



NCTVET Facilities Audit Report

Name of Audited Institution

Address of Institution

Date of Facilities 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)

Introduction

The **Quality Assurance Department** of the NCTVET or the _____ (ATO), on the request of _____, conducted a Facilities Audit at the _____ on _____, to objectively assess the physical/online resources based on the criteria prescribed by the National Council on Technical and Vocational Education and Training (NCTVET). **The recommended evidence cited in this report indicates areas of conformance and/or non-conformance when measured against the 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 assigned/contracted auditor(s).

Scope of the Audit

The scope of the audit was to assess the physical/*online* resources of the _____ against the established criteria, as documented in the requisite Facilities Standard(s) and Section 3 of the Accreditation Standard prepared and published by the NCTVET.

Objectives 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 fulfil 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 facilitate training and ¹assessment activities in the **above-named programme(s)**.
- b. To provide feedback to the organization that can inform its corrective actions

The audit findings 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: <ul style="list-style-type: none">- 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.

Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): <input type="checkbox"/> Major <input type="checkbox"/> Minor
	YES	NO	
<p>3.2 Storage spaces are available and sufficient to accommodate online training and assessment resources, control tools, equipment and supplies:</p> <p><input type="checkbox"/> Storage space allocated to each programme was:</p> <ul style="list-style-type: none"> <input type="checkbox"/> as required by programme requirements (<i>online and physical</i>) <input type="checkbox"/> organized as required by industry (<i>physical</i>) <input type="checkbox"/> laid out to ensure efficiency/flow (<i>physical</i>) <p><input type="checkbox"/> A control Inventory Distribution System was in place:</p> <ul style="list-style-type: none"> <input type="checkbox"/> storage areas were appropriately labelled (<i>physical</i>) <input type="checkbox"/> there was an inventory control system <input type="checkbox"/> there was an inventory listing of tools, equipment and supplies, <i>where applicable</i> <p><input type="checkbox"/> A store co-ordinator was in place (<i>physical</i>)</p> <p><input type="checkbox"/> Other (specify):</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Comments:</p> <hr/> <p>Institution's Response (if "Conformance Rating" is "NO"):</p> <hr/> <p>Verification Audit Findings (if "Conformance Rating" is "NO"):</p> <hr/> <p><input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance Type of Non-conformance: <input type="checkbox"/> Major <input type="checkbox"/> Minor</p>

Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): <input type="checkbox"/> Major <input type="checkbox"/> Minor
<p>3.4. Systems are in place to ensure that tools and equipment are properly maintained and are safe and efficient (see Clause 1.5):</p> <p><input type="checkbox"/> There was a documented maintenance policy, and maintenance procedures <i>which</i> were being adhered to</p> <p><input type="checkbox"/> A maintenance plan for <i>online resources</i>/machinery, equipment and tools was presented:</p> <ul style="list-style-type: none"> <input type="checkbox"/> there was a documented <i>and signed</i> maintenance schedule <i>in accordance with the maintenance plan</i> <input type="checkbox"/> maintenance records for <i>online resources</i>/machines and equipment were presented <input type="checkbox"/> equipment maintenance agreements/contracts/<i>licence(s)</i> were presented <input type="checkbox"/> invoices/receipts from external sources were presented <input type="checkbox"/> machinery/equipment/tools were in good working order to accommodate the number(s) in training <p><input type="checkbox"/> <i>System to maintain security, integrity and functionality of the IT infrastructure were established, as necessary:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>System Security (password change, removal from system, user role access)</i> <input type="checkbox"/> <i>System upgrades scheduling</i> <p><input type="checkbox"/> User manuals for machines and equipment were:</p> <ul style="list-style-type: none"> <input type="checkbox"/> accessible and readable <input type="checkbox"/> relevant and current 	YES	NO	Comments:
		<p>Institution's Response (if "Conformance Rating" is "NO"):</p>	

Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): <input type="checkbox"/> Major <input type="checkbox"/> Minor
<p>3.5. Relevant and up-to-date <i>online resources/tools</i> are available to support training and assessment:</p> <p><input type="checkbox"/> There was an inventory of tools:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the inventory had a current date <input type="checkbox"/> the tools were listed by qualification <p><input type="checkbox"/> There was a range of tools available for use by the trainees</p> <p><input type="checkbox"/> Tools were of the type and grade used by the related industry</p> <p><input type="checkbox"/> <i>There were relevant online resources such as software, internet access and accessories (eg. cameras)</i></p> <p><input type="checkbox"/> *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)</p> <p><input type="checkbox"/> The materials required to conduct training and/or assessments were available in required quantities</p> <p><input type="checkbox"/> Purchase order(s) was/were seen for tool(s)/ material(s) that was/were needed (if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> purchase order(s) was/were current <input type="checkbox"/> purchase order(s) covered the required hand tools <p>Other (specify):</p> <p><i>(*List the quantity and type of each tool seen in Table 1. List the missing tools in the <u>Comments</u> section.)</i></p>	<p>YES</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Comments:</p> <hr/> <p>Institution's Response (if "Conformance Rating" is "NO"):</p> <hr/> <p>Verification Audit Findings (if "Conformance Rating" is "NO"):</p> <hr/> <p><input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance Type of Non-conformance: <input type="checkbox"/> Major <input type="checkbox"/> Minor</p>

Clause/Recommended Evidence	Conformance Rating		Type of Non-Conformance (if "Conformance Rating" is "NO"): <input type="checkbox"/> Major <input type="checkbox"/> Minor
<p>3.6. Relevant and up-to-date machinery/equipment is available to support training and assessment:</p> <p><input type="checkbox"/> There was an inventory of machinery/equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the inventory had a current date <input type="checkbox"/> the machinery/pieces of equipment were listed by qualification <p><input type="checkbox"/> There was a range of <i>relevant</i> machinery/equipment available for use by the trainees</p> <p><input type="checkbox"/> Machinery/pieces of equipment were of the type and grade used by the related industry</p> <p><input type="checkbox"/> A copy of equipment lease agreements was seen, if Applicable</p> <p><input type="checkbox"/> *The machinery/pieces of equipment available could accommodate the number of trainees/candidates enrolled (as per the Facility Standard for the respective skill area)</p> <p><input type="checkbox"/> Purchase order(s) was/were seen for machinery/equipment that was needed (if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> purchase order(s) was/were current <input type="checkbox"/> purchase order(s) covered the required machinery/equipment <p><input type="checkbox"/> Other (specify):</p> <p>(*List the quantity and type of each machine/piece of equipment seen in Table 2. List the missing machines/pieces of equipment in the <u>Comments</u> section.)</p>	YES	NO	
	<p>Comments:</p> <hr/> <p>Institution's Response (if "Conformance Rating" is "NO"):</p> <hr/> <p>Verification Audit Findings (if "Conformance Rating" is "NO"):</p> <hr/> <p><input type="checkbox"/> Conformance <input type="checkbox"/> Non-conformance</p> <p>Type of Non-conformance: <input type="checkbox"/> Major <input type="checkbox"/> Minor</p>		

Facilities Items (physical)		Rating [✓]		Remarks & Recommendations
		Adq.	Inad.	
A	Electrical – Circuit Details			
	- Voltage supply	<input type="checkbox"/>	<input type="checkbox"/>	
	- Lighting	<input type="checkbox"/>	<input type="checkbox"/>	
	- Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	
B	Special Areas			
	- Storage facilities	<input type="checkbox"/>	<input type="checkbox"/>	
	- Waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	
	- Trainee changing room	<input type="checkbox"/>	<input type="checkbox"/>	
	- Instructor work area	<input type="checkbox"/>	<input type="checkbox"/>	
- Work preparation/assembly area	<input type="checkbox"/>	<input type="checkbox"/>		
C	Plumbing			
	- Drinking Water	<input type="checkbox"/>	<input type="checkbox"/>	
	- Sanitary facilities	<input type="checkbox"/>	<input type="checkbox"/>	

TABLE 1: List of *online resources/tools* seen (*the list may not be exhaustive*)

--

TABLE 2: List of machinery/equipment seen *(the list may not be exhaustive)*

--

Summary of Initial Findings:

[Empty box for Summary of Initial Findings]

Name of Quality Assurance (Q.A.) Specialist Assigned

Name of Auditor (if not assigned Q.A. Specialist)

Auditor's Signature

Date

Name of Manager

Manager's Signature

Date

Summary of Findings After Verification:

Empty box for findings summary.

Name of Quality Assurance (Q.A.) Specialist Assigned

Name of Auditor (if not assigned Q.A. Specialist)

Auditor's Signature

Date

Name of Manager

Manager's Signature

Date

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.**