

Appendix II

Items, Criteria and Method of Evaluation for Institute of Building Telecommunications Equipment Review and Inspection

1. Basis
Paragraph 5, Article 5 of the Directions Governing the Management of Review and Inspection Institutes for Telecommunications Equipment of Building (referred to as the Directions hereinafter).
2. Target of evaluation
Those that apply for the status of building telecommunications equipment review and inspection institute and submit the complete documentation specified in Article 4 of the Directions.
3. Items of evaluation:
The items of evaluation consist of 5 groups listed below. The evaluation scoring and criteria are provided in the Inspection Institute Evaluation Checklist (see Table I; referred to as the Checklist hereinafter):
 - (1) Organizational structure
 - (2) Test equipment
 - (3) Review work
 - (4) Inspection work
 - (5) General scoring
4. Method of evaluation
 - (1) Self-evaluation by the applicant
Upon receiving the notification for field evaluation from NCC, the applicant shall perform a self-evaluation using the Self-Evaluation Checklist for Inspection Institute (see Table II) and submit the self-evaluation result to NCC by the specified deadline.
 - (2) Evaluation by NCC's evaluation team
 1. NCC's evaluation team performs the field evaluation according to the Checklist;
 2. The members of the team may interview people at the site as appropriate and ask them to present identification, or ask the applicant to provide proof of their businesses.
5. Scoring of evaluation
The evaluation team members give scores based on the weights listed in the Checklist. The final evaluation score is the average of the scores given by each of the team members (rounded to the second decimal). The self-evaluation score of the applicant is not included in the final evaluation score, and used only for reference of evaluation team members.
6. Evaluation ruling
 - (1) Failure to meet any of the circumstances listed in Article 3 of the Directions results in disqualification;
 - (2) Any item of evaluation that scores a zero results in disqualification;
 - (3) The final evaluation score lower than 90 results in disqualification;
 - (4) Applicant scoring 90 points or more for final evaluation score is qualified.
7. For those who are disqualified in the evaluation, NCC will issue a list showing items that failed and request improvement by a given deadline and an improvement report. Failure to improve by the given deadline will result in rejection of the application. The evaluation team may perform another field evaluation as appropriate based on the improvement results, and give a new score.