

Name of Audited Institution	
Address of Institution	
Date of Facilities Audit	
Date of Facilities Verification Audit	
Date of Facilities Verification Audit	

Quality Assurance Specialist:	
Contracted Auditor(s):	

Programmes/Number of Trainees	Level	Programmes/Number of Trainees	Level
Name of Programme:		Name of Programme:	
Number of trainees:		Number of trainees:	
Name of Programme:		Name of Programme:	
Number of trainees:		Number of trainees:	
Name of Programme:		Name of Programme:	
Number of trainees:		Number of trainees:	
Name of Programme:		Name of Programme:	
Number of trainees:		Number of trainees:	

(N.B.: if relevant, single competencies should be listed for programme names)

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The Quality A	Assurance Department of the NCTVET or the	(ATO), on the request of	, conducted a
Facilities Audi	t at the on, t	to objectively assess the physical/online resources base	ed on the criteria prescribed by the
National Coun	ncil on Technical and Vocational Education and Training	g (NCTVET). The recommended evidence cited in	this report indicates areas of
conformance	and/or non-conformance when measured against the o	criteria established in Section 3 (Physical/Online	Resources) of the Accreditation
Standard and	the requisite Facilities Standard. This is the report of the	Recommended Evidence noted and compiled by the a	ssigned/contracted auditor(s).
Scope of the	e Audit		
The scope of t	the audit was to assess the physical/online resources of the	e against the establish	ned criteria, as documented in the
requisite Facili	ities Standard(s) and Section 3 of the Accreditation Standard	d prepared and published by the NCTVET.	
Objectives of	of the Audit		
The following	are the objectives of the audit:		
a.	To assess the physical/online resources provided by the	to determine if they fulfi	il the requirements of the requisite
	Facilities Standard(s)/Approved Resource Listing and the	criteria laid out by the approving body, the NCTVET	, in Section 3 of the Accreditation
	Standard, hence confirming the institution's readiness to fa	acilitate training and ¹ assessment activities in the abov	re-named programme(s).
b.	To provide feedback to the organization that can inform its	s corrective actions	
The audit findi	ings are indicated below (Page 5 and following).		

¹ Assessment Activities: final assessment for institutions offering customized programme; internal assessments, as well as external assessments prepared by the NCTVET or governing ATO for other institutions. F-QAS-FAR-5.0

Revised *May 2022*

Definitions

Conformance: Fulfilment of specified requirement. Conformity is confirmed when there is:

- Quality implementation of systems, procedures and policies

- Effective documentation

Non-conformance: The non-fulfilment of specified requirement within the identified clause of the standard

Major non-conformance: Neither practice, nor documentation of policy/procedures is in place, or there exist considerable shortcomings in the effectiveness

of the practice and/or policies and procedure, or policies/procedures in place but no practice.

Minor non-conformance: Practice is in place but no documentation of policy/procedures, or there exist minor shortcomings in the effectiveness of the practice

and/or policies and procedures.

Facilities audited include all physical/online resources relevant to the programme(s) named on page 2.

Instruction: Indicate [✓] either "Yes"- Conformance or "No"- non-c			
Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): Major Minor
3.1 The existing training and assessment environment (physical or online) provides space/facilities to accommodate client numbers, needs, delivery methods and assessment requirements to support training and assessment:	YES	NO	Comments:
☐ The environment to be utilized: ☐ was laid out as required by industry (physical)			
☐ had space/facilities to accommodate client capacity and needs as required by industry			
had space/facilities to accommodate delivery methods appropriate to the programme delivered and satisfy assessment requirements			Institution's Response (if "Conformance Rating" is "NO"):
□ had the required and current licences for the platform(s) being used (online)			
☐ Timetables/schedules (with related training and assessment for physical areas) were prepared for programme(s) and published			Verification Audit Findings (if "Conformance Rating" is "NO"):
□Other (specify):			
			☐ Conformance ☐ Non-conformance Type of Non-conformance: ☐ Major ☐ Minor

Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): Major Minor	
3.2 Storage spaces are available and sufficient to accommodate online training and assessment resources, control tools, equipment and supplies:	YES	NO	Comments:	
☐ Storage space allocated to each programme was: ☐ as required by programme requirements (online and physical)				
☐ organized as required by industry <i>(physical)</i>			I CL C I D	
☐ laid out to ensure efficiency/flow (physical)			Institution's Response (if "Conformance Rating" is "NO"):	
☐A control Inventory Distribution System was in place:				
☐ storage areas were appropriately labelled (physical)				
☐ there was an inventory control system				
there was an inventory listing of tools, equipment and supplies, where applicable				
☐A store co-ordinator was in place (physical)			Verification Audit Findings (if "Conformance Rating" is "NO"):	
Other (specify):				
			☐ Conformance ☐ Non-conformance Type of Non-conformance: ☐ Major ☐ Minor	
			Type of their comormance	

	Clause/Recommended Evidence		ormance ating	Type of Non-Conformance (if "Conformance Rating" is "NO"): Major Minor
3.3	Systems are in place to ensure that the occupational health and safety standards are maintained and meet government requirements (see Clause 1.5):	YES	NO	Comments:
	There was a documented policy and related procedures for ensuring the maintenance of occupational health and safety standards.			
	There was a documented policy and related procedures in the event there was an incident with the institution's tool/equipment/machinery in the possession of the participant (online).			Institution's Response (if "Conformance Rating" is "NO"):
	Health and safety for all physical facilities, tools and equipment for the programme(s) being offered were maintained:			This treation is response (if combinating is no).
	·			
	 safety requirements were as required by the relevant industry: worn-out/defective tools/machinery/equipment were labelled safety markings were around machinery/equipment, as required guards were on equipment, as required 			Verification Audit Findings (if "Conformance Rating" is "NO"):
	☐ training rooms were laid out to ensure efficiency/ flow			(constraint of the state of th
	 electrical systems in place were as required by industry 			
	 health requirements were as required by industry lighting was adequate for safe and comfortable performance of tasks ventilation was adequate for safe and comfortable performance of task 			

	Clause/Recommended Evidence	Conformance Rating		Comments (cont'd):	
3.3	(cont'd) Systems are in place to ensure that the occupational health and safety standards are maintained and meet government requirements (see Clause 1.5):	YES	NO		
	 Occupational health and safety monitoring system was documented and conducted 				
	☐ There were reports of health and safety inspections done by external personnel <i>as per law/regulation governing (online and physical)</i>			Institution's Degrange (cost) do	
	☐ Workshop procedures documents were available			Institution's Response (cont'd):	
	☐ Signed incident reports were presented, as necessary				
	First aid kit(s) was/were:				
	☐ fully stocked and had no expired items				
	 accessible to all, either kept: by the institution's nurse <u>or</u> in a secured location in the administrative office/staff room <u>or</u> in a secured location in the training room(s) 			Verification Audit Findings (cont'd):	
	The correct type of fire extinguisher(s), essential for related laboratories/workshops and classrooms, were:				
	□ accessible				
	recently serviced (as per OHS requirement)appropriately mounted				
	Other (specify):			☐ Conformance Non-conformance Type of Non-conformance: ☐ Major ☐ Minor	

Clause/Recommended Evidence		formance Rating	Type of Non-Conformance (if "Conformance Rating" is "NO"): Major Minor
3.4. Systems are in place to ensure that tools and equipment are properly maintained and are safe and efficient (see Clause 1.5):	YES	NO	Comments:
There was a documented maintenance policy, and maintenance procedures <i>which</i> were being adhered to			
☐ A maintenance plan for <i>online resources</i> /machinery, equipment and tools was presented:			
there was a documented <i>and signed</i> maintenance schedule <i>in accordance with the maintenance plan</i>			
 maintenance records for <i>online resources/</i> machines and equipment were presented 			
equipment maintenance agreements/contracts/ licence(s) were presented			Institution's Response (if "Conformance Rating" is "NO"):
☐ invoices/receipts from external sources were presented			
machinery/equipment/tools were in good working order to accommodate the number(s) in training			
System to maintain security, integrity and functionality of the IT infrastructure were established, as necessary:			
 System Security (password change, removal from system, user role access) 			
☐ System upgrades scheduling			
☐ User manuals for machines and equipment were: □ accessible and readable			
☐ relevant and current			

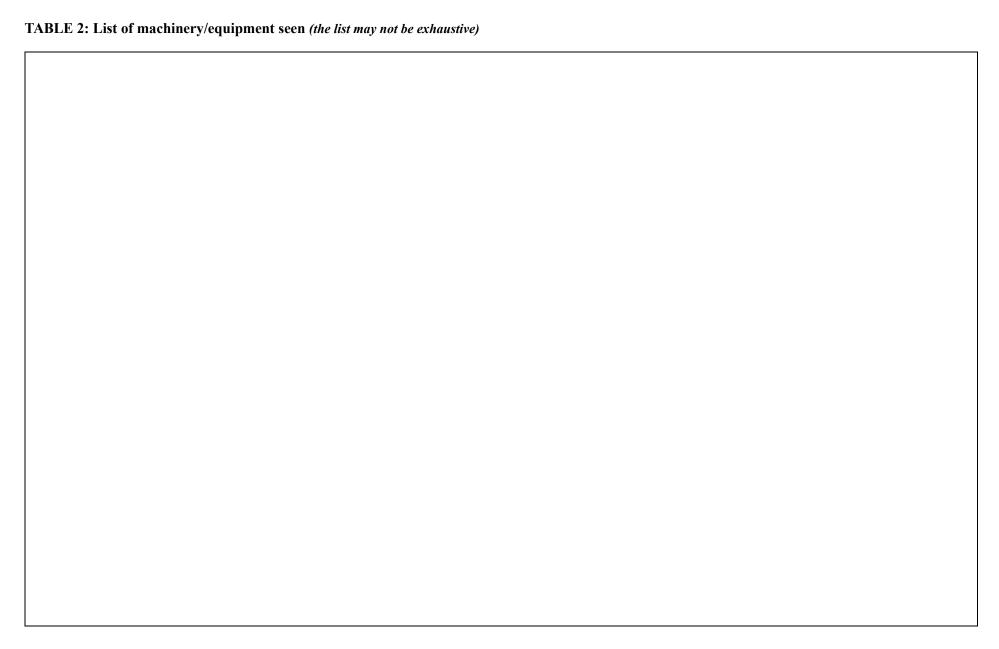
☐ Machines, equipment and tools were up-to-date, as per industry standard		Verification Audit Findings (if "Conformance Rating" is "NO"):
 ☐ Machines, equipment and tools were safe and efficient: ☐ worn-out/broken tools and equipment were labelled and were not being used ☐ non-functional tools/machinery/-equipment was appropriately stored ☐ spare parts were available to accommodate maintenance 		
☐Other (specify):		
		☐ Conformance ☐ Non-conformance Type of Non-conformance: ☐ Major ☐ Minor

Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): Major Minor	
3.5. Relevant and up-to-date <i>online resources/</i> tools are available to support training and assessment:	YES	NO	<u>Major</u> <u>Minor</u> <u>Comments:</u>	
☐ There was an inventory of tools: ☐ the inventory had a current date				
☐ the tools were listed by qualification ☐There was a range of tools available for use by the trainees			Institution's Response (if "Conformance Rating" is "NO"):	
☐ Tools were of the type and grade used by the related industry			•	
☐ There were relevant online resources such as software, internet access and accessories (eg. cameras)				
*The number of each type of tools could accommodate the number of trainees/candidates enrolled (as per the Facility Standard for the respective skill area)			Verification Audit Findings (if "Conformance Rating" is "NO"):	
☐ The materials required to conduct training and/or assessments were available in required quantities			vermental manage (in comonimine manage is 176).	
Purchase order(s) was/were seen for tool(s)/ material(s) that was/were needed (if applicable):				
 purchase order(s) was/were current purchase order(s) covered the required hand tools 				
Other (specify):				
(*List the quantity and type of each tool seen in Table 1 . List the missing tools in the <u>Comments</u> section.)				
			☐ Conformance ☐ Non-conformance Type of Non-conformance: ☐ Major ☐ Minor	

Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): Major Minor
YES	NO	Comments:
		Institution's Response (if "Conformance Rating" is "NO"):
		Verification Audit Findings (if "Conformance Rating" is "NO"):
		Verification Addit Findings (II "Conformance Rating" IS NO):
		☐ Conformance ☐ Non-conformance Type of Non-conformance: ☐ Major ☐ Minor
	YES	YES NO

E THE E		Rating [✓]		D 1 0 D 1 0		
	Facilities Items (physical)		Inad.	Remarks & Recommendations		
A						
В	Special Areas - Storage facilities - Waste disposal - Trainee changing room - Instructor work area - Work preparation/assembly area					
C	Plumbing - Drinking Water - Sanitary facilities					





Summary	of :	Initial	Findings:	_			
				_			
Name of Quality A	ssurance	(Q.A.) Specialist	Assigned				
Name of Auditor (i	if not assign	ed Q.A. Specialist)			Name of Manager		
Auditor's Signature					Manager's Signature	 	
Auditor 8 Signature	C				manager 8 signature		
Date					Date		
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Summary	of	Findings	After	Verificatio	n:	
Name of Quality A	ssuranc	e (Q.A.) Specialist As	ssigned	_		
Name of Auditor (i	if not assi	gned Q.A. Specialist)			Name of Manager	
Auditor's Signature				_	Manager's Signature	
Date					Date	
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Decision:		
Quality Assurance Director's Name		
Quality Assurance Director's Signature		
Date		

Please note:

- 1. NCTVET reserves the right to visit the site to ensure that the conditions above are being kept and that any arrangements are in keeping with the established Standards of the NCTVET.
- 2. The findings and decision in this report are valid for twelve (12) months ONLY.