

NLCSA Audit Instrument FAQs

Q. I can't seem to get the NLCSA Audit Instrument to work/fill in properly. What could be wrong?

- A. This is commonly caused by one of two things, either:
- a. The NLCSA Audit Instrument has been opened in the incorrect OS (Operating System). The fillable version of the NLCSA Audit Instrument can only be completed on a PC/laptop operating on a Windows OS (Operating System). The document will not work on a macOS system (Apple products) as there is a compatibility issue between Adobe fillable PDF documents and the macOS. Or,
 - b. The NLCSA Audit Instrument is being opened/completed in a web browser. The fillable version of the NLCSA Audit Instrument can only be completed in Adobe Acrobat Reader or Adobe Acrobat Pro. Using a non-Adobe application or a web browser will corrupt the file and make it unreadable once submitted.
[Click here to download Adobe Acrobat Reader \(Free\).](#)

Q. I can't fill my score into the Audit Summary Sheet, what do I do?

- A. The Audit Summary Sheet on Page 9 is automated and is completed as you fill out the details in each Element from Page 22 onwards

Q. Why can't I check the "I" (Interview) column boxes in the verification pages?

- A. The Interview check boxes are automatically "checked" when the appropriate figures are entered in the "No of Positive" and "No of Negative" response columns on the "Questions" page (see details at the bottom of Pages 20 and 21)