

Dear Sir / Madam

**MONITORING AND AUDIT EVALUATION**

ESETA wishes to advise you that the ESETA ETQA will be conducting an audit of training premises on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Please find attached our guideline to assist you in preparing for this audit.

Please do not hesitate to contact me if you have any questions in this regard.

Yours sincerely

**Energy Sector Education and Training Authority  
ETQA Head of Department**