

Assessor Checklist

Name of Applicant		Current Grade & whether Chartered	
ID number		Date of entry to current grade	
1st Assessor		2nd Assessor	

Stage 1: Preparation

Question	Yes/No	Admin comments
Q1. Has the applicant graduated from a Qualifying Course?		
Q2. Does it appear the applicant has spent a minimum of 10 years in research, teaching or practice of ergonomics?		
Q3. Is referee 1 a CIEHF Fellow?		
Q4. Is referee 2 a CIEHF Fellow?		
Q5. Is referee 3 a CIEHF Fellow?		
Q6. Is at least one referee from a different organisation to the applicant?		

Stage 2: Assessment

Knowledge, Experience & Responsibilities over the last 10 years

Question	Yes/No	Assessor comments
Q1. Is there evidence that the applicant has made significant contributions to ergonomics & human factors?		
Q2. Has the applicant shown evidence of responsibility for leading or managing and signing off contracts?		
Q3. Has the applicant shown evidence of responsibility for initiating new work, contracts or projects in their sector?		
Q4. Has the applicant shown significant career progression?		
For applicants who are already Registered Members, go to Q7.		

For applications based on Knowledge Areas: Q5a. Does the applicant demonstrate appropriate proficiency across all 5 areas:		
a. Anatomy & physiology?		
b. The work environment?		
c. People & systems?		
d. Psychology?		
e. Methods & tools?		
For applications based on Professional Competencies: Q5b. Does the applicant demonstrate appropriate proficiency across all 5 of the following areas:		
a. Ergonomics / human factors principles?		
b. Ergonomics / human factors theory and practice?		
c. Human capabilities and limitations?		
d. Design and development of systems?		
e. Professional skills and implementation?		
Q6. Is there significant evidence of an integrated ergonomics approach across all 5 areas of competency?		

Senior Professional Responsibility (SPR)

Question	Yes/No	Assessor comments
Q7. Has the applicant been in a position of SPR for at least 5 years demonstrating, convincingly, significant abilities in at least 4 of the following?		
a. Team or capability group leadership and mentoring within an ergonomics context.		
b. Significant resource management responsibilities.		
c. A leading role in managing, developing and delivering approved ergonomics courses.		
d. A leading role in initiating, developing and managing, medium and/or large projects and delivering their outcomes.		

e. Taking the lead in initiating and managing research programmes.		
f. The active promotion, development and growth of ergonomics within an organisation.		
g. The planning of ergonomics interventions to major programmes and the control of their progress and outcomes.		
h. Being familiar with technical language in other professions so as to work effectively in multidisciplinary projects and programmes.		
i. Interpretation and/or adaptation of ergonomics standards and specifications to particular applications and situations.		
j. Development, modification and validation of new or existing tools, techniques or methods to enhance an ergonomics activity or application.		
k. Understanding and satisfying the needs of the end user of any output or product from the organisation for or in which the applicant works.		

Referees

Question	Yes/No	Assessor comments
Q8. Is there evidence that all the referees know the applicant and their work enough to attest to the applicant's abilities and professionalism?		
Q9. Are all the referees' reports explicit and convincing in their support of the applicant's experience and achievements?		
Q10. Are all the referees' reports explicit and convincing in their support of the applicant's attitude and professionalism?		

CPD

Question	Yes/No	Assessor comments
Q11. Has the applicant included 5 activities demonstrating professional development appropriate to their level of seniority?		

Q12. Has the applicant recorded at least 3 activities in their forward plan showing how they intend to maintain their competencies and proficiencies over the coming year?		
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Additional information

Question	Yes/No	Assessor comments
Q13. Has the applicant received any professional recognition?		
Q14. Has the applicant demonstrated engagement with the community?		

Stage 3: Feedback & Decision

Assessor's overall comments on the application (including any additional comments not covered above)	
Assessor's feedback to the applicant	
Assessor's decision	

Assessor's signature	
Date	

Please email your completed checklist to membership@ergonomics.org.uk