External evaluation questionnaire of "Certification system for mentors in the eco-industry"

Evaluator:		
	First and last name	
•••••		
	Workplace (institution, address)	

How to fill the questionnaire

- 1. This evaluation questionnaire consists of three parts (A, B, C):
 - A) Detailed analysis of the content of the "Certification system for mentors in the ecoindustry" description and the assessment;
 - B) General analysis;
 - C) Final evaluation.
- 2. The evaluator shall evaluate all individual points of the certification programme by marking "X" in the corresponding column in each line.

 Only one answer is acceptable: "YES", "NO" or "I HAVE COMMENTS".

If you mark "NO" or "I HAVE COMMENTS" column you should write the comments.

- 3. The evaluator makes a final assessment by placing an "X" in one of the two squares:
 - 1. I propose to approve the certification programme in the current form;
 - 2. I propose to approve the certification programme after taking into account my comments.

We assure you that the survey does not contain any personal questions, your responses will be kept confidential and all data obtained will be used only for improvement and development of the certification programme for mentors. You will not be identified by name or function in any reports using information obtained from this interview, and you confidentiality as a participant in this study will remain secure. The data collected will be managed and processed by Institute of Environmental Protection — National Research Institute in accordance with the requirements of the European Directive 95/46/EC on the protection of personal data and the national legislation concerning protection of personal data (Dz.U. 1997 nr 133 poz. 883 z późn. zm.). The data collected will not be sold to third parties nor distributed with any commercial interest. You can exercise your right of access, rectification, cancellation and opposition to the personal data to IOŚ-PIB whose address is: Krucza 5/11d St., 00-548 Warsaw.

A) Detailed analysis of the "Certification system for mentors in the eco-industry"

	YES	NO	I HAVE A COMMENTS
Is the structure and format of the certification programme well-defined and straightforward?			
Is the Assessment process in the certification programme correctly defined?			
Is there sufficient information in the Assessment process?			
Is the Certification of candidate correctly defined?			
Is there sufficient information in the Certification?			
Is there sufficient information in the Governance of the certification body?			
Has sufficient supporting documentation for the certification programme been provided?			
Comments for a detailed analysis:			
	•••••	•••••	
	••••••	•••••	•••••

B) General analysis and conclusions

	YES	NO	I HAVE A COMMENTS
Is the language within the certification programme understandable for the reader?			
Is the information provided within the certification programme comprehensive?			
Is the information within the certification programme clear and unambiguous?			
Does the certification programme reflect the requirements of the certification bodies?			
Comments to general analysis:			
	•••••	••••••	

C) Final evaluation

Evaluate the overall quality of the document:

The evaluator makes a final assessment by placing an "X" in one of the two squares:					
n 🗌					
2. I propose to approve the certification programme after taking into account my comments					
•					

Town:..... Date: