|  |  |
| --- | --- |
| C:\Users\Wareings\Desktop\IQCS Final Small.jpg | Interviewer Quality Control Scheme6 Walkfield DriveEpsom Downs, Surrey, KT18 5UFTelephone: 07935 057275Email: gill@iqcs.orgWebsite: [www.iqcs.org](http://www.iqcs.org) |

Application for IQCS Inspection

Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for IQCS Administration and Inspection

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Direct Line)

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Alternative contact number)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED BY (FULL NAME): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print)

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Details about your Company

# Locations

If you have telephone interviewing centres/sites please state how many \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate/specify below ALL telephone interviewing centres(s)/sites(s) and their locations:

|  |
| --- |
|  |

**Records**

Please indicate where the following records are held.

 At the HO Elsewhere

 Address (Specify)

Application forms [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training reports [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jobs worked on [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appraisal reports\* [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Validation documentation [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Records for:

Mystery shopper / Observational researchers(s) [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auditor(s) [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Appraisal records must be available at the time of inspection.***

Do you operate a MRS Accredited Interviewer Training Scheme? Yes [ ]  No [ ]  N/A [ ]

# Fieldwork undertaken

Do you use CAPI? Yes [ ]  No [ ]  N/A [ ]

Do you use CATI? Yes [ ]  No [ ]  N/A [ ]

Do you use CAWI? Yes [ ]  No [ ]  N/A [ ]

## Which of these types of fieldwork do you carry out? Please select all that apply.

## Face to face interviewing

- in home or in street [ ]

- in central locations/hall tests [ ]

- at place of work (business to business, medical, etc.) [ ]

Telephone interviewing from home [ ]

Recruitment of respondents:

- for group discussions [ ]

- for depth interviews [ ]

Auditing [ ]

Mystery Shopping/Observational Research [ ]

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Telephone

Quantitative telephone interviewing [ ]

Qualitative telephone interviewing [ ]

Telephone Recruitment of respondents:

- for group discussions [ ]

- for depth interviews [ ]

Online [ ]

Mixed mode (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mystery Shopping [ ]

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you conduct mystery shopping / observational research, do you have any field-based people who only undertake this type of work?

 Yes [ ]  No [ ]  N/A [ ]

If so, how many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_