CIfA Registered Organisation inspection panel Benchmark/feedback form\_v1

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| Name of organisation |  |
| CIfA panel member |  |
| Date of meeting |  |

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| **Inspection assessment document** | **Benchmarking questions****Evidence seen** | **Application form number** | **What has impressed or concerned** |
| **Structure of the organisation** | Benchmarking questions |  |  |
| Inspection day notes |
| **Conflicts of interest/ethics** | Benchmarking questions |  |  |
| Inspection day notes |
| **Staffing and employment** | Benchmarking questions |  |  |
| Inspection day notes |
| **CIfA membership and promotion of the Institute** | Benchmarking questions |  |  |
| Inspection day notes |
| **Training and CPD** | Benchmarking questions |  |  |
| Inspection day notes |
| **Volunteers****Outreach/Public benefit** | Benchmarking questions |  |  |
| Inspection day notes |
| **Health and Safety** | Benchmarking questions |  |  |
| Inspection day notes |
| **Quality Assurance** | Benchmarking questions |  |  |
| Inspection day notes |
| **Policies and Guidelines** | Benchmarking questions |  |  |
| Inspection day notes |
| **Commissioning** | Benchmarking questions |  |  |
| Inspection day notes |
| **Archives/Publications** | Benchmarking questions |  |  |
|  |
| **Report and publication assessment** | Benchmarking questions |  |  |
| Inspection day notes |
| **Talk to staff** | Benchmarking questions |  |  |
| Inspection day notes |
| **Other** | Benchmarking questions |  |  |
| Inspection day notes |

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| **Feedback for institution** |
| Comments/concernsWhat impressed |
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| **Panel decision** |  |  |  |  |  |
| Registration recommended  | [ ]  | Registration with recommendations/conditions | [ ]  | Application rejected. Re-submission required | [ ]  |

*The findings of the report and recommendation(s) of the panel will be considered by the Registration Committee (Organisations), which will make the final decision on registration. The outcomes of the Committee’s consideration of an application may be:*

***Registration:***  *no benchmarks triggered/ no obvious areas for improvement*

***Registration with encouragement and recommendations for improvement:*** *implementation of recommendations likely to improve the quality or reliability of the organisation’s practice. Committee to determine whether the recommendation is ‘to be considered’ or ‘to be implemented’ to make improvements, and may recommend a timescale*

***Registration conditional upon demonstrated improvement or production of a programme of improvement****: failure to implement means the organisation has the potential to do work that could be considered in breach of the Code of conduct, other regulations and Standards and guidance*

***Registration refused****: fails to meet criteria in by-law; or the organisation’s responses insufficient to persuade Committee that it can be depended on to comply with the Code of conduct, other regulations and Standards and guidance*

***Registration deferred****: application not ready to be reviewed by Registered Organisations committee, awaiting additional information*

[Regulations for the registration of organisations](https://www.archaeologists.net/codes/cifa)

Please return to Kerry at kerry.wiggins@archaeologists.net