**CHECKLIST FOR SITE VISITS**

CAB:

CAB Representatives Present:

Date of Site Visit:

Location of Site Visit:

FSAB Assessors Present:

[N.B. TheFSABand CAB have completed the *Agreement on Terms and Conditions for Forensic Specialties Accreditation Board (FSAB) Accreditation*.]

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| **Site Visit Review1** | **Documents Reviewed and Reviewers Initials2** | **Notes/Comments** |
| **4. Conformity Assessment Body** | | |
| **4.2 Management System** | | |
| 4.2.3 Confirm 4.2.3 (see 3/1/2019) 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 sample) |  |  |
| **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 |  |  |
| **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 example(s) of a properly archived document |  |  |
| **4.8 Examination and Other Records** | | |
| Observe the CABs record system for evidence of compliance |  |  |
| 4.8.4 Review a representative sample of examples 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 a current completed certificant application form |  |  |
| **5. Certification Standards** | | |
| 5.1-5.2 Review a representative sample of certificant records for evidence of: successful completed examination, minimum appropriate credentials, signed Code of Ethics, established recertification date, 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 |  |  |

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| **9. Certificates** | | |
| Review a representative sample of examples 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. |  |  |
| **Additional Comments by Site Visit Team in follow up to policies identified by ARC prior to Site Visit (as needed)** | | |
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NOTE: Issues deemed appropriate for in-person discussion during the ARC’s review of the application for accreditation may also be discussed.