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| **TSQF Internal Verification Documentation** | Internal Verifier  Checklist List |

**Initial Documentation Check**

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| **Present in the Portfolio** | **Yes / No** | **Comments** |
| Candidate Record Form |  |  |
| Assessment Plan (s)  (Assess 1) |  |  |
| Summary Assessment Matrices  (Assess 2) |  |  |
| Candidate Feedback Forms  (Assess 4) |  |  |
| Witness List |  |  |

**Secondary Documentation Check**

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| **Form** | **Yes** | **Comments** |
| **Assessment Plan (Assess 1)** | | |
| Has the assessor signed & dated the plan when it was originally agreed? |  |  |
| Has the candidate signed & dated the plan when it was originally agreed? |  |  |
| Is the Candidate Number on the plan? |  |  |
| Has the assessor formally 'signed off' the plan once complete? (back page of plan) |  |  |
| Do the assessment dates link into the Summary Assessment Matrices & Feedback Report Forms? |  |  |
| Have you validated the plan (signed & dated) |  |  |
| **Summary Assessment Matrices (Assess 2)** | | |
| Is the candidate/assessor/iv information complete? |  |  |
| Is the Authority box complete? |  |  |
| Are all assessment dates listed? |  |  |
| Are all evidence types listed (observations, witness testimony etc…) |  |  |
| Do assessment dates link into the assessment plan & candidate feedback report forms? |  |  |
| Has feedback been given within one week of the assessment taking place? (refer to feedback forms) |  |  |
| Have you logged your sampling date? |  |  |
| Has the assessor signed & dated the matrix when complete? |  |  |
| Have you signed & dated the matrix when complete? |  |  |
| **Candidate Feedback Report Forms (Assess 4)** | | |
| Is there a form present for each assessment carried out? |  |  |
| Has the assessor signed & dated the form(s)? |  |  |
| Has the candidate signed & dated the form (s)? |  |  |
| Is the Form Reference Section completed? |  |  |
| Is it clear what evidence has assessed? |  |  |
| Is it clear what still needs to be done and by when? |  |  |
| Has the feedback been presented within 1 week of the assessment taking place? |  |  |
| Do the feedback forms link back into the assessment plan & summary assessment matrices? |  |  |
| Is it clear when competence has been confirmed? |  |  |
| Have you validated each form? (signed & dated) |  |  |
| **Witness List** | | |
| Are all the witnesses listed? (used for observations, witness testimonies, questioning etc…) |  |  |
| Does it reflect the Summary Assessment Matrices? (observations, witness testimonies listed as evidence) |  |  |
| Have you validated the form? (Signed & dated) |  |  |