EF QA Checklist *To be completed by LI during KIT meeting*

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| **Date** |  | **Time** |  |
| **Team Inspector** |  | | |
| **Lead Inspector** |  | | |

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|  | | **Criteria** | **Y/N** |
| Structure | 1.1 | Is the form legible? |  |
| 1.2 | Are all boxes completed in full? |  |
|  |  |  |  |
| Language | 2.1 | Is language professional? |  |
| 2.2 | Are individuals unnamed? |  |
| 2.3 | Are any shorthand and abbreviations defined? |  |
|  |  |  |  |
| Content | 3.1 | Is content evaluative and not pure description? |  |
| 3.2 | Is content clearly linked to the framework? |  |
| 3.3 | Is evidence clearly identified as either positive or less positive? |  |
| 3.4 | Is the context clear – is there enough information to be useful? |  |
| 3.5 | Is there sufficient evidence recorded? |  |
| 3.6 | Is there reference to specific quotes and examples of things you’ve heard and seen? |  |
| 3.7 | Does the ‘Notes’ box inform lines of enquiry and/or raise issues for the next KIT? |  |
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| **LI Comments** | | | |
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