



RECERTIFICATION AUDITS ADR REGISTER

Document: ADR.AD.RECERTIFICATION.FULL.LEVEL.INT V2
(ADR.AD.051.INT – 5 years periodically)

GENERAL PROVISIONS

The following applies to document ADR.AD.RECERTIFICATION.FULL.LEVEL.INT:

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 Requirements audit document ADR Register (*)**

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 or WeTransfer.

ADD A SCOPE | UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for another scope and the 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.

ALTERNATIVE EXPERIENCE REQUIREMENTS

The number of client assignments can be audited against clock hours or turn-over.



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	Levels of Certification ►	Full	Full
	Scope(s):	All	All
	Advice:	Preferred option	-
	Handling:	Reviewer-auditor	Office operations
	DESCRIPTION ▼	Peer-review (*)	Remote desktop
Part	Certification Scheme		
Scheme	ADR international conflictnavigator®		
Norm	GNG-ADR-ISO		
Main scope	Applicable for all main scopes (ARB-CC-MED-NEG)		
Subscope	Not applicable		
Subtype	Not applicable		
Code	Name		
CF.002	Proof of official Company registration	Optional	Optional
PF.002	Registration form subscopes, subtypes, specialisms	Optional	Optional
PF.025	Other recognitions, certifications, memberships	Optional	Optional
PF.040	Valid Public Indemnity Insurance	= PF.054	Yes
PF.051	CPD overview, collected qualifying points	= PF.054	Yes
PF.052	CPD overview, number client assignments	= PF.054	Yes
PF.053	CPD overview, client assignments, processes & procedures	= PF.054	Yes
PF.054	Peer-review	Yes	N.a.
Other	Further documents at the discretion of ADR Register	Notification	Notification

(*) The peer-review audit covers/includes all recertification requirements and is a one-stop-shop audit.