

Assessor Checklist

Name of consultancy			
Main contact			
1st Assessor		2nd Assessor	

Stage 1: Preparation

Question	Yes/No	Admin comments
Q1. Is a main contact a Chartered Member?		
Q2. Have CVs been provided for all other listed consultants?		

Stage 2: Assessment

Consultancy expertise

Question	Yes/No	Assessor comments
Q1. Do the CVs reflect the claimed <i>areas of expertise</i> of the named consultants?		
Q2. Do the CVs reflect the claimed <i>proficiency levels</i> of the named consultants?		
Q3. Do the CVs reflect the claimed <i>sectors</i> of the named consultants?		

Consultancy CPD

Question	Yes/No	Assessor comments
Q4. Is the CPD forward plan suitable and sufficient?		

Consultancy profile

Question	Yes/No	Assessor comments

Q5. Is there evidence of suitable and sufficient experience to deliver the expertise offered by the consultancy?		
Q6. Is the consultancy profile a true reflection of claimed expertise?		

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	
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Assessor's signature	
Date	

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