



Golden Triangle Business Roundtable Contractor Worker Assessment and Training

SKILLS ASSESSMENT AUDITING GUIDELINES

The following are suggested guidelines for companies to implement an audit methodology, to ensure the skills assessments are being implemented by the various contractors, and also monitored by the owner company. These are suggestions and prompts for questions, as each company shall be responsible for implementing their own auditing protocol.

1. Verify method of skills assessments:
 - NCCER skills assessments?
 - Union apprenticeship program?
 - Industry training (such as for refrigeration mechanics)
 - Company training (such as for task-specific that is not covered by industry training, such as hydroblasters).
 - ABC craft training program
 - Government entities or universities
2. How often are audits performed?
 - Written audits: Regular intervals
 - Performance (“hands-on”) audits: As the craftspersons are working, and dependent on the length of time working (long-term maintenance versus working a short turnaround).
3. Who conducts audits?
 - Contractor supervision.
 - Owner employees
 - Contractor firm on behalf of the owner, as third party auditor.
4. Who gets audited?
 - Craftspersons at all level of skills.
 - Contractor office and records are audited.
 - Monitor and track the percentage of craftspersons that have been skills assessed per approved methods (see #1 above).
 - Monitor and track the percentage of craftspersons that have achieved written certification.
 - Monitor and track the percentage of craftspersons that have achieved performance certification.
5. Have training records of specialty contractors/craftspersons been audited?
6. Verify that non-certified craftspersons are currently enrolled in training, as appropriate. Refer to “Key Points of Participation Policy, Rev. 6”.
7. Audit record retention should follow the company’s document retention policy