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| --- | --- |
| **Name of Organisation:** | **Name of panel member:** |
| **YOUR QUESTIONS** (Read the application form and refer to the supporting information. Write down any issues you spot or queries you may have. These can be discussed at the meeting prior to the inspection. Send your completed sheet to Kerry.wiggins@archaeologists.net) | **Question number** |
| **Commissioning (for both consultancies and contracting organisations)*** ?
 |  |
| **Archives/Publications*** ?
 |  |
| **Organisation** * ?
 |  |
| **Organisation (HR)** * ?
 |  |
| **Conflicts of Interest*** ?
 |  |
| **CIfA Membership and promotion of the Institute*** ?
 |  |
| **Employment package*** ?
 |  |
| **Training and CPD*** ?
 |  |
| **Volunteers/Outreach/Public benefit*** ?
 |  |
| **Health and Safety*** ?
 |  |
| **Quality Assurance*** ?
 |  |
| **Policies and Guidelines*** ?
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| **Report and publication assessment*** ?
 |  |
| **Previous Conditions or Recommendations:** * ?
 |  |
| **Main areas:** * ?
 |  |

* Conflicts of interest
* Quality Management System
	+ Formal certification? If not, explanation of systems used?
* Professional membership
	+ What are the numbers?
* Encouragement of CIfA activities, membership, and the promotion of CIfA, payment of subs
	+ Is CIfA accreditation linked to PDP objectives?
	+ Pay 100% of professional fees etc?
	+ Does the organisation allow staff to attend CIfA activities, sit on committees etc
	+ How is CIfA promoted?
* Employment package
	+ Control over policies and procedures (e.g. not a County Council or University)?
	+ Pay minima?
	+ Pension contribution?
	+ Employment package, uplifts?
	+ Any zero hr contracts?
	+ Short term contracts?
	+ Self-employed staff?
	+ Travel time policy?
* Training and development
	+ Number of training days
	+ Structured training programme for any staff not at PCIfA level?
* Volunteers
	+ Provision of PPE?
	+ Structured training programme for any students/volunteers?
* Outreach
	+ Extensive activity?
	+ Wide variety of activity?
* Health and Safety
	+ Accreditation?
	+ Certificate up to date?
	+ H&S policy?
	+ H&S advisor?
	+ RIDDOR?
* Insurance
	+ Anything missing to note? \*Professional indemnity is a requirement of the scheme
* Commissioning
	+ Provision of advice to those who commission services?
	+ Provision of advice to clients?
	+ Manage tenders?
	+ Commission just RO’s?
	+ Number of fieldwork projects commissioned over 5 years old not published
* Policies and documents: Anything missing to note?
* Archives
	+ Number of project archives over 5 years old not deposited
	+ Archives officer/staff dedicated to finds/data?
* Security copies?
* Publication
	+ Number of projects over 5 years old not published
	+ OASIS?
* Stewardship/Archaeological advice
	+ Policies and documents: Anything missing to note?
	+ HER disaster plan?
* Educational role
	+ Policies and documents: Anything missing to note?
	+ Field school or training excavation?