

Assessor Checklist

Name of Applicant		Current Grade	
ID number		Date of entry to current grade	
Assessor			

Stage 1: Preparation

Question	Yes/No	Membership Team comments
Q1. Has the applicant graduated from a Qualifying Course (QC)?		
Q2. Are there sufficient days of work experience?		
Q3. Is referee 1 a Registered Member or Fellow?		
Q4. Is referee 2 a Registered Member or Fellow?		

Stage 2: Assessment

Referees

Question	Yes/No	Assessor comments
Q1. Are the referees' comments sufficient and supportive of the applicant?		
Q2. Is there evidence that the referees know the applicant and their work enough to attest to the applicant's abilities and professionalism?		

Log book

Question	Yes/No	Assessor comments
Q3. Does the log book contain sufficient examples of work to allow you to judge the applicant's capabilities?		
Q4. Has the applicant demonstrated sufficient professional development?		

Q5. Do the applicant's reports back up and illustrate their work as detailed in the log-book?		
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Knowledge & Experience

Question	Yes/No	Assessor comments
Q6. Has the applicant attained enough experience in ergonomics over a period of at least 2 years?		
Q7: Does the applicant demonstrate ability and appropriate application across at least 50% of the five areas:		
a. Ergonomics / human factors principles?		
b. Ergonomics / human factors theory and practice?		
c. Human capabilities and limitations?		
d. Design and development of systems?		
e. Professional skills and implementation?		
Q8. Is there evidence of an integrated ergonomics approach?		
Q9. Does the applicant show proficiency levels 1 to 4 in the competency areas claimed?		
Q10. Does the applicant show at least proficiency levels 3 to 4 in their key competency areas?		

Stage 3: Feedback & Decision

Assessor's overall comments on the application (including any additional comments not covered above)	
Assessor's feedback to the applicant	
Assessor's decision	

Assessor's signature	
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Date

Please state your level of confidence in your decision:

Very confident

Confident

Fairly confident

Not confident

Please email your completed checklist to membership@ergonomics.org.uk