Table 1

Inspection Institute Evaluation Checklist

Applicant's name: Date of 1st evaluation: (mm/dd/yyyy)
Applicant's address: Date of 2nd evaluation: (mm/dd/yyyy)

Evaluation items		Allocation	Score 1st	Score 2nd	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			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			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			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			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			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			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			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			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			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
Re-evaluation score		100			**Comments**

Signature of 1st scoring member:
Signature of 2nd scoring member:

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		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		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		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		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		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		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		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		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)	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)