

A low-angle photograph of a white wind turbine against a bright blue sky with light clouds. The turbine's nacelle and a portion of a blade are visible on the right side of the frame.

Preparation for the SSPC QP Audit

How do I prepare for my upcoming audit?

Are you on the same level?

- Does your Management Rep in charge of maintaining your QP quality system truly understand the QP standard and how it applies to your business?
 - ✓ Has the Rep communicated with your field/shop personnel and office staff on what the SSPC auditor will be looking for during an audit, especially what information needs to be at a field job site?
 - ✓ The SSPC web site will tell you what information is required to be available on site for the auditor
 - ✓ Review previous SSPC audits and your own internal audits to ensure understanding of the SSPC auditor's approach to the items on the QP evaluation checklist.
 - ✓ Prepared for an unannounced visit? They do happen!

SSPC Auditor

- Has the auditor been at your facility/job sites before?
 - ✓ Yes- Then the auditor has some familiarity with the operation and all the auditor needs is a refresher when on-site prior to the commencement of the audit.
 - ✓ NO- Then the auditor needs a strong subject matter expert of the operations of the facility to provide a comprehensive tour to indoctrinate the auditor. Ask for I.D. if auditor is unknown to you.

Preparing the Facility/Job Site

- Ensure Management and field or shop personnel are aware of the QP audit plan.
- Establish points of contact related to the audit plan so the auditor will be directed as to who to audit.
 - ✓ The auditees need to be available
 - ✓ Everyone in a facility/job site is open to being audited however ensure that the one's "targeted" are the ones that fall under the scope of the audit plan.
- Ensure that the selected auditees are aware of the objective evidence they are to have available to present to the auditor when requested as outlined in the audit plan.
- Important-ensure that there's an office or spot in the field trailer that the auditor can work out of to ensure privacy to work effectively on the audit report.

Presenting Pre-Information

- The auditor (prior to the opening meeting) will need the following documentation:
 - ✓ Latest copy of the Quality/Safety/EC plan for the project(s) audited
 - ✓ Any Corrective Actions that were issued as a result of a prior audit that had not been forwarded already.

Opening Meeting

- Ensure that all senior management/key personnel are available
- Introduce the auditor to the team.
 - ✓ Even though this is not the first time the auditor might be at your facility, the auditor still needs to put a face with a name.
- An opening meeting typically should not take more than 15-30 minutes.

Audit

- Your Management Representative should escort the auditor the entire time except when the auditor asks to speak to someone privately.
 - ✓ Following the audit plan and meeting with the prior identified auditees.
- As the rep you should be holding a copy of the audit plan to ensure that you are not drifting off from the initial plan.
 - ✓ This is with the understanding that if the auditor notices a possible non-conformity to the standard then the auditor has the right to follow that specific trail to verify yes or no.

Closing/Exit Meeting

- Once the Audit Plan has been followed and all areas have been audited, ensure that you have scheduled the closing meeting in advance so that the auditor has time to prepare and present findings, if any.
- The auditor normally needs approximately 30 mins-1 hour to prepare for the closing or exit interview meeting.

Closing Meeting (Cont.)

- Ensure at a minimum that the personnel that were at the opening meeting attend the closing meeting.
- Allow the Auditor to review the report to its conclusion.
- If there are any discrepancies discuss after the Auditor has finished reviewing the findings.
- Understand that if a disagreement with a finding is noted ensure that objective evidence is available to nullify the finding.
- Sign the exit meeting form/deficiency schedule

Conclusion

- A complete understanding of the Standard audited to is necessary.
- A complete understanding of Your Business is needed on both sides.
- This is teamwork to the Nth degree.
 - ✓ As the recipient of a Certification you will profit by meeting customer requirements, ensure expanded business, operate more productively
 - ✓ Establish a connection with the SSPC that ensures understanding for all upcoming QP audits.