

TU/ATU/ATEF AUDIT SUMMARY

TU/ATU/ATEF NAME _____

DATE _____

CHECKLIST	YES	NO	COMMENT
Adequate amount of space to carry out instruction			
Adequate supply of materials, tools, equipment, etc.			
Meets all regulatory and ATS safety and health requirements			
Appropriate instructional resources			
Ensure the security of testing mechanisms under lock & key with restricted access			
End of module exams and performance profiles are kept on file for 3 years (either via hard copy or electronically)			
Complies with all applicable occupational health, safety & environmental laws/regulations			
Trainee records (Form 200) are submitted timely & accurately			
NCCER Registration & Release Form on file for each trainee/student for a period of 3 years			
Ensure the security and confidentiality of training related records			

NOTES

OBSERVER NAME _____

SIGNATURE _____