

External Verifier's

Date:

Name: Approved

Schemes

Centre:

Approved: :

Centre Contact Person/IV:

Approval

## STANDARDS – (Tick a necessary)

	AUDIT CHECKS CARRIED OUT	UNSATISFACTORY	MEETING SCHEME REQUIREMENT
1	Overall Management Including:		
	• Scheme Management Candidate		
	• Systems for Tracking Progress		
	• Areas of Responsibility		
	• Document Control System		
	• Health and Safety Policy		
	• Quality Systems		
	• Internal Verifier Reports		
2	Individual Candidate Records (Random Check)		
3	Inspection of Candidate Assignments		
4	Inspection of Practical Task Assessments		
5	Inspection of Candidate Individual Portfolios		
6	Inspection of Completed Examination Scripts		

## ANY ADDITIONAL CHECKS CARRIED OUT

External Verifier's Comments:

Actions to be taken:

Copy Sent to Approved Centre

Tick

Date

Copy Sent to CETOP M. A.

Date

Copy to File

Date