

SOP 5: Guidance for Assessors

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Audience:	Internal and external audiences		
Owner:	SAWC	Author:	Central Team
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Further guidance can be obtained from ADCH staff (enquiries@adch.org.uk)

1. ADCH assessors undertake external assessments of prospective and existing ADCH members. Assessors may be members of the Board of Trustees, or other individuals appointed by the Board of Trustees, or by the Standards and Welfare Committee (SAWC).
2. Assessors route to appointment includes an application, informal interview with a member of SAWC and induction and training. When carrying out assessments, Assessors are acting in and representing the view of ADCH, and not their employer (if applicable).
3. The procedure for booking in and completing an external assessment is as follows:
 - 3.1 An email introduction will be made by the Standards and Operations Officer. This will include a request for the rescue to send you copies of documentation required in the Minimum Standards.
 - 3.2 A copy of previous assessment forms, if an existing member, will not be provided. This is to ensure that the assessment is not unduly influenced by historical information which should have been rectified, potentially at the expense of spending time examining any new areas of non-compliance that have occurred.
 - 3.3 Carry out pre-assessment research on the rescue.
 - 3.4 It is recommended to have an initial introduction call with the rescue prior to assessment. This can be used to follow up on any queries about documentation, understand how the rescue works, and plan your visit.
 - 3.5 Book a convenient date for all assessors and the rescue via email or over the phone. Allow 2 hours on site.
 - 3.6 If more than one assessor, agree a Lead Assessor who is responsible for the documentation.
 - 3.7 Ensure all parties are aware of the risk assessment for assessments.
 - 3.8
 - 3.8 During the visit, highlight the benefits of membership including; help and support available, newsletters, networking opportunities, open meetings and conferences, workshops and deep dives, Regional Groups, exclusive Members' discounts, and help available for areas of non-compliance, including grants.
 - 3.10 Complete the online assessment form for the rescue.
 - 3.11 For any standards which are not fully compliant, include an explanatory note on the assessment form, and the rescue's plans to rectify the standard. You might be able to make suggestions from your own experience and knowledge or seek advice through SAWC if helpful.

3.12 Explain the next steps to the rescue. For new applicants, SOP 1 sets these out. For existing members SOP 3 covers the remainder of the process.

3.13 Submit your completed report using the online form. ADCH staff will contact you with a copy of the report that is formed for you and any other assessors involved to check, edit if needed, and confirm when the report can be sent to the rescue. This can be done by the assessors or staff team.

Version History

Version	Changes Made	Date	Made by
V.1	Published	September 2019	Central Team
V.2	Revised	August 2026	CR