



**A6.4 ASSESSMENT TEAM MEMBER  
MONITORING REPORT  
(Version 01.0)**

<b>Name of A6.4-AT member monitored:</b>				
<b>Role of member in the team:</b>		<input type="checkbox"/> A6.4 lead assessor <input type="checkbox"/> A6.4 assessor <input type="checkbox"/> A6.4 technical expert <input type="checkbox"/> Trainee A6.4 lead assessor <input type="checkbox"/> Trainee A6.4 assessor <input type="checkbox"/> Trainee A6.4 technical expert <input type="checkbox"/> Observer		
<b>Assessment details:</b>		<input type="checkbox"/> Initial accreditation/Re-accreditation <input type="checkbox"/> Performance assessment: validation <input type="checkbox"/> ; or verification <input type="checkbox"/> <input type="checkbox"/> Regular on-site assessment: <input type="checkbox"/> Spot-check: <b>Location:</b> <b>Assessment date:</b>		
<b>Entity name:</b>				
<b>UNFCCC entity ref. no.:</b>				
<b>Monitor's name and role in team:</b>				
<b>Date and signature of monitor:</b>				
SECTION 1: ATTRIBUTES				
<b>Attributes</b>		<b>Yes</b>	<b>No</b>	<b>Needs improvement</b>
	<b>Ethical</b> , i.e. fair, truthful, sincere, honest and discreet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Open-minded</b> , i.e. willing to consider alternative ideas or points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Diplomatic</b> , i.e. tactful in dealing with people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Specify any other attributes that need improvement (Including time for responding or contributing to the preparation of the report)			
SECTION 2: SKILLS				
<b>Communication</b>		<b>Yes</b>	<b>No</b>	<b>Needs improvement</b>
	Comprehensive clear and concise writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate management of language barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transmit clear and concise statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Capable to execute	Capable to lead	Needs Improvement
<b>Management</b>	Planning assessment activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct document review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct on-site assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Report and conduct activities after the on-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Yes</b>	<b>No</b>	<b>Needs improvement</b>
<b>Time management</b>	Assertive to control, maintain and/or adjust time without causing pressure among the team/entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem solving</b>	Assertive to solve problems with solid arguments and evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Team work</b>	Effective as a member of the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b>	Assertive to support and aid members to obtain results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SECTION 3: KNOWLEDGE AND AUDIT TECHNIQUES</b>				
<i>[Rating key: S = Satisfactory NS = Not satisfactory NA = Not applicable/cannot comment]</i>				
Criteria	Rating	Observation/comment <i>(include details, examples and improvement opportunities)</i>		
<b>Effective planning &amp; preparation</b> (Review of application documents, active participation in planning discussion, contribution to desk review etc.)				
<b>Effective briefing of team members by the Team Leader and vice versa</b>				
<b>Effective management of the opening meeting and closing meeting</b> (Only for Team Leader) (In accordance with the assessment plan and meeting agenda)				
<b>Audit techniques</b> (Depth of assessment, objectivity, cross-checking and verification, ability to identify observations based on objective evidences, remain within scope of assessment etc.)				
<b>Understanding of the requirements of the A6.4 accreditation standard, A6.4 accreditation procedure and the A6.4 activity cycle</b> <i>(for team leader and A6.4 assessor: Difference of legal status in countries, different organizational structures of entities, entity's scope and technical areas, management systems, methods to mitigate conflict of interest, sampling/statistics, A6.4 terminology)</i> <i>(for technical expert: entity's scope and technical areas, competence)</i>				

requirements, VVS-P and VVS-PoA requirements, methodologies, applicable legal regulations, approved baseline and monitoring methodologies, sampling/statistics, investment analysis, decisions by the A6.4 Supervisory Body, A6.4 terminology)		
<b>Quality of the report, findings raised and NCs raised</b> (clear and concise assessment report with findings identified, clear NCs adequately supported by objective evidence, including timeliness of the report, and use of A6.4 forms)		
<b>Overall comments</b> (Please report if the person has the ability to apply his/her knowledge and skills)		
<b>Recommendation of the evaluator</b> Select as appropriate: <input type="checkbox"/> The member has performed the work satisfactorily; <input type="checkbox"/> The member has performed the work satisfactorily, but there is room for improvement; <input type="checkbox"/> The A6.4 assessor has performed the assessment satisfactorily and can be considered to take on the role of team leader; <input type="checkbox"/> The A6.4 technical expert has performed the assessment satisfactorily for additional technical area applied for; <input type="checkbox"/> The member has shown some weaknesses (as indicated above) and requires further training; <input type="checkbox"/> The member has shown serious weaknesses (as indicated above) and it is recommended not to depute for further assessments till properly trained.		
<b>THIS SECTION IS TO BE COMPLETED BY THE SECRETARIAT</b>		
<b>Recommendation by the Team Leader of the Entity Assessment Team</b> Select as appropriate: <input type="checkbox"/> Continue using the member in the same role; <input type="checkbox"/> Propose to the AEP to start using the A6.4 assessor as trainee A6.4 lead assessor; <input type="checkbox"/> Propose to the AEP to start using the A6.4 technical expert in the technical area applied for; <input type="checkbox"/> Propose to the AEP to qualify the trainee A6.4 lead assessor as A6.4 lead assessor; <input type="checkbox"/> Feedback to the member and monitor the member in next assessments; <input type="checkbox"/> Other (describe).  <b>Signature:</b> _____ <b>Date:</b> _____		

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**Document information**

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<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	24 April 2024	Initial publication.

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