**CHECKLIST FOR FSAB CAB SITE VISITS**

CAB:

CAB Representatives Present:

Date of Site Visit:

Location of Site Visit:

FSAB Assessors Present:

| **Site Visit Review2** | **Documents Reviewed and Reviewers Initials3** | **Notes/Comments** |
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| **4. Conformity Assessment Body** | | |
| **4.2 Management System** | | |
| 4.2.3 Confirm 4.2.3 publicly accessible statement “The CAB shall make available a publicly accessible statement affirming its understanding of the importance of impartiality in its certification activities”. |  |  |
| 4.2.7.2 Review Confidentiality/Conflict of Interest records (review a representative sample for each year since the prior accreditation cycle). |  |  |
| **4.2.10 Documents and Records** | | |
| 4.2.10.3 Review a representative sample of changes to documents and associated document control. |  |  |
| **4.2.11 Appeals Against Decisions** | | |
| Review appeals against certification decisions (a representative sample within the last accreditation cycle). |  |  |
| **4.2.12 Complaints** | | |
| Review complaints (a representative sample within the last accreditation cycle). |  |  |
| **4.3 Subcontracting** | | |
| 4.3.2 Review all current subcontractor agreements (identify; do not include financial information). |  |  |
| **4.5 Management System and Review** | | |
| 4.5.1.3 Review current organizational chart. |  |  |
| 4.5.2 Review latest management review. |  |  |
| 4.5.3 Review latest internal audit. |  |  |
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| **4.6 Certification Program Development** | | |
| 4.6.5 Review most recent job task analysis for each certification issued. |  |  |
| 4.6.6 Review a representative sample of published peer-reviewed articles listed in the CABs Bibliography. |  |  |
| **4.7 Scope of Program and Available Documentation** | | |
| 4.7.2-4.7.3 Review a representative sample of properly archived documents. |  |  |
| **4.8 Examination and Other Records** | | |
| Observe the CABs record system for evidence of compliance. |  |  |
| 4.8.4 Review a representative sample of relevant peer-reviewed publications demonstrating validity/reliability of the specialty and its applications. |  |  |
| **4.10 Security** | | |
| View currently implemented security practices for physical and digital records (as relevant). |  |  |
| **4.11 Application Process** | | |
| Review a representative sample of current completed certificant application forms. |  |  |
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| **5. Certification Standards** | | |
| 5.1-5.2 Review a representative sample of certificant records for evidence of successfully completed examinations, minimum appropriate credentials, signed *Code of Ethics*, established recertification dates, education and training, experience, and licensing (as applicable). |  |  |
| **6. Recertification** | | |
| 6.1.2 Review a representative sample of recertification records that include proof of continuing professional development, competence, work experience, and reaffirmation of ethical and professional standards. |  |  |
| **8. Examination for Initial Certification** | | |
| Request a representative sample of dates to confirm evidence of periodic examination reviews. |  |  |
| **9. Certificates** | | |
| Review a representative sample of current certificates per certification issued. |  |  |
| **10. Changes in Certification Requirements** | | |
| Review a representative sample of changes made to certification requirements to include nature of change, date and manner of notification, and effective date for each certification granted. |  |  |
| **11. Exit Briefing: Site Visit Team and CAB** | | |
| The Site Visit Team will provide an in-person oral review of its findings. The CAB may ask questions regarding findings and any nonconformities identified. The CAB will be permitted to make a brief oral and written response at their discretion. |  |  |
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| **Additional Comments by Site Visit Team in follow up to policies identified by ARC prior to Site Visit (as needed)** | | |
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