

Tool 12: Monitoring

Monitoring visit checklist

Here is a checklist of some questions and factors that may be useful when considering how best to carry out a monitoring visit:

- · how much control do you have over the inspection and questions that will be asked?
- will you be able to influence the scope of the visit?
- · are there any health or safety concerns about visiting the project or area in which it is being carried out?
- are there any restrictions as to who can visit the project or location, for example, do people need to be DBS checked?
- what knowledge and expertise does the person carrying out the monitoring visit have, for example, will they be able to assess whether items have been purchased at a reasonable price or if the standards being met are suitable for the region?
- · do you need to verify independently the feedback you receive?
- · are there language and/or communication issues?
- how will these be addressed?
- what form does the inspection/visit report need to take?
- · is it a one-off visit?
- if not, how often will they take place?
- · are there any timing issues?
- are there any the local laws which affect record keeping?
- · are the records likely to be readily available?
- are there any local customs that might impact the information required or evidence, for example, is it unusual in the location to receive a receipt as proof of purchase?
- · are there any conflicts of interest issues?
- if problems are identified, how will this be reported back to the trustees and how guickly will this be done?

comments		