



# CERTIFICATION CHECKLIST

COMPANY:						
PREVIOUS CERTIFICATIONS:						
CURRENT CERTIFICATION:						

## Definitions of terms:

### Assessment Center

An assessment center (AC) is a series of diagnostic procedures, largely based on systematic behavioural observations, carried out for groups or individuals.

### AC services

AC services refers to the development, implementation and evaluation of an AC.

### AC provider

An AC provider is a company or business unit offering AC services. The provider is the organisation responsible for the development and quality assurance of an AC.

- **Internal** AC providers offer their services to clients who are part of the same group of companies as the AC provider.
- **External** AC providers are all non-internal AC providers, i.e. they offer AC services (development, implementation, evaluation etc.) from outside the company.

### Client

Client refers to the individual or to the group of individuals who approach the AC provider requesting their AC services.

### Assessor

Assessors are individuals who carry out the AC method. There are usually two functions:

- The **moderator** guides the participants through the individual exercises; they ensure both the correct implementation of the requirements and compliance with the structured assessment process.
- The **observers** observe and evaluate the behaviour and performance of the participants during the individual exercises.

### Participants

Participants or candidates are individuals who go through the exercises of an AC.

### Swiss Assessment

Swiss Assessment is the organisation that defines the certification criteria, designates the certification body, controls the certification processes and administers the quality label.

### Certification Body

The certification body is the company commissioned by Swiss Assessment to carry out the certification of AC providers. A list of the approved certification bodies can be found on the Swiss Assessment website.

## Preliminary remarks

The following checkpoints are based on the quality standards defined by the Swiss Assessment Association - Working Group Assessment Center Switzerland AKAC (hereinafter Swiss Assessment), for the development, implementation and evaluation of assessment centers (<http://www.swissassessment.ch>). Members of Swiss Assessment follow those standards, in accordance with their self-declaration and in recognition of the association's statutes. Certified members undergo a quality audit carried out by the Swiss Association for Quality and Management Systems SQS and by the University of Zurich, Department of Work and Organizational Psychology.

Depending on the certification period, the audits are either carried out by attending an ongoing assessment center or are exclusively based on the documentation submitted. Initial certification requires the audit to be carried out by attending an ongoing assessment center. A second certification takes place only as an audit based on documentation submitted in advance. A third certification again requires the attendance of an ongoing assessment center. Subsequent certifications alternate between those two models.

Starting from the second certification, all changes made compared to the previous certifications must be documented. It is also important to capture the specific measures taken based on the feedback from the previous certification.

If not explicitly stated, the following requirements refer to group and individual AC.

# 1 Order clarification and integration

## Checkpoint 1: Clarified order relationship

? Are the goals and framework conditions of the AC contract, as well as the consequences for the participants, clarified and communicated ahead of the design and delivery of the AC?

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Minimum requirements:

A written contract has been signed.

☑

Verification:

e.g. offer, order confirmation, contract or project plan

📄

Documents to be submitted:

Client contract and, if relevant, verifiable documentation of any changes relating to the previous certification.

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Evaluation:

Have the minimum requirements been met? ☐ Yes ☐ No

Remarks:

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# 1 Order clarification and integration

## Checkpoint 2: Independence of AC providers (internal or external)

? Are the internal or external AC providers in a position to make recommendations free of conflicts of interest?

! Minimum requirements:  
Internal or external AC providers are viewed as service providers who are able and required to make independent recommendations.

☑ Verification:  
Organisation chart, written contract or detailed specification sheet

📄 Documents to be submitted:  
For internal providers: organisation chart  
For external providers: written contract / organisation chart  
and, if relevant, verifiable documentation of any changes relating to the previous certification.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No  
met?

Remarks:

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# 1 Order clarification and integration

## Checkpoint 3: Basic scientific models

? Is the AC provider in a position to disclose the basic scientific models used as the basis for the design of their AC?

! Minimum requirements:  
The client must be notified of the scientific background of the instruments used, e.g. behavioural simulations, personality tests, intelligence tests. This means that the AC provider must be able to provide information about the scientific background of their approach.

☑ Verification:  
e.g. key literature, manuals for the tests

📄 Documents to be submitted:  
Description of the design of the AC and, if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No  
met?

Remarks:

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## 2 Work and requirements analysis

### Checkpoint 4: Analysis of the specific requirements

? Does the AC in question follow a work and requirements analysis, which has been carried out systematically?

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Minimum requirements:

The reference point for the analysis is the concrete, relevant activity in the specific company. Representative roles and reference groups have been systematically involved for the collection of the relevant information.

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Verification:

Requirement profile of a representative AC; documentation of the derived requirement profile OR surveys created by the AC provider or by the AC developer

📄

Documents to be submitted:

A requirement profile based on the exercises and the assessment dimensions, as well as a description of the method used to create the profile; if applicable, a comprehensible documentation of any changes applied to previous certifications.

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Evaluation:

Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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### 3 Variety of exercises

Checkpoint 5: variety of methods and multiple coverage of the dimensions of the requirements

? How many methods<sup>1</sup> are being used in the AC? Is a dimension typically assessed more than once?

! Minimum requirements:  
A group or an individual AC includes at least four different methods and each behavioural dimension is captured at least twice. At least two exercises are defined by explicit behavioural observation.

☑ Verification:  
Exercise files<sup>2</sup>

📄 Documents to be submitted:  
Exercise files of a representative AC and, if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No  
met?

Remarks:

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<sup>1</sup>"Methods" refers to the various types of exercises implemented for behavioural observation, but also for personality, performance and intelligence tests as well as for interviews and other processes used for aptitude diagnostics. A personality test or a performance test are each considered to be one exercise.

<sup>2</sup> The exercise files consist of a description of the assessment dimensions, the exercises aimed at eliciting the relevant behaviour and the procedure to observe and assess participants.



## 4 Observation and evaluation

### Checkpoint 6: Systematic behavioural observation

- ? Is the AC largely based on systematic behavioural observation?
- ! Minimum requirements:  
In two exercises of the relevant AC, the behaviour relevant to the function in question is systematically and comprehensibly observed and assessed.
- ☑ Verification:  
Exercise files; instructions for assessors to observe and evaluate the participants
- 📄 Documents to be submitted:  
Exercise files and written instructions for assessors and, if applicable, a comprehensible documentation of any changes applied to previous certifications.
- ⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?
- Remarks:
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## 4 Observation and evaluation

### Checkpoint 7: Structured assessment template

? Do the observers receive a structured assessment template?

! Minimum requirements:  
The behaviour and performance of the participants are assessed based on a structured assessment template.

☑ Verification:  
Assessment documents (e.g. assessment forms) from a representative AC.

📄 Documents to be submitted:  
Structured assessment templates of a representative AC and, if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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## 4 Observation and evaluation

### Checkpoint 8: Relationship between observers and participants

? Is the ratio of observers to participants appropriate for each exercise?

! Minimum requirements:  
In each exercise, each AC participant is observed and assessed for the same dimensions by two observers (one of whom may be a moderator<sup>3</sup>), based on a behavioural observation method.

☑ Verification:  
An implementation plan which illustrates the allocation of assessors to the participants, OR a sample drawn by the certification body of an AC carried out by the AC provider.

📄 Documents to be submitted:  
Detailed schedule and allocation plan of a representative AC and, if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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<sup>3</sup> See qualifications of the participants under Checkpoint 9.

## 5 Selection and training of observers

### Checkpoint 9: Training

- ? Are the participants in the AC (provider, assessors) adequately trained?
- ! Minimum requirements:  
The employees of the AC provider responsible for the development of the AC and with overall responsibility for the implementation and evaluation of the AC have completed recognised studies and/or further education courses at a university (bachelor or master's degree, Master of Advanced Studies).  
The moderators have completed recognised studies and/or further education courses at a university (bachelor or master's degree, Master of Advanced Studies).  
The moderators have completed recognised studies and/or further education courses at a university (bachelor or master's degree, Master of Advanced Studies).  
The observers must have completed observer training.<sup>4</sup>
- ☑ Verification:  
Proof of the study completion of the individuals involved, including the aims and content of the courses completed
- 📄 Documents to be submitted:  
List of assessors, including information about their highest level of education.  
Attendance list of observer training carried out for a representative AC.
- ⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?
- Remarks:
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<sup>4</sup> Internal assessors typically undergo full training once, which is why specific training for a particular AC is not required.

## 5 Selection and training of Assessors

### Checkpoint 10: Experience

- ? Do the assessors have sufficient experience?
- ! Minimum requirements:  
The majority of assessors have attended 100 AC over the past three years.<sup>5</sup>
- ☑ Verification:  
List of assessors with number of AC
- 📄 Documents to be submitted:  
List of assessors with number of AC in which they participated.
- ⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?
- Remarks:

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<sup>5</sup> A completed AC report counts as one AC; in other words, a single AC with one candidate counts as one AC, a group AC with 12 candidates counts as 12 AC.

## 5 Selection and training of Assessors

### Checkpoint 11: Seniority

? Is the cooperation between the AC provider and the assessors a long-term relationship?

! Minimum requirements:  
The majority of the assessors have been working for the AC provider for two or more years.

☑ Verification:  
Attendance list of the assessors

📄 Documents to be submitted:  
Attendance list for the past three years of the assessors in AC run by the provider

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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## 6 Pre-selection and information to participants

### Checkpoint 12: Pre-selection of the participants

? Are the participants nominated on the basis of reasonable criteria and do they have realistic chances to succeed?

! Minimum requirements:  
The nomination criteria are clearly defined. The connection to the career models and the requirement criteria is evident.

☑ Verification:  
Career models and nomination criteria for the AC, which are used by line managers and HR managers.

📄 Documents to be submitted:  
Career models and nomination criteria for the participants for the AC<sup>6</sup> and, if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No  
met?

Remarks:

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<sup>6</sup> External AC providers must supply the relevant documentation to the company for which they carried out the representative AC. This means that the providers partially depend on their corporate clients. If the shortfall of documentation obtained is too big to enable the provider to get certified, the issue needs to be recorded in view of the next certification. The AC provider will then be required to take a pro-active stance towards their corporate clients.

## 6 Pre-selection and information to participants

### Checkpoint 13: Information for the participants

? Are the participants informed about the purpose, the consequences and the process of the AC?

! Minimum requirements:

Participants are informed in advance of the purpose and consequences of the AC. All participants receive the same information from the AC provider about the process involved.



Verification:

Documents sent to participants, OR transcripts of telephone conversation informing participants, OR documents sent to participants to inform them before the start of the AC, OR samples drawn in the form of participant surveys.



Documents to be submitted:

Documents which have been sent to participants, OR transcripts of telephone conversations informing participants, OR documents sent to participants to inform them before the start of the AC, OR random samples drawn by the certification body in the form of participant surveys for an AC carried out by the AC provider and, if applicable, a comprehensible documentation of any changes applied to previous certifications.



Evaluation:

Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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## 7 Preparation and implementation

### Checkpoint 14: Schedule and premises

- ? Is there a differentiated and clear schedule for all participants (assessors and participants) and do the premises guarantee an undisturbed and confidential process?
- ! Minimum requirements:  
The current schedules are clearly structured and understandable for outsiders too. The implementation is spatially separated from other events (e.g. in a convention centre). The premises have an adequate infrastructure.
- ☑ Verification:  
Schedules and overview of rooms
- 📄 Documents to be submitted:  
Timetables, schedules, overview of rooms including images of the rooms, of a representative AC and, if applicable, a comprehensible documentation of any changes applied to previous certifications.
- ⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?
- Remarks:
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## 8 Feedback and follow-up

### Checkpoint 15: Feedback

- ? Do the participants receive meaningful feedback, delivered during a face-to-face meeting in a confidential setting?
- ! Minimum requirements:  
In addition to a written feedback, the participants receive an offer for an oral feedback. Should they accept this offer, the feedback session will ideally take place no later than two months after the completion of the AC.
- ☑ Verification:  
Feedback reports and schedule of their creation and distribution, names of feedback providers as well as information about their role and qualifications and, if applicable, the participant's explicit waiver of feedback.
- 📄 Documents to be submitted:  
Example of a feedback report (final AC report), names of feedback providers from a representative AC and, if applicable, a comprehensible documentation of any changes applied to previous certifications.
- ⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No
- Remarks:
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## 8 Feedback and follow-up

### Checkpoint 16: Confidentiality

? Does the AC provider guarantee confidentiality regarding the information gathered from the client and the participants?

! Minimum requirements:  
The AC provider is obviously committed to confidentiality.

☑ Verification:  
Mission statement OR Code of Conduct, assessors' statement of confidentiality.

📄 Documents to be submitted:  
Mission statement OR Code of Conduct and an example of a confidentiality statement signed by the relevant manager; if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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## 8 Feedback and follow-up

### Checkpoint 17: Data Protection

? Does the AC provider adequately handle confidential data?

! Minimum requirements:  
The AC provider follows the rules concerning data protection.

☑ Verification:  
Data protection statement available in writing as well as information regarding storage of AC documents

📄 Documents to be submitted:  
Written data protection statement and information on where, how and for how long the individual AC documents (exercise documents, final reports, etc.) are being stored; if applicable, a comprehensible documentation of any changes applied to previous certifications.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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## 9 Evaluation

### Checkpoint 18: Cooperation with academic institutions

? Does the AC provider show willingness to work with academic institutions?

! Minimum requirements:

Yearly participation of an assessor in a further training event run by Swiss Assessment, active participation in a Swiss Assessment working group, contribution to a journal, active support of student projects, teaching assignment on the subject of AC at a recognised training institution.

☑ Verification:

Proof that two of the activities listed under the minimum requirements have been carried out within the past three years.



Documents to be submitted:

Two supporting documents for the following activities over the past three years: participation in a Swiss Assessment event, participation in a Swiss Assessment working group, participation or presentation in academic conferences (e.g. EA-WOP, SGP, etc.), copy of an article from a specialist journal, support/supervision of a student project (copy of the project, confirmation from the university), teaching assignment (contract with training institution, curriculum extract)



Evaluation:

Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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## 9 Evaluation

### Checkpoint 19: Evaluation

? Does the AC provider regularly review the AC for prognostic and social validity?

! Minimum requirements:  
The AC provider evaluates their AC with regard to criterion validity<sup>7</sup> and social validity.<sup>8</sup> Reference to the underlying academic theories are clearly visible.

☑ Verification:  
Evaluation report according to specified requirements<sup>9</sup>

📄 Documents to be submitted:  
An internal evaluation report, which is not older than three years and which contains the relevant key figures, OR a publication regarding the AC in question, which contains information on the validity of the procedure and a list of the main findings and the resulting outcomes. An overview must be submitted in any case along the evaluation report, showing which particular iteration the certificate represents and what type of evaluation report was submitted for previous certifications (social validity or criterion validity).

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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<sup>7</sup> Please refer to the document 'Specifications for evaluation'.

<sup>8</sup> An evaluation report must be submitted for each certification period (time span between two certification audits, usually 3 years). At least one evaluation report on criterion validity must be submitted over two certification periods (i.e. within six years).

## 10 Internal focus

### Checkpoint 20: Quantitative aspects

? How many AC participants have been assessed over the past three calendar years?

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Minimum requirements:

100 candidates have been assessed over the past three years.

✓

Verification:

List of the AC and the participants over the past three years.

📄

Documents to be submitted:

Overview with details of location, date and clients as well as the list of candidates of the AC of the past three years.

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Evaluation:

Have the minimum requirements been met? ☐ Yes ☐ No

Remarks:

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## 10 Internal focus

### Checkpoint 21: Share of turnover

? Does the share of turnover generated from AC services show that AC is a primary activity of the provider?

! Minimum requirements:  
For external AC providers, the turnover generated from AC amounts to either 50% of the overall turnover or to CHF 1 Mio.<sup>9</sup>

☑ Verification:  
Annual report and accounting data

📄 Documents to be submitted:  
Annual report, sales figures based on annual reports<sup>10</sup> ; if necessary, information from an independent trustee.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No  
met?

Remarks:

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<sup>9</sup> Internal AC providers are not included in this criterion, since they are by definition a specialist unit for AC services.

<sup>10</sup> This method enables to estimate the average price of an AC specifically for the AC provider being audited. The turnover generated through AC is divided by this average price to obtain the number of AC performed over the past three years. The estimate is based on the average price of the last 10 AC carried out by the AC provider being audited.



## 10 Internal focus

### Checkpoint 22: Consistency and loyalty of clients

? Is the AC provider able to show long-term collaborations with clients?

! Minimum requirements:  
External AC providers have years of cooperation with at least two clients.<sup>11</sup>

☑ Verification:  
Reference of the relevant clients.

📄 Documents to be submitted:  
List of clients of the past two financial years who have commissioned more than five AC per year.

⇒ Evaluation:  
Have the minimum requirements been ☐ Yes ☐ No met?

Remarks:

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<sup>11</sup> Anyone ordering more than five AC a year and agreeing to be a point of reference is considered a key client.

## Overview of the documents to be made available

Documents	Checkpoints
To be submitted by all <b>in advance</b> :	
Brief report on the specific measures taken based on the feedback from the previous certification.	according to feedback from previous certification
A list showing where changes have been made to the checkpoints in question. A comprehensible documentation of the changes made, arranged by checkpoints.	1 – 8, 12 – 17
Contract with the client	1
Organisation chart or exemplary mandate	2
Description of the AC design	3
A requirement profile at the basis of the exercises and assessment dimensions, as well as a description of the method used for the survey of the profile.	4
Exercise files and written instructions for assessors	5, 6
Structured assessment templates	7
A detailed schedule and allocation plan, as well as a list of assessors of a representative AC	8, 9, 14
List of assessors detailing their highest level of education completed and number of AC in which they participated.	9, 10
Attendance list of observer training delivered for these AC	9
Attendance list of assessors in AC delivered by the provider over the past three years	11
Career models and criteria for the nomination of participants for the AC <sup>12</sup>	12
A comprehensible documentation about where, how and when the participants were informed about the AC.	13
Room overview of a representative AC, including representative images of the rooms	14
Example of a feedback report (AC final reports), as well as documentation of the procedure followed to provide feedback	15
Documentation of how the AC provider and the assessors commit to confidentiality.	16

<sup>12</sup> External AC providers submit the relevant documents for the companies for which they carried out their last five AC.

A written statement on data protection and information on where, how and for how long the individual AC documents are filed (exercise documents, final reports, etc.).	17
Two different types of evidence from the following activities over the past three years: participation in a Swiss Assessment event, participation in a Swiss Assessment working group, participation in academic conferences (e.g. EAWOP, SGP, etc.), copy of an article from a specialist journal, support/supervision of a student project (copy of the project, confirmation from the university), teaching assignment (contract with training institution, curriculum extract)	18
An evaluation report not older than three years illustrating relevant key figures, OR a publication regarding the AC in question, which contains information on the validity of the procedure. An overview must be submitted along the evaluation report, showing which particular iteration the certificate represents and what type of evaluation report was submitted for previous certifications (social validity or criterion validity). <sup>13</sup>	19
An overview with details of location, date and client as well as the list of candidates of AC over the past three years	20
<b>In addition, the following need to be submitted by external providers in advance:</b>	
An annual report, sales figure based on annual reports <sup>14</sup> ; if necessary, information from an independent trustee	21
List of clients from the past two financial years who have commissioned more than five AC per year.	22

<sup>13</sup> By the second certification at the latest, the evaluation report must contain information on the prognostic or criteria validity of the AC. The relevant requirements are set out in a separate document ("Requirements for evaluation").

<sup>14</sup> This method enables to estimate the average price of an AC specifically for the AC provider being audited. The turnover generated through AC is divided by this average price to obtain the number of AC performed over the past three years. The estimate is based on the average price of the last 10 AC carried out by the AC provider being audited.

To be submitted by everyone <b>during the audit:</b>	
<p>Additional AC files will be randomly reviewed during the audit. At the start of the audit, it will be clarified for which period the actual AC will be reviewed.</p> <p>The files should therefore be archived so that the following are clearly visible:</p> <ul style="list-style-type: none"> <li>- exercises</li> <li>- assessment dimensions</li> <li>- assessment forms</li> <li>- instructions for assessors</li> <li>- schedule</li> <li>- final report/feedback.</li> </ul>	

## Overview of any changes made

Checkpoint	Change		Documentation
<b>1</b> Clarified contractual basis	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>2</b> Independence of AC providers (internal or external)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>3</b> Basic academic models	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>4</b> Analysis of the specific requirements	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>5</b> Variety of methods and multiple coverage of the requirement dimensions	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>6</b> Systematic behavioural observation	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>7</b> Structured assessment templates	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>8</b> Relationship observers – participants	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>12</b> Pre-selection of participants	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>13</b> Information to participants	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>14</b> Schedule and premises	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>15</b> Feedback	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>16</b> Confidentiality	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•
<b>17</b> Data protection	No <input type="checkbox"/>	Yes <input type="checkbox"/>	•

## Decision on certification

### 1. Order clarification and integration

Checkpoint 1:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 2:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 3:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 2. Work and requirements analysis

Checkpoint 4:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### 3. Variety of exercises

Checkpoint 5:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### 4. Observation and evaluation

Checkpoint 6:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 7:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 8:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 5. Selection and training of observers

Checkpoint 9:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 10:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 11:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 6. Pre-selection and information to participants

Checkpoint 12:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 13:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 7. Preparation and implementation

Checkpoint 14:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### 8. Feedback and follow-up

Checkpoint 15:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 16:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 17:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 9. Evaluation

Checkpoint 18:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checkpoint 19:	Have the minimum requirements been met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 10. Internal focus

Checkpoint 20: Have the minimum requirements been met? ☐ Yes ☐ No

Checkpoint 21: Have the minimum requirements been met? ☐ Yes ☐ No

Checkpoint 22: Have the minimum requirements been met? ☐ Yes ☐ No

Have all mandatory checkpoints been met? (shaded in grey) ☐ Yes ☐ No

Have three additional checkpoints been met? ☐ Yes ☐ No

Have both requirements been confirmed? ☐ Quality label