



# Advanced Energy EASA Accreditation Audit Process

## Pre Audit Steps

- 1 Download and complete the [EASA Accreditation Program Audit Checklist](#). EASA also provides a checklist with detailed explanations of specific Program requirements. Be sure to review these as well. If additional clarification is needed please contact [Advanced Energy](#).
- 2 When you are ready, complete the [Accreditation Program Application form](#) and submit it to EASA. This is processed directly through EASA and is independent of Advanced Energy. Save your receipt as we will need to see a copy of it during the onsite audit.
- 3 Email your completed Program Audit Checklist to Matt Davey at [mdavey@advancedenergy.org](mailto:mdavey@advancedenergy.org). We will review your checklist results and work with you on any concerns you may have to ensure a successful onsite audit.

EASA has more Accreditation Program details and resources on their website at <http://www.easa.com/accreditation>

## Onsite Audit Steps

- 4 Once all Program concerns are addressed we will work with you to schedule an audit date that fits your schedule. The onsite audit process usually takes one day to complete and consists of two main components.  
**Document Review:** Quality process manuals, training records, calibration records and samples of job records are all reviewed for compliance with the EASA Accreditation Program. Having copies or quick access to these records during the audit is recommended.  
**Visual Inspection:** A tour of the service center is conducted where equipment calibration labels are verified, functionality of selected equipment is checked and repair procedures are assessed. Short discussions with service center personnel may be necessary to properly cover Program requirements.
- 5 At the conclusion of the audit a closing meeting is held where, if found, non-conformance items are communicated with recommendations for corrective action and Program compliance. Proof of corrected non-conformance items can be emailed to Advanced Energy via scanned copies of documents and/or pictures. A second onsite visit is typically not necessary.

## Post Audit Steps

- 6 Upon successfully completing the Accreditation Program onsite audit the approved checklist is submitted to EASA with a copy provided to you for your own records. The approved check list also details your Program anniversary date. EASA will then reach out to you and provide Program certificates, motor labels and marketing material.
- 7 In the next two Program years you will need to submit to Advanced Energy, for approval, an internal self-audit of your service center using the EASA Accreditation checklist. We may ask for evidence of continued compliance on items found during the onsite audit.
- 8 After year three in the Program this process starts over with another onsite audit.