



**ASME Bolting Specialist Qualification Program
ATP Facility Review/Site Audit Checklist**

Company Name:	
Address:	
Contact Name	
Email	
Contract Signed	

FACILITY	YES	NO	COMMENT
Is there a current, signed agreement on file with ASME?			
Is facility parking adequate for the number of students attending the training?			
Is the parking area maintained in a well-lit and safe condition?			
Are there an adequate number of facility bathrooms for the number of participants?			
Are the facilities maintained in a clean, neat, and safe condition?			
Are the facilities maintained in accordance with all applicable local, state, and federal requirements?			
Have all local, state, national permits required in order to hold and conduct the training been obtained and if required posted?			
Have the following operational guidelines been developed, approved by ASME, and implemented by the facility: <ul style="list-style-type: none"> I. Safety policy and procedures II. Company safety manual III. Written procedure for recording and reporting of illness or injuries IV. Written procedure for severe weather V. General Release and Waiver of Claims 			
Are all Emergency Exits clearly marked and illuminated?			
Are evacuation routes displayed and clearly marked?			
CLASSROOM			

Is the classroom size adequate for the number of students being taught and for the safe conduct of demonstrations?			
Is the classroom maintained in a clean, neat, and safe condition?			
Is there an adequate number of tables and chairs provided for the number of participants?			
TRAINING MATERIAL			
Is the ability to print course material required for each participant available?			
TRAINING EQUIPMENT			
Are there an adequate number of training aids provided for students being taught?			
Is all required training equipment present and available for inspection?			
Is training equipment operational, safe, and maintained per ASME and OSHA standards and best practical guidelines?			
Is there safe, secure storage for training material and equipment?			
STUDENT CONSUMABLES			
Is there an adequate supply of consumables for the numbers of course participants (pencils/pens, highlighters, paper, etc.)?			
Is there an adequate supply of safety supplies for the number of course participants (hard hats, gloves, glasses, hearing protection, etc.)?			
PRESENTATION AND AV EQUIPMENT			
Are dry erase boards or equivalent provided?			
Is there an adequate supply of presentation consumables provided (markers, etc.)?			
Is AV presentation equipment provided (projector, computer, speakers, etc.)?			
Is AV presentation connections available?			
Is AV technical support available if needed?			
INSTRUCTIONAL STAFF			

Has the instructional staff been approved by ASME for each course taught?			
Have test administrators been approved by ASME for each course in which they are required to be utilized?			
Does the facility maintain a qualification packet for each member for its instructional staff?			
ADMINISTRATION			
Have all course material been approved by ASME			
Have all course activity sheets been approved by ASME			
Authorized Training Instructors	ATI Qualifications Review Train-The-Trainer Complete		
Audit Summary/ General Comments:			
Completed by:			
Date:			