOR QUALIFICATION	Name	Date	
EMPLOYER:			
QUALIFICATION POINT REQUIREMENTS		CREDITS	
Education – University/Degree Date		4 Credits Max.	
<ol style="list-style-type: none"> 1. Undergraduate Level 2. Graduate Level 		_____	
Experience – Company/Dates		9 Credits Max.	
<ol style="list-style-type: none"> 1. Technical (0-5 credits) and Nuclear Quality Assurance (3 credits), or 2. Nuclear Industry (1 credit), or Nuclear Quality Assurance Auditing (4 credits) Quality Assurance (2 credits), or Auditing (3 credits) 		_____	
Professional Accomplishment – Certificate/Date		2 Credits Max.	
<ol style="list-style-type: none"> 1. P.E. 2. Society 		_____	
Management – Justification/Evaluator/Date		2 Credits Max.	
<p>Explain:</p> <p>Evaluated by: (Name and Title) Date:</p>		_____	
		TOTAL CREDITS	
AUDIT COMMUNICATION SKILLS			
Evaluated by: (Name and Title)		Date:	
AUDIT TRAINING COURSES			
Course Title or Topic:			
<ol style="list-style-type: none"> 1. 2. 			
AUDIT PARTICIPATION			
	Location	Audit	Date
1.			
2.			
3.			
4.			
5.			
EXAMINATION:		PASSED:	DATE:
QUALIFICATION VERIFIED BY:		Date	
(Signature and Title)			
QUALIFICATION APPROVED BY:		Date	
(Signature and Title)			

Form IP-414-02-F1 – General Instructions

(Based on ASME NQA-1-2008, Non-mandatory Appendix 2A-3 – Guidance on the Education and Experience of Audit Team Leaders.)

The prospective NQA-1 Lead Auditor shall have verifiable evidence that a minimum of 10 credits under the following score system have been accumulated. Based on the requirements listed in Attachment A, document on Form IP-414-02-F1 qualification information that supports qualification as a NQA-1 Lead Auditor.

Education (4 Credits Maximum)

- (a) Associate degree from an accredited institution: score 1 credit or, if the degree is in engineering, physical sciences, mathematics, or quality assurance, score 2 credits; or
- (b) A bachelor's degree from an accredited institution: score 2 credits or, if the degree is in engineering, physical sciences, mathematics, or quality assurance, score 3 credits; in addition, score 1 credit for a master's degree in engineering, physical sciences, business management, or quality assurance from an accredited institution.

Experience (9 Credits Maximum)

Technical experience in engineering, manufacturing, construction, operation, or maintenance: score 1 credit for each full year with a maximum of 5 credits for this aspect of experience.

- (a) If 2 years of this experience have been in the nuclear field, score 1 additional credit; or
- (b) If 2 years of this experience have been in quality assurance, score 2 additional credits; or
- (c) If 2 years of this experience have been in auditing, score 3 additional credits; or
- (d) If 2 years of this experience have been in nuclear quality assurance, score 3 additional credits; or
- (e) If 2 years of this experience have been in nuclear quality assurance auditing, score 4 additional credits.

Other Credentials of Professional Competence (2 Credits Maximum)

For certification of competency in engineering science, or quality assurance specialties issued and approved by a state agency or national professional or technical society; score 2 credits.

Rights of Management (2 Credits Maximum)

The Lead Auditors employer may grant up to 2 credits for other performance factors applicable to auditing, which may not be explicitly called out in the instruction. Examples of these factors are leadership, sound judgment, maturity, analytical ability, tenacity, past performance, and quality assurance training courses.

Signatures

Qualification is verified by the Qualification Coordinator
Approval is by the Certifying Authority