

Approval Visit Checklist

We know that making the most effective use of your time is crucial, so we've put together the following checklist. This will help you prepare for your centre approval – making the most use of your precious time! Please complete this checklist prior to your approval review, to make sure you're fully prepared.

If you've any questions about any of the approval criteria, feel free to get in touch with your External Quality Assurer who'll be more than happy to help. Alternatively give your Customer Support Team a call with any queries on 0191 239 8000.

	Tick to confirm
I have read and understand the approval criteria.	
I have read the User Guide to the Centre Approval Report.	
I have the appropriate evidence in place to meet each criterion under the management systems and administration arrangements section and can present this information to the EQA either paper based or electronically when asked.	
I have the appropriate evidence in place to meet each criterion under the resources section and can present this information to the EQA either paper based or electronically when asked.	
I have the appropriate evidence in place to meet each criterion under the assessment section and can present this information to the EQA either paper based or electronically when asked.	
I have the appropriate evidence in place to meet each criterion under the internal quality assurance section and can present this information to the EQA either paper based or electronically when asked.	
I have familiarised myself with the Qualification Specification(s) for the product(s) I am applying for approval.	
I have the necessary staff members available for the review should the EQA need to speak to someone.	

If you don't have any of the above in place prior to the centre approval, or are unsure of anything, please contact your External Quality Assurer to discuss this prior to the visit or remote approval review.