SSP Delegate Records Sampling Audit Checklist
(For verifying CRF, CNF, delegate IDs, signatures, and compliance with CITB requirements)

Audit Scope

- **Frequency**: Quarterly (or as per CITB requirements)

- **Auditor**: Omowaleola Ayanbadejo (IQA)

- **Sampling Period**: _____

- **Sample Size**: 20% of total records (minimum 10 records)

Sampling Methodology

☐ **Random Sampling**: Select records randomly from the delegate database.

☐ **Targeted Sampling**: Focus on high-risk areas (e.g., resits, special adjustments).

Verification Table (All Delegates)

Verify ID and signatures for compliance.

Course	Date	Delegate Name	ID Type/Number
			Passport:

Records Verification Checklist

Category	Checklist Item	Compliant (✔)	Non-Compliant (✗)	Evidence Location	Corrective Action
1. Course Notification (CNF)					
	☐ CNF submitted to CITB 48hrs before course start (template: Appendix 3).				
	☐ CNF includes Course name, date, venue, trainer, delegate list, CITB reference.				
2. Delegate Records					
	☐ Delegates' full names match ID documents (e.g., passport/driving license).				
	☐ Unique delegate IDs assigned and cross-referenced with CITB database.				

Category	Checklist Item	Compliant (✔)	Non-Compliant (✗)	Evidence Location	Corrective Action
	☐ Contact details (email/phone) accurate and updated.				
	☐ Special requirements documented (e.g., Appendix 1 forms attached).				
3. Assessment & Certification (CRF)					
	☐ CRF includes: Training results, answer sheets, trainer's comments.				
	☐ Delegates' signatures obtained on assessment reports.				
	☐ Certificates issued match CITB-approved templates (no typos/errors).				
	☐ Resits documented with unique training papers and results.				

Category	Checklist Item	Compliant (✔)	Non-Compliant (✗)	Evidence Location	Corrective Action
4. Signatures & ID					
	☐ Delegates' signatures present on attendance registers and feedback forms.				
	☐ Trainer/IQA signatures on lesson plans, audit reports, and corrective actions.				
	☐ ID copies retained securely (e.g., password-protected folder).				
5. Data Retention					
	☐ Records archived for 3 years (digital/physical).				
	☐ Archived records labeled with course dates and CITB reference numbers.				

Sampling Observations

- **Example Record 1**:
  - Delegate Name: _____ | CRF Ref: _____
  - Issues Found: _____
- **Example Record 2**:
  - Delegate Name: _____ | CRF Ref: _____
  - Issues Found: _____

Auditor Notes

- **Root Cause Analysis**: _____
- **Trends Identified**: _____
- **Critical Risks**: _____

Sign-Off

- **Auditor**: _____
- **Centre Coordinator**: _____ (Oludotun Ashaye)
- **Date**: _____

Corrective Action Plan

Issue	Action Required	Owner	Deadline	Status
Missing delegate signatures	Retrieve signatures retrospectively	Sola Osinowo	//__	☐ Open ☐ Closed
Inaccurate CRF entries	Re-verify results with CITB	Oludotun Ashaye	//__	☐ Open ☐ Closed
Non-compliant ID storage	Migrate to encrypted drive	Sola Osinowo	//__	☐ Open ☐ Closed

Instructions:

1. Use this checklist to audit 20% of records quarterly.

2. Retain completed checklists for 3 years (CITB requirement).

3. Escalate systemic issues to CITB via Oludotun Ashaye.

CITB Compliance Notes:

*   Aligns with CITB's *Centre Audit Framework* and *SSP Scheme Rules*.

*   Cross-reference with Appendix 1 (Delegate Forms) and Appendix 4 (Post-Training Checklist).

*   Ensure all corrective actions are closed before the next audit cycle.