

EMCBC NQA-1 Lead Auditor Maintenance of Proficiency Record

LEAD AUDITOR MAINTENANCE OF PROFICIENCY	Name	Date
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EMPLOYER:

TRAINING, REVIEWS, OR STUDY ACTIVITIES

AUDIT PARTICIPATION

Organization	Location	Audit	Date

LEAD AUDITOR ANNUAL EVALUATION

- Qualification extended (certification is valid for a period of two years from date below)
- Retraining required
- Requalification required

ANNUAL EVALUATION APPROVED BY: (Signature)	(Title)	Date
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Form IP-414-02-F2 – General Instructions

Based on the requirements listed in Attachment A (and below), document on Form IP-414-02-F2 activities which support maintenance of proficiency as a NQA-1 Lead Auditor.

ASME NQA-1-2008, Quality Assurance Requirements for Nuclear Facility Applications Requirement 2 – Quality Assurance Program

Paragraph 303.5 Maintenance of Proficiency

- *Lead Auditors shall maintain their proficiency through one or more of the following:*
 - (a) regular and active participation in the audit process*
 - (b) review and study of codes, standards, procedures, instructions, and other documents related to quality assurance program and program auditing*
 - (c) participation in training program(s)*

- *Based on annual assessment, management may extend the qualification, require retraining, or require requalification.*