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The purpose of this Guide is to provide information to the members of the Commission's Internal Audit Taskforce needed to prepare for, conduct and finalize the audit of Commission processes to verify they continue to comply with all ANAB 17024 section 4 – 10 standards in accordance with Commission Policy No. 5.11 and to identify and recommend any needed improvements.

After the Internal Audit Taskforce is organized, a meeting will be held to introduce the taskforce members, orient them to their responsibilities, and answer the most recent ANAB Surveillance Application, the last Commission Internal Audit Report, and the Policies and Procedures listed on the Constructor Certification Internal Audit Template contained in this document. For any questions about any of the documents or information contained therein, contact the Commission Certification Manager.

Once all questions are answered, the Taskforce members will develop their plan on how to conduct the audit which will include the assignment of responsibilities for performing any tasks, making site visits (when applicable), reviewing documentation needed to substantiate compliance with adherence to the ANAB standards, completion of the Constructor Certification Internal Audit Template and developing a final Internal Audit Report. The plan should also include a timeline to schedule to complete all activities.

The purpose of the Internal Audit is to verify through interviews, observations, and document review that the Constructor Certification Commission continues to meet all certification standards contained in Sections 4 – 10 in ANAB 17024 and to identify and recommend any needed improvements.

Based on the above-mentioned template, the members of the Internal Audit Taskforce assigned to verify continuing compliance to one or more of the listed standards should carry out their responsibilities as follows:

Review the policies and associated documents related to each assigned standard as noted on the above-mentioned template.



The certification body shall have the financial resources necessary for operation of a certification process and have adequate arrangements to cover associated liabilities.

To substantiate compliance with this standard, the internal audit task force needs to interview the appropriate individuals in leadership positions.

4. Verifying the existence of required documents/records.

The certification body shall require its personnel to sign a document by which they commit themselves to comply with the rules defined by the certification body, including those relating to confidentiality, impartiality and conflict of interests.

To substantiate compliance with this standard, the internal audit task force needs to review a sample of the required signed documents.

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