

Global Network Group

Requirements audit documents

All references in this document are made against the approved (valid) version of the applicable document.

All public documents are published on our websites.

Questions? Contact us!

Complete the question-webform on our website or call:

Germany: +49 (0)2822 961 6053

Netherlands: +31(0)88 0038 780

South Africa: +27 (0)10 900 4749

United Kingdom: +44(0)1904 911 305

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GENERAL CLAUSES

The following applies to this document:

1. Document GNG.RD.001.INT List of terms and definitions.
2. Document GNG.RD.002.INT General terms and definitions
3. Document GNG.RD.003.INT General clauses for all documents
4. Document GNG.PD.001.INT Rules for audits

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

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Audit documents practitioners

PF.001 Online application form

Performance indicator

- Completed and uploaded application form

Allowed evidence

- Online application form
= document FO.PF.001 Application form persons

PF.002 application form (additional) scopes, sub-types

Performance indicator

- Completed and uploaded application form

Allowed evidence

- Online application form
= document FO.PF.002 Application form (additional) scopes, sub-types

PF.010 Statement of good standing & reputation - police clearance – no criminal record

Performance indicator

- Declaration no criminal record or police clearance, not older than three calendar months from the date of certification, issued by a national judicial authority within the country of residence or location of the conflictnavigator, or a set of statements proving the good standing & reputation.

Allowed evidence

- Belgium: declaration of good standing or declaration of no-criminal record
- Nederland: declaration of good standing,
 - ADR Register + EMCI Register = screening profile 55 or similar
 - ICR Coach Register = screening profile 45 or 55 or 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 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 situated in a country that scores <80 on the 'Global Transparency List - Global Corruption Perceptions Index' published by Transparency International (<https://www.transparency.org/>)
- form GNG.FO.PF.010 Statement good standing & reputation = <https://globalnetworkgroup.wufoo.com/forms/gngfopf010int-declaration-good-name/>

PF.011 Recommendation letters

Performance indicator

- Two general recommendation letters in which the author states to support the request for the certification against the associate level and that he/she knows the candidate.

Allowed evidence

- Or: Letter,
not issued by family, employers, or other interested parties and managers,
however, allowed: trainers, fellow course participants in basic training or representatives of the training provider,
the letter must be verifiable (minimum mention of address, telephone or email)
- Or: Form GNG.FO.PF.011 Letter of recommendation
= <https://globalnetworkgroup.wufoo.com/forms/gngfopf011int-general-recommendation-letter/>

PF.012 Reference letters

Performance indicator

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

Allowed evidence

- Or: Letter issued by (former) clients,
not being family, employers, or other interested parties and managers,
the letter must be verifiable (minimum mention of address, telephone or email)
- Or: Form GNG.FO.PF.012 Letter of reference
= <https://globalnetworkgroup.wufoo.com/forms/gngfopf012int-client-reference-letter/>

PF.020 Proof of general prior education

Performance indicator

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

Allowed evidence

- Or: copy of a certificate, diploma, or similar document
- Or: own motivated declaration issued by the practitioner
- Or: declaration issued by an authorized or qualified person or organization, employer allowed
- Or: a similar document for the assessment of the Global Network Group

Further guidelines

- See the specific admission audit document for the applicable EQF level

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

Performance indicator

- Completed scope qualifying professional training or proof of similar knowledge- work- experience level or proof of gained experience and competencies

Allowed evidence

- Or: a copy of a certificate, diploma, or similar document
- Or: evaluation and statement issued by the training provider
- Or: for assessment of Global Network Group:
 - Exemption based on:
 - other certifications, recognizations, or memberships
 - prior experience and competencies
 - similar knowledge-, work- experience level

Further guidelines

- See the specific admission audit document for an overview of the professional training programs
- See the websites of the registers for an overview of accredited training providers and recognized training programs

PF.022 Proof of scope relevant specialization training(s)

Performance indicator

- Completed scope qualifying specialization training or proof of similar knowledge- work- experience level or proof of gained experience and competencies

Allowed evidence

- Or: a copy of a certificate, diploma, or similar document
- Or: evaluation and statement issued by the training provider
- Or: for assessment of Global Network Group:
 - Exemption based on:
 - other certifications, recognizations, or memberships
 - prior experience and competencies
 - similar knowledge-, work- experience level

Further guidelines

- See the specific admission audit document for an overview of the specialization training programs
- See the websites of the registers for an overview of accredited training providers and recognized training programs

PF.023 Proof of scope relevant knowledge audit(s) – theory exam(s)

Performance indicator

- Completed scope qualifying knowledge audit
or proof of similar knowledge- work- experience level
or proof of gained experience and competencies

Allowed evidence

- Or: a copy of a certificate, diploma, or similar document
- Or: evaluation and statement issued by the auditor
- Or: for assessment of Global Network Group:
 - Exemption based on:
 - other certifications, recognizations, or memberships
 - prior experience and competencies
 - similar knowledge-, work- experience level

Further guidelines

- See the specific admission audit document for an overview of the exam programs
- See the websites of the registers for an overview of accredited exam providers and recognized exams

PF.024 Skills audit(s) – proficiency/practice exam(s)

Performance indicator

- Completed scope qualifying skills audit
or proof of similar knowledge- work- experience level
or proof of gained experience and competencies

Allowed evidence

- Or: a copy of a certificate, diploma, or similar document
- Or: evaluation and statement issued by the auditor
- Or: for assessment of Global Network Group:
 - Exemption based on:
 - other certifications, recognizations, or memberships
 - prior experience and competencies
 - similar knowledge-, work- experience level

Further guidelines

- See the specific admission audit document for an overview of the exam programs
- See the websites of the registers for an overview of accredited exam providers and recognized exams

PF.025 Proof of other memberships, registrations, recognitions, certifications

Performance indicator

- Demonstrably former or valid memberships, certifications, registrations, recognitions

Allowed evidence

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

PF.030 Curriculum vitae

Performance indicator

- General curriculum vitae

Allowed evidence

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

PF.031 Entry against full level, personal statement of experience, period

Performance indicator

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

Allowed evidence

- Or: statement issued by the conflictnavigator
- Or: similar document for the assessment of Global Network Group

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 + proof of evidence
 - Chamber of commerce
 - Declarations from individuals or organisations
 - Declaration by Employer
 - Other evidence for the assessment of Global Network Group

PF.032 Entry against full level, personal statement of experience, assignments

Performance indicator

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

Allowed evidence

- Or: statement issued by the conflictnavigator
- Or: similar certification for the assessment of Global Network Group

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:
 - Client reference statements
 - Overview of client files or invoice numbers
 - Overview of client names linked to client- or invoice numbers
 - Statement issued by an accountant, advocate, auditor, barrister, bookkeeper, mentor, notary, solicitor
 - Showing files at location or remote
 - Other evidence for the assessment of Global Network Group

PF.033 Entry against full level, mentor statement

Performance indicator

- Mentor statement associate level

Allowed evidence

- Of: Statement issued by the mentor
- Of: Other documents for the assessment of Global Network Group

PF.040 Limitation liability risks (public indemnity insurance)

Performance indicator

- Or: valid company and professional liability insurance
- Or: deposit procedure for the assessment of Global Network Group
- Or: documented liability limitation procedure for the assessment of Global Network Group
- Or: comparable solution/policies for assessment of Global Network Group

Allowed evidence

- Copy liability policy
- Copy deposit procedure
- Copy documented liability limitation procedure
- Comparable policies for assessment of Global Network Group
- Other documents for the assessment of Global Network Group

An exemption for document PF.040 is granted if within the country where the conflictnavigator is based the allowed evidence options:

- 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

An exemption is made for the following continents and countries

- Africa, France, Croatia, Romania

PF.050 Proof of scope- process- procedure audit(s)

Performance indicator

- Audit result scope- process- procedure audit

Allowed evidence

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

PF.051 Recertification full level, 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

PF.052 Recertification full level, CPD overview, handled number of client assignments

Performance indicator

- CPD assignments overview
- Document ADR.PD.003 Scope-, 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 another audit- of certification bodies
- Other documents for the assessment of Global Network Group

PF.053 Recertification full level, CPD overview, client assignments, processes & procedures

Performance indicator

- CPD assignments overview
- Document ADR.PD.003 Scope-, and procedure requirements

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 another audit- of certification bodies
- Other documents for the assessment of Global Network Group

Procedure

- The conflictnavigator hands over a list of client-, file- or invoice numbers.
- ADR Register selects two files.
- These files will be audited remotely or at location.

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

Notification

- The peer-review replaces the documents PF.051, PF.052, and PF.053.

PF.100 Certification decision

Performance indicator

- The auditee meets the requirements, full or conditionally

Allowed evidence

- Admission file
- Other documents for the assessment of Global Network Group

PF.101 Notification admission file fully completed

Performance indicator

- The admission file is fully completed

Allowed evidence

- Admission file
- Other documents for the assessment of Global Network Group

PF.102 Notification admission file conditionally completed

Performance indicator

- The admission file is conditionally completed

Allowed evidence

- Admission file
- Other documents for the assessment of Global Network Group

PF.200 Certificates

Performance indicator

- Signed certificate

Allowed evidence

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

Notification:

- The application form is leading for what must be included on the certificate.
- Official names will be published (source: PF.010 or copy identification 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

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

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

Audit documents companies - organizations

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

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), not older dan six (6) months
- Or: Founding Act
- Or: Statutes
- Or: Declaration from an accountant, lawyer/solicitor, court, or international- national- regional- local authority
- Or: other documents for the assessment of Global Network Group

CF.050 Proof of scope- process- procedure audit(s)

Performance indicator

- Audit result scope- 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

CF.051 Proof office/practice location

Performance indicator

- The location must be available, suitable, and appropriate
- The location is:
 - Owned or rented
 - Is suitable for its intended professional usage
 - Is separated from private- and personal areas within the building
 - Has a waiting facility
 - Has a cliënt toilet

Allowed evidence

- Photo- and video evidence
- Lease/rental agreement
- Cliënt references
- 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

CF.100 Certification decision

Performance indicator

- The auditee meets the requirements, full or conditionally

Allowed evidence

- Admission file
- Other documents for the assessment of Global Network Group

CF.101 Notification admission file fully completed

Performance indicator

- The admission file is fully completed

Allowed evidence

- Admission file
- Other documents for the assessment of Global Network Group

CF.102 Notification admission file conditionally completed

Performance indicator

- The admission file is conditionally completed

Allowed evidence

- Admission file
- Other documents for the assessment of Global Network Group

CF.200 Certificates

Performance indicator

- Signed certificate

Allowed evidence

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

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

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

CF.302 Revocation notification

Performance indicator

- Revocation notification to the certificate holder

Allowed evidence

- Revocation notification issued by Global Network Group