



## ADMISSION AUDITS ADR REGISTER – MAIN SCOPES

Document: ADR.AD.014.INT ADMISSION AUDIT (FORMER) DNV-NMI-MFN MEDIATOR V1-PILOT

### GENERAL PROVISIONS

The following applies to document ADR.AD.004.INT (Admission audit mediator):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.001.INT Rules for audits
3. **Document ADR.AD.001.INT Admission audit document requirements (\*)**

The aforementioned documents are published on our websites and are hereby designated as a repeat and insert.

**(\*)**

### **!! Consult this document !!**

In this document: the complete description and all qualification requirements (allowed evidence) with regard to the documents to be supplied by you.

### DOCUMENT TYPE

- Yes = required document
- N.A. = not applicable
- Optional = optional document
- Notification = You will receive a notification with regards to required documents

### DOCUMENT FORWARDING

- Documents can not be uploaded.
- Documents can only be forwarded via email [info@adr-register.com](mailto:info@adr-register.com) or WeTransfer.

### EXTENSION OF YOUR CERTIFICATION | ADD A SCOPE

Documents delivered for an other main/subscope do not have to be submitted again.  
You only submit documents that have not been submitted before.

### UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for an associate level do not have to be submitted again.  
You only submit documents that have not been submitted before.

### AN INCOMPLETE ADMISSION FILE EQUALS NO REGISTRATION/CERTIFICATION

The registration/certification is granted as soon as the admission file is complete.

### COMPULSORY: PERSONAL PROFILE

A personal profile is compulsory.

### OPTIONAL: COMPANY PROFILE

A company profile is optional and associated with basic company registration and company certification.



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	<b>Levels of Certification ►</b>	<b>Full</b>
	<b>DESCRIPTION ▼</b>	
<b>Part</b>	<b>Certification Scheme</b>	
<i>Scheme</i>	<i>ADR international conflictnavigator®</i>	
<i>Norm</i>	<i>GNG-ADR-IMI-ISO-skm (*)</i>	
<i>Main scope</i>	<i>ADR Register International Certified Mediator® (ADR.MED®)</i>	
<i>Subscope</i>	<i>Not applicable</i>	
<i>Subtype</i>	<i>Not applicable</i>	
	<b>PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)</b>	
<b>Document</b>	<b>Identification</b>	
PF.001	Online application form	Yes
PF.002	Registration form subscopes, subtypes, specialisms	Optional
<b>Document</b>	<b>Professional Competencies</b>	
PF.025	Proof of certification with DNV or (former) NMI/MFN registration	Yes
<b>Document</b>	<b>Experience</b>	
PF.030	Curriculum vitae	Yes
<b>Document</b>	<b>Liabilities</b>	
PF.040	Public Indemnity Insurance	Yes
	<b>COMPANY PROFILE (COMPANY ADMISSION FILE)</b>	
<b>Document</b>	<b>Company/Organisations</b>	
CF.002	Proof of official Company registration	Optional

(\*) Shortened audit based on the permanent grandfathering decision (former) DNV-NMI-MFN mediators.