



# ADMISSION AUDITS ADR REGISTER

Document:  
ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

## GENERAL CLAUSES

The following applies to this document ADR.AD.001 (Admission audit document requirements):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.001.INT Rules for audits

The above-mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

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### GENERAL PROFILE ADR INTERNATIONAL CONFLICTNAVIGATOR®

ELEMENT	DESCRIPTION
CERTIFICATION SCHEME	ADR International Conflictnavigator®
STANDARDS	<ul style="list-style-type: none"> <li>- <b>GNG</b> = Global Network Group, document group GNG.MS (management system ISO 9001, conformity narrative ISO 17024)</li> <li>- <b>ADR</b> = ADR Register, document group MS.ADR</li> <li>- <b>ICR</b> = ICR Coach Register, document group MS.ICR</li> <li>- <b>IMI</b> = International Mediation Institute (IMI), accredited Qualifying Assessment Program (QAP) IMI for Africa &amp; Europe</li> <li>- <b>ISO</b> = International Organisation for Standardisation</li> </ul>
TITELS	<p><u>General</u></p> <ul style="list-style-type: none"> <li>- ADR International Certified Conflictnavigator® (ADR®)</li> </ul> <p><u>Personal</u></p> <ul style="list-style-type: none"> <li>- ADR International Certified Arbitrator® (ARB®)</li> <li>- ADR International Certified Conflict Coach® (ADR.CC®)</li> <li>- ADR International Certified Mediator® (ADR.MED®)</li> <li>- ADR International Certified Negotiator® (ADR.NEG®)</li> </ul> <p><u>Business</u></p> <ul style="list-style-type: none"> <li>- ADR International Accredited Training Provider®</li> <li>- ADR International Certified Conflictnavigator Company®</li> </ul>
CERTIFICATES	<p>ADR Register distinguishes:</p> <ul style="list-style-type: none"> <li>- Certificate of approval (business-, product-, service)</li> <li>- Certificate of competence (personal)</li> </ul>



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ELEMENT	DESCRIPTION
MAIN SCOPES	<p>A conflictnavigator will be awarded a main scope if they have successfully passed the admission audit. The conflictnavigator will qualify for at least one main scope.</p> <p>ADR Register lists the following main scopes:</p> <ul style="list-style-type: none"><li>- Arbitrator</li><li>- Conflict coach</li><li>- Mediator</li><li>- Negotiator</li><li>- Office-operations-officer ADR</li></ul>
SUB SCOPES	<p>A conflictnavigator or a person appointed as 'ADR Register official' can be awarded a subscopes if he/she passes a (supplementary) admission audit. It is optional to qualify for one or more sub scopes.</p> <p>ADR Register list the following sub scopes:</p> <ul style="list-style-type: none"><li>- ADR Register official – ambassador</li><li>- ADR Register official – auditor</li><li>- ADR Register official – independent auditor training provider</li><li>- Court mediator (*)</li><li>- Family mediator (*)</li><li>- Inheritance coach</li><li>- Mentor</li><li>- Trainer</li></ul> <p>(*) Only possible if the conflictnavigator is certified as a full mediator.</p>



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ELEMENT	DESCRIPTION
SUB TYPES	<p>The conflictnavigator can qualify for 1 or more sub types (specialism), additionally to the main scope.</p> <p>A distinction is made between sub types:</p> <ul style="list-style-type: none"> <li>- are additionally audited against admission criteria</li> <li>- can be freely selected.</li> </ul>
LEVELS	<p>ADR Register distinguishes:</p> <ol style="list-style-type: none"> <li>1. Associate</li> <li>2. Full</li> <li>3. Honorary</li> <li>4. Excellence</li> <li>5. Suspended</li> <li>6. Expelled/revoked</li> </ol>
EXPERIENCE LEVELS	<p>The conflictnavigator qualifies against the <u>associate</u> of <u>full</u> level after completing the audit process.</p>
ASSOCIATE LEVEL	<p>The conflictnavigator:</p> <ul style="list-style-type: none"> <li>- meets the criteria on the admission audit on associate level</li> <li>- has completed a basic training and knowledge audit</li> <li>- relevant professional experience not required</li> <li>- needs to maintain relevant requirements</li> <li>- qualifies for this level once for a period of maximum five full sequential calendar years, not permitted to re-certify at this level. The associate period is 1 year for auditors, mentors, and trainers).</li> </ul>



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ELEMENT	DESCRIPTION
FULL LEVEL	<p>The conflictnavigator:</p> <ul style="list-style-type: none"> <li>- meets the criteria on the admission audit on full level</li> <li>- has:               <ul style="list-style-type: none"> <li>- completed basic training, the knowledge audit and the skills audit, or</li> <li>- completed the combined professional process and procedure audit successfully</li> </ul> </li> <li>- has professional experience</li> <li>- needs to maintain relevant requirements</li> <li>- qualifies for this level for a period of 5 calendar years, re-certification required every five years</li> </ul>
HONORARY	<p>The conflictnavigator:</p> <ul style="list-style-type: none"> <li>- does not need to be qualified on an associate or full level</li> <li>- is nominated by the ICC Council, a union or interest group in combination with a management decision of Global Network Group.</li> </ul>
EXCELLENCE	<p>The conflictnavigator:</p> <ul style="list-style-type: none"> <li>- is an (existing) Conflictnavigator</li> <li>- is nominated by the ICC Council, a union or interest group in combination with a management decision of Global Network Group.</li> </ul>



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ELEMENT	DESCRIPTION
REVOKED - EXPELLED	<p>The conflictnavigator:</p> <ul style="list-style-type: none"> <li>- is revoked</li> </ul> <p>The certificate has been recalled and is listed as invalid. The reason for the revocation will be made known to the conflictnavigator but will not be made known publicly. No information will be provided to third parties. The revocation will be visible on the public register. The visibility of the revocation on the register can only be removed should a decision be made by the managing board.</p>
SUSPENDED	<p>De conflictnavigator:</p> <ul style="list-style-type: none"> <li>- is suspended</li> </ul> <p>The certificate is temporarily invalid, for example because of a disciplinary measure. A suspension can last for maximum 1 calendar year. The reason for the suspension will be made known to the conflictnavigator but will not be made known publicly. No information will be provided to third parties. The suspension will be visible on the public register.</p>
ACTIVITIES	<p>The conflictnavigator is independently active as:</p> <ul style="list-style-type: none"> <li>- an expert in the field of complaints, disputes, and conflicts, or</li> <li>- support/facilitating professional.</li> </ul>
OFFICE-OPERATIONS-OFFICER ADR	<p>The office-operations-officer ADR is connected to an organization of ADR International Conflictnavigators and is responsible for office operations within the organization.</p>
ADR REGISTER OFFICIAL	<p>The ADR Register Official Representative is qualified and authorized (mandate basis) to perform work on behalf of Global Network Group (ADR Register), such as mentoring, audits, exams, training &amp; representation.</p>



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ELEMENT	DESCRIPTION
ARBRITRATOR	The arbitrator makes a binding decision, independently or as a member of an arbitration committee, on behalf of the parties and records the decision in a final document or arbitration outcome.
CONFLICT COACH	The conflict coach independently encourages the client to use effective structured behavior and actions based on a structured process so that the client can make a targeted choice from the available ADR procedures (arbitration, mediation, etc.), to resolve a dispute, conflict or situation. negotiation) and / or sufficiently competent to represent themselves within the chosen ADR procedure.
MEDIATOR	The mediator is an independent, neutral and impartial mediator who assists the parties in voluntary discussions and negotiations in which the parties jointly, without the intervention of the judge, lead a solution through a mediator, and record this in a binding final document.
NEGOTIATOR	The negotiator acts independently on behalf of or together with the client (s) with the aim of achieving a maximum result (the best result) for the client (s) ensuring its feasibility.
GENERAL TRAINING LEVEL	The conflictnavigator has a verifiable general (pre) education level, assessed against the EQF standard, or an experience or working level comparable to the EQF standard.





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ELEMENT	DESCRIPTION
PROFESSIONAL QUALIFICATIONS	The conflictnavigator has demonstrated that he has sufficient theoretical knowledge and professional skills.
PROFESSIONAL ETHICS	The conflictnavigator is bound by a professional code, a system of process and procedural requirements and a system of complaint handling and settlement, including the possibility of imposing disciplinary sanctions.
OPERATION (IDENTIFIED PROCESSES AND PROCEDURES)	The conflictnavigator is capable, independently or through a collective structure, of applying suitable business and professional processes and procedures for the purpose.



## ADMISSION AUDITS ADR REGISTER

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### Admission documents professionals

#### Identification

Admission document PF.001 Online application form

##### **Performance indicator**

- Completed and uploaded application form

##### **Allowed evidence**

- Online application form  
(= document ADR.FO.PF.001 Application form ADR Register - persons)

Admission document PF.002 application form subscopes, subtypes, specialisms

##### **Prestate indicator**

- Completed and uploaded application form

##### **Allowed evidence**

- Online application form  
(=document ADR.FO.PF.002 Application form subscopes, subtypes, specialisms)



## ADMISSION AUDITS ADR REGISTER

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### Background documents

Admission document PF.010 Declaration of good standing/police clearance

#### Performance indicator

- Declaration "no criminal record", not older than 6 calendar months from the date of registration / certification, issued by a national judicial authority within the country of residence or location of the conflictnavigator.

#### Allowed evidence

- Belgium: declaration of good standing or declaration of criminal record
- Nederland: declaration of good standing, screening profile 55 of similar
- Other countries:
  - Or: Police clearance certificate
  - Or: Declaration by a national or local government authority/department
  - Or: Five declarations, confirming the good name and reputation and at the same time a declaration of no objection to the candidate, not issued by family, employer (s) or other (in) directly interested parties, at the discretion of Global Network Group.

#### **This option is permitted if it is certain or likely that:**

- other means of prove cannot be applied
- the certificate holder is in a country that scores <80 on the 'Global Transparency List - Global Corruption Perceptions Index' published by Transparency International (<https://www.transparency.org/>)
- combination of a declaration with documents PF.011 and PF.012
- Available: online application GNG.FO.PF.010 Statement no objection & good standing



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Admission document PF.011 Recommendation letters

### **Performance indicator**

- Two general recommendation letters that support the admission on an associate registration/certification level.

### **Allowed evidence**

- Or: Online recommendation letter (=document GNG.FO.PF.011 Letter of recommendation)
- Or: Similar letter, not issued by family, employer or other directly interested party, but allowed: trainers, fellow course participants in basic training or representatives of the training provider, letter must be verifiable (minimum mention of address, telephone or email)
- 

Admission document PF.012 Reference letters

### **Performance indicator**

- Two reference letters that indicate that the writers thereof are/were clients of the conflictnavigator. Letters should support the admission for a full registration/certification.

### **Allowed evidence**

- Or: Online reference letter (=document GNG.FO.PF.012 Letter of reference)
- Or: Similar letter from existing clients. Letter must be verifiable (minimum mention of address, telephone or email)



## ADMISSION AUDITS ADR REGISTER

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### Prior education

Admission document PF.020 Proof of general prior education

#### **Performance indicator**

- General prior education on EQF level or a experience or working level comparable to the EQF standard .

#### **Allowed evidence**

- General
  - Or: copy of a certificate, diploma or similar document
  - Or: own declartion on the basis of:
    - online document GNG.FO.PF.020 Practitioner statement EQF level
    - declaration from authorized or qualified person or organization, employer allowed
    - a similar document for the assessment of the Global Network Group
- For an arbitrator, conflict coach, (court) (family) mediator, auditor, mentor, trainer
  - EQF level 5 or higher (= Netherlands: HBO or higher)
- For a negotiator, office-operations-officer
  - EQF level 4 or higher (= Netherlands: MBO or higher)



## ADMISSION AUDITS ADR REGISTER

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### Experience documents

Admission document PF.021 Proof of scope relevant professional training(s)

#### Performance indicator

- Completed scope qualifying professional training or
  - proof of experience and knowledge levels
  - proof of gained experience and competencies

#### Allowed evidence

- **Algemeen**
  - Or: copy of a certificate, diploma or similar document
  - Or: evaluation and statement by the trainer
    - Online application ADR.FO.PF.21 Statement training provider
    - Similar document for the assessment of Global Network Group
  - Or: for assessment of Global Network Group:
    - Exemption based on:
      - prior experience and competencies
      - similar experience, knowledge, and work level
    - for arbitrators, conflict coaches, mediators, negotiators:
      - exemption on the basis of more than 5 years experience in combination with more than 75 client case studies + ADR Register company certification
    - for arbitrators, auditors, conflict coaches, mediators, mentors, negotiators, trainers:
      - exemption subject to proof of similar certification, acknowledgement, membership or registration



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- **For auditors**

- Auditor training, minimal duration of training:
  - 5 training days (= 30 clock hours),
  - With regards to:
    - theory transfer, practice and training days, supervision, modular curriculum allowed without lead time requirement, auditor is presumed to be familiar with the principles of ISO 19011 (Auditing), to be assessed by Global Network Group.
- Or: similar documents for the assessment of Global Network Group

- **For arbitrators**

- Or: arbitrator training provided by an ADR Register Accredited Training Provider (prior : agency)
- Or: completed legal training EQF level 5 of higher
- Or: qualifying training arbitrator, minimum 2 training days (=12 clock hours)
- Or: arbitrator training provided by International Chambers of Commerce
- Or: similar documents for assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:

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### • **For conflict coaches**

- Or: coach training completed by an ICR Coach Register Accredited Training Provider (prior : agency)
- Or: completed qualifying coach training, minimum 10 training days (= 60 clock hours)
- Or: completed coach training that is accredited/certified by:
  - American board for hypnotherapy (ABH)
  - American board for NLP (ABNLP)
  - COMESA South Africa
  - European Mentoring & Coaching Council (EMCC)
  - International Coach Federation (ICF)
  - National Guild of Hypnotists (NGH)
  - Nederlandse Orde van Beroepscoaches (NOBCO)
  - OMNI
  - Other organisation for the assessment of Global Network Group
- Or: completed training EQF level 5 or higher within the following scopes:
  - Human Resources
  - Pedagogy
  - Psychology
  - Social domain
  - Other scopes for the assessment of Global Network Group
- Or: completed specialist training:
  - Family mediation
  - Inheritance coaching/mediation
  - Proof of similar certification, membership or registration for the assessment of Global Network Group
- Or: similar certification for the assessment of Global Network Group





## ADMISSION AUDITS ADR REGISTER

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### • **For mediators**

- Or: mediator training completed by an ADR Register Accredited Training Provider (prior : agency)
- Or: completed qualifying mediator training, minimum 10 training days (= 60 clock hours)
- Or: completed mediator training accredited / certified / acknowledged by:
  - Belgische Federale Bemiddelingscommissie (BFBC)
  - Centre for Effective Dispute Resolution (CEDR)
  - International Mediation Institute (IMI)
  - Mediation Training Institute International (MTI INT)
    - MTI Nederland is not a part of MTI INT
  - Mediators Federatie Nederland (MFN)
    - Prior known as: Nederlands Mediation Instituut (NMI)
  - Nederlandse Mediators Vereniging (NMV)
  - Royal Institute Chartered Surveyors / RICS ADR Academy (RICS)
  - South African Association for Mediators (SAAM)
  - Other organisation for the assessment of Global Network Group
- Or: completed training EQF level 5 Or higher within the scopes of:
  - Mediation
  - Other scopes for the assessment of Global Network Group
- Or: similar certification for the assessment of Global Network Group

### • **For mentors**

- Mentor training, minimum duration of training:
  - 5 training days (= 30 clock hours),
  - including:
    - theory transfer, practical and practice days, inter- and supervision, modular curriculum allowed without lead time requirement, at the discretion of Global Network Group
- Or: similar certification for the assessment of Global Network Group



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- **For negotiators**

- Or: negotiator training by an ADR Registered Accredited Training Provider (prior : agency)
- Or: completed qualifying negotiator training, minimum 3 training days (= 18 clock hours)
- Or: completed negotiator training accredited / certified / acknowledged by:
  - Buurtbemiddeling Nederland (also see CCV)
  - Centrum voor criminaliteitspreventie en veiligheid (CCV)
  - Other organisation for the assessment of Global Network Group
- Or: completed training EQF level 4 Or higher within the scopes of:
  - Negotiation
  - Other scopes for the assessment of Global Network Group
- Or: similar certification for the assessment of Global Network Group

- **For office operations officer**

- Demonstrably trained at EQF4 or higher level with regard to secretarial support and office management

- **For trainers**

- Trainer training, minimum duration of training:
  - 10 training days (= 60 clock hours),
  - including:
    - theory transfer, practical and practice days, inter- and supervision, modular curriculum allowed without lead time requirement, at the discretion of Global Network Group
- Or: similar certification for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

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Admission document PF.022 Proof of specialization training(s)

### Performance indicator

- Completed scope certified specialization training or
  - demonstrably comparable level of thinking, knowledge and work / experience
  - demonstrably previously acquired competences

### Allowed evidence

- **General**
  - Or: copy of certificate, diploma or similar document
  - Or: training provider statement issued by the provider
  - Or: for assessment of Global Network Group:
    - Exemption on the basis of:
      - Previously acquired competencies
      - comparable level of thinking, knowledge and work / experience
      - exemption based on comparable certification, recognition, membership or registration
- **For family mediators**
  - Proof of qualifying specialization in family mediation training
- **For inheritance coaches/mediators**
  - Proof of qualifying specialization in inheritance coaching/mediation



## ADMISSION AUDITS ADR REGISTER

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Admission document PF.023 Knowledge audit (s)

### Performance indicator

- Completed scope certified specialization training or
  - demonstrably comparable level of thinking, knowledge and work / experience
  - demonstrably previously acquired competences

### Allowed evidence

- **General**
  - Or: copy of certificate, diploma or similar document
  - Or: examination/audit statement by Global Network Group or an accredited organisation
  - Or: for assessment of Global Network Group:
    - for arbitrators, conflict coaches, mediators, negotiators:
      - exemption on the basis of more than 5 years experience in combination with more than 75 client case studies + ADR Register company certification
    - Exemption on the basis of:
      - Previously acquired competencies
      - comparable level of thinking, knowledge. and work/experience
      - exemption based on comparable certification, recognition, membership or registration
- **For Mediators**
  - Or: Audit result ADR Register
  - Or: Examination result done by :
    - Belgische Federale Bemiddelingscommissie (BFBC)
    - Centre for Effective Dispute Resolution (CEDR)
    - International Mediation Institute (IMI)
    - Intop (MFN theorie examen)
    - Mediation Academy South Africa (MASA)
    - Mediation Training Insitute International (MTI INT)
      - MTI Nederland is not part of MTI INT
    - Royal Institute Chartered Surveyors / RICS ADR Academy (RICS)
    - Stichting ACB
    - Other organisation for the assessment of Global Network Group
  - Or: similar certification for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:

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Admission document PF 024 Skills audit(s)

### Performance indicator

- Qualifying skills audit scope completed with sufficient result
  - demonstrably comparable level of thinking, knowledge and work / experience
  - demonstrably previously acquired competences

### Allowed evidence

- **General**
  - Or: copy of certificate, diploma or similar document
  - Or: examination/audit statement by Global Network Group or an accredited organisation
  - Or: for assessment of Global Network Group:
    - for arbitrators, conflict coaches, mediators, negotiators:
      - exemption on the basis of more than 5 years experience in combination with more than 75 client case studies + ADR Register company certification
    - Exemption on the basis of:
      - Previously acquired competencies
      - comparable level of thinking, knowledge and work / experience
      - exemption based on comparable certification, recognition, membership or registration
- **For mediators**
  - Or: Audit result ADR Register
  - Or: Examination result done by :
    - Belgische Federale Bemiddelingscommissie (BFBC)
    - Centre for Effective Dispute Resolution (CEDR)
    - International Mediation Institute (IMI)
    - Intop (MFN assessment)
    - Mediation Academy South Africa (MASA)
    - Mediation Training Institute International (MTI INT)
      - MTI Nederland is not part of MTI INT
    - Royal Institute Chartered Surveyors / RICS ADR Academy (RICS)
    - Stichting ACB
    - Other organisation for the assessment of Global Network Group
  - Or: similar certification for the assessment of Global Network Group



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Admission document PF 025 Proof of other memberships, registrations, recognitions, certifications

### Performance indicator

- Demonstrably former or valid memberships, registrations, recognitions,

### Allowed evidence

- Authentic/copy document/statement issued by the applicable legal entity
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:

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### Experience

Admission document PF.030 Curriculum vitae

#### **Performance indicator**

- General curriculum vitae

#### **Allowed evidence**

- Curriculum vitae
- Copy of profile on LinkedIn
- Other documents for the assessment of Global Network Group



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Admission document PF.031 Personal statement of experience, period

### Performance indicator

- Personal statement in which it is officially declared that the stated experience requirements are met

### Allowed evidence

- **General**
  - Online form ADR.FO.PF.031 Practitioner statement experience level
  - Or: similar document for the assessment of Global Network Group
- **Basis of experience period**
  - The experience period is measured in calendar years.
  - The evidence consists of 1 or more of the following means of evidence :
    - Other certifications, memberships or registrations
    - Curriculum vitae
    - Chamber of commerce
    - Declarations from individuals or organisations
    - Declaration by Employer
    - Other evidence for the assessment of Global Network Group
- **Experience requirements associate level**
  - No requirements
- **Experience requirements full level conflictnavigator (1 or more main scopes)**
  - Standard walk-through:  $\geq 2$  years experience +  $\geq 15$  client assignments
  - Accelerated walk-through:  $< 2$  years experience +  $\geq 25$  client assignments
  - Calculation factor:
    - 1 client assignment = 20 clock hours = € 2.000,- turnover excluding VAT
  - Calculation factor for the African Continent:
    - 1 client assignment = 20 clock hours = R 20.000,- turnover excluding VAT
- **Experience requirement full level auditors, mentors and trainers**
  - $\geq 1$  year experience





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Admission document PF.032 Personal statement of experience, assignments

### Performance indicator

- Personal statement in which it is officially declared that the stated experience requirements are met

### Allowed evidence

- **General**
  - Online form ADR.FO.PF.032 Practitioner statement experience level
  - Or: similar certification for the assessment of Global Network Group
- **Basis for client assignments**
  - The client assignments are measured in numbers, turnover or hours.
  - The evidence consists of 1 or more of the following means of evidence:
    - Overview of client file or invoice numbers linked to date
    - Overview of client names linked to dates
    - Declaration from bookkeeper or accountant
    - Physically show and view files
    - Other evidence for the assessment of Global Network Group
- **Experience requirements associate level**
  - No requirements
- **Experience requirements full level conflictnavigator (1 or more main scopes)**
  - Standard walk-through:  $\geq 2$  years experience +  $\geq 15$  client assignments
  - Accelerated walk-through:  $< 2$  years experience +  $\geq 25$  client assignments
  - Calculation factor:
    - 1 client assignment = 20 clock hours = € 2.000,- turnover excluding VAT
  - Calculation factor for the African Continent:
    - 1 client assignment = 20 clock hours = R 20.000,- turnover excluding VAT
- **Experience requirement full level auditors, mentors and trainers**
  - $\geq 1$  year experience



## ADMISSION AUDITS ADR REGISTER

Document:

ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

### Risks

Admission document PF.040 Public Liability Insurance

#### Performance indicator

- Company and professional liability insurance
  - Comparable policies for assessment of Global Network Group
  - Exemption – in certain countries it
    - Does not exist,
    - Is not common or can only be purchased at non-market related rates and conditions, such for the assessment of Global Network Group
  - Exemption if the person is in a country with a score of <80 on the 'Global Transparency List - Global Corruption Perceptions Index' published by Transparency International (<https://www.transparency.org/>)

#### Explanation

It has been found that such insurance often does not exist in these countries or can only be purchased under unfeasible conditions

#### Allowed evidence

- Copy of policy
- Comparable policies for assessment of Global Network Group
- Other documents for the assessment of Global Network Group
- **Current exemptions**
  - Africa
  - France
  - Croatia
  - Romania



## ADMISSION AUDITS ADR REGISTER

Document:

ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

### Processes / Procedures

Admission document PF.050 Proof of process/procedure audit(s)

#### **Performance indicator**

- Audit result process/procedure audit

#### **Allowed evidence**

- Audit result established by Global Network Group
- Audit result established by other audit- of certification bodies
- Other documents for the assessment of Global Network Group

Admission document PF.051 Mentor statement associate level

#### **Performance indicator**

- Mentor statement associate level

#### **Allowed evidence**

- Statement issued by the mentor with regard to the associate period of the mentee
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:  
ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Admission document PF.052 CPD overview, collected qualifying points

### Performance indicator

- CPD points overview
- Document ADR.PD.004 CPD requirements
- Document GNG.PD.008 Rules for CPD

### Allowed evidence

- Overview issued by the certificate holder, certified company/organization, accredited training provider, another certification body, official branch-, sector- or professional body
- Audit result established by Global Network Group
- Audit result established by other audit- of certification bodies
- Other documents for the assessment of Global Network Group

Admission document PF.053 CPD overview, handled scope-based client assignments

### Performance indicator

- CPD assignments overview
- Document ADR.PD.003 Process- and procedure requirements
- Document ADR.PD.004 CPD requirements
- Document GNG.PD.008 Rules for CPD

### Allowed evidence

- Overview issued by the certificate holder, certified company/organization, accredited training provider, another certification body, official branch-, sector- or professional body
- Audit result established by Global Network Group
- Audit result established by other audit- of certification bodies
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:

ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Admission document PF.054 Peer review

### Performance indicator

- Document ADR.PD.003 Process- and procedure requirements
- Document ADR.PD.004 CPD requirements
- Document GNG.PD.008 Rules for CPD

### Allowed evidence

- Audit result established by the the peer review auditor
- Audit result established by Global Network Group
- Audit result established by other audit- of certification bodies
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:  
ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Process document PF.100 Certification decision

### Performance indicator

- The auditee meets the requirements, full or conditionally

### Allowed evidence

- Personal admission file
- Other documents for the assessment of Global Network Group

Process document PF.101 Notification admission file fully completed

### Performance indicator

- The admission file is fully completed

### Allowed evidence

- Personal admission file
- Other documents for the assessment of Global Network Group

Process document PF.102 Notification admission file conditionally completed

### Performance indicator

- The admission file is conditionally completed

### Allowed evidence

- Personal admission file
- Other documents for the assessment of Global Network Group

Process document PF.200 Certificates

### Performance indicator

- Signed certificate

### Allowed evidence

- Issued and signed certificate
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:

ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Process document PF.300 Cancellation notification

### Performance indicator

- Cancellation notification done by the certificate holder

### Allowed evidence

- Letter, email, notification over social media, sms, whatsapp
- Other documents for the assessment of Global Network Group

Process document PF.301 Suspension notification

### Performance indicator

- Suspension notification to the certificate holder

### Allowed evidence

- Suspension notification issued by Global Network Group
- Other documents for the assessment of Global Network Group

Process document PF.302 Revocation notification

### Performance indicator

- Revocation notification to the certificate holder

### Allowed evidence

- Revocation notification issued by Global Network Group
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:  
ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

### Admission documents companies/organizations

Admission document CF.001 Online form

#### Performance indicator

- Completed and uploaded online form

#### Allowed evidence

- Online form  
(= form ADR.FO.CF.001 Application form ADR Register - companies)

Admission document CF.002 Proof of official registration of a company

#### Performance indicator

- Official registration document

#### Allowed evidence

- Or: Copy valid / current registration official registration register companies, such as Chamber of Commerce (Nederland) or crossroads bank enterprises (Belgium)
- Or: Founding Act
- Or: Statutes
- Or: Declaration from an accountant, legal advisor or local/national authority
- Or: other documents for the assessment of Global Network Group





## ADMISSION AUDITS ADR REGISTER

Document:

ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Admission document CF.050 Proof of process/procedure audit(s)

### **Performance indicator**

- Audit result process/procedure audit

### **Allowed evidence**

- Audit result established by Global Network Group
- Audit result established by other audit and certification bodies
- Ander documents for the assessment of Global Network Group

Admission document CF.051 Proof of process/procedure audit(s)

### **Performance indicator**

- To be determined

### **Allowed evidence**

- Audit result established by Global Network Group
- Audit result established by other audit and certification bodies
- Ander documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:  
ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Process document CF.100 Certification decision

### Performance indicator

- The auditee meets the requirements, full or conditionally

### Allowed evidence

- Personal admission file
- Other documents for the assessment of Global Network Group

Process document CF.101 Notification admission file fully completed

### Performance indicator

- The admission file is fully completed

### Allowed evidence

- Personal admission file
- Other documents for the assessment of Global Network Group

Process document CF.102 Notification admission file conditionally completed

### Performance indicator

- The admission file is conditionally completed

### Allowed evidence

- Personal admission file
- Other documents for the assessment of Global Network Group

Process document CF.200 Certificates

### Performance indicator

- Signed certificate

### Allowed evidence

- Issued and signed certificate
- Other documents for the assessment of Global Network Group



## ADMISSION AUDITS ADR REGISTER

Document:

ADR.AD.001.INT ADMISSION AUDIT DOCUMENT REQUIREMENTS V1-pilot

Process document CF.300 Cancellation notification

### Performance indicator

- Cancellation notification done by the certificate holder

### Allowed evidence

- Letter, email, notification over social media, sms, whatsapp
- Other documents for the assessment of Global Network Group

Process document CF.301 Suspension notification

### Performance indicator

- Suspension notification to the certificate holder

### Allowed evidence

- Suspension notification issued by Global Network Group
- Other documents for the assessment of Global Network Group

Process document CF.302 Revocation notification

### Performance indicator

- Revocation notification to the certificate holder

### Allowed evidence

- Revocation notification issued by Global Network Group
- Other documents for the assessment of Global Network Group