



## Assessor Checklist

Name of consultancy			
Main contact			
1st Assessor		2nd Assessor	

### Stage 1: Preparation

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

### Stage 2: Assessment

#### Consultancy expertise

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

#### Consultancy CPD

Question	Yes/No	Assessor comments
<b>Q4.</b> 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	

Assessor's signature	
Date	

Please email your completed checklist to **[membership@ergonomics.org.uk](mailto:membership@ergonomics.org.uk)**