



Registration of Organisations inspection process

Information for panel members

This document covers some common practical questions about the inspection day. However, we are more than happy to talk you through everything. If you have any questions as we approach the inspection day, please get in touch.

By joining an inspection panel, you acknowledge and agree to treat all information related to the inspection process as **strictly confidential**. This includes any documents, discussions, observations, or findings shared before, during, or after the inspection. You will ensure that any downloaded or printed materials are securely deleted or disposed of following the conclusion of the inspection.

Preparing for the inspection:

A page of resources for panel members can be [accessed here](#), including example inspection questions, guidance on reviewing reports and paperwork. Panel members should read and have an understanding of the Regulations for the registration of organisations: additional guidance (available on the above panel resources webpage).

We will arrange an MS Teams meeting before the inspection. This is to discuss any issues which you have identified in advance.

Review of reports/documentations:

The RPH is asked to provide a selection of reports (grey literature and/or published reports/articles/monographs/books etc) for the panel members to review in advance of the inspection. We will be in touch with the list for you to choose from.

Structure of the day (this can be flexible):

- 10.00 – 10.30 Introductions and housekeeping
- 10.30 – 11.30 Project talk through
- 11.30 – 13.00 Discussion about the organisation
- 13.00 – 13.30 Lunch
- 13.30 – 15.00 Office tour (where relevant), speak with staff (may include remote staff)

15.00 – 15.30 Panel discussions

15.30 - 16.00 Feedback to RPH(s) and summing up

The meetings are relatively informal, and discussion based. The CIfA representative will chair the meeting to ensure consistency and to make sure everything is covered.

Panel members will identify areas for questioning in advance. Likely areas for discussion include: the structure of the organisation, staffing and employment, CIfA membership and promotion of the Institute, training and CPD, public benefit, health and safety, quality assurance, commissioning and archives and publications.

Project talk through:

The RPH is asked prior to the inspection, to nominate a member of staff to talk the panel members through a project from start to finish. We will ask for your suggestion from the list of project reports provided by the organisation. This is to gain an understanding of the quality assurance processes in place and to understand and assess the procedures that the organisation goes through at different stages in a project.

Talk to staff:

In the afternoon, the panel talk to staff. This will include remote staff where relevant (site staff, staff working from home or in other offices). You can find a list of suggested questions to help with this on the [panel members resources page](#).

Site visit (if applicable):

The site visit does not have to be on the day of the inspection. If there is an excavation with a monitoring visit planned, CIfA can contact the historic environment adviser and see if they can also complete our site visit. Alternatively, a panel member or another member in the area can do the site visit. We may also arrange for a facilities visit to be conducted in person, if the inspection has been held remotely. Neither have to be done immediately.

After the inspection:

After the inspection has taken place, the CIfA representative compiles the inspection report which outlines the day and a summary of the discussions. This report is first circulated to the panel members to check and to provide comments or feedback. The report is then sent to the RPH for comment and feedback. Once this process is complete the report is presented to the next available quarterly Registration Committee (Organisations) meeting by the CIfA representative for review. The RCO meetings are in July, September, December and then March.