

Table 2

Self-Evaluation Checklist for Inspection Institute

Applicant's name:
Applicant's address:

Self-evaluation date: (mm/dd/yy)

Evaluation items		Allocation	Score	Scoring criteria
Applicant's qualification		Necessary items		Failure to meet any of the circumstances listed in Article 3 of the Directions results in disqualification.
Organizational structure, 20%	Organization design	10		<ol style="list-style-type: none"> 1. 4 points are deducted if the organizational structure of review and inspection departments does not match their functional design. 2. 3 points are deducted if any one does not fully understand one's duties. 3. 3 points are deducted if the actual staffing does not match the organizational structure.
	Processing points and case-receiving windows	10		<ol style="list-style-type: none"> 1. 1 point is deducted for every missing processing point or case-receiving window if processing points or case-receiving windows are not established in some municipalities or counties (cities). 2. 5 points are deducted if the processing points and case-receiving windows do not match the list provided.
Test equipment, 20%	Equipment operation maintenance	10		<ol style="list-style-type: none"> 1. 1 point is deducted if the test equipment does not match the test equipment list provided. 2. 2 points are deducted if there is no routine check (at least every 6 months) record for the test equipment. 3. 2 points are deducted if there are no troubleshooting and servicing procedure and records (kept for at least a year) for the test equipment. 4. 1 point is deducted for every processing point if appropriate equipment is not provided at processing point(s).
	Equipment calibration	10		<ol style="list-style-type: none"> 1. 3 points are deducted if there is no calibration procedure for the test equipment. 2. 2 points are deducted if there is no calibration record of the test equipment. 3. 1 point is deducted for every piece of equipment if the calibration of test equipment expires.
Review work, 20%	Review process	15		<ol style="list-style-type: none"> 1. 10 points are deducted if there is not an operation procedure for design drawing review. 2. 5 points are deducted if any inspector is not fully familiar with the content and process of review.
	File management	5		<ol style="list-style-type: none"> 1. 3 points are deducted if a file management system is not established according to Paragraph 4 of Article 7. 2. 1 point is deducted if an archive is not established. 3. 1 point is deducted if a file access procedure is not established.
Inspection work, 20%	Inspection process	15		<ol style="list-style-type: none"> 1. 10 points are deducted if there is not an operation procedure for inspection of completion of work. 2. 5 points are deducted if any inspector is not fully familiar with the content and process of inspection.
	File management	5		<ol style="list-style-type: none"> 1. 3 points are deducted if a file management system is not established according to Paragraph 4 of Article 7. 2. 1 point is deducted if an archive is not established. 3. 1 point is deducted if a file access procedure is not established.
General scoring, 20%	Business management, professional inspection raining, environment management, previous merits, preparation for the evaluation and degree of cooperation.	20	(Do no fill this field)	<ol style="list-style-type: none"> 1. Total number of inspectors and their staffing. 2. Professional training program for inspectors, including review and on-site inspection work, and results of implementation. 3. Clear indications and clean and safe environment at case-receiving windows. 4. Substantial previous achievements or contributions. 5. Preparation for the evaluation and degree of cooperation. 6. Others
Total Self-evaluation score		80		

Applicant (seal):

Representative (seal)