ACCREDITATION OF ASSESSMENT CENTER
Applicant Criteria

A.	**PHYSICAL STRUCTURE**
A.1	Location and Area A.1.1 Assessment area permits ample workplace for candidates (minimum area).
A.2	Lighting and Ventilation A.2.1 The assessment room or laboratories should be lighted with minimal tolerance dark spots. A.2.2 In the absence of an air conditioning unit, all rooms must utilize blowers/fans when natural ventilation is not good because of the physical layout.
A.3	Auxiliary Room The auxiliary room will be marked with "accepted" if the following conditions/ requirements are met: A.3.1 Storeroom is provided for the safekeeping of the tools; A.3.2 Separate storage bins and racks are provided for critical materials, A.3.3 Assessment room for skills must be able to accommodate at least 10 candidates/batch; A.3.4 Chairs and tables; and A.3.5 Clean and functional comfort rooms should be available and located at a convenient part of the building (separate for male and female).
A.4	Assessment Equipment, Hand tools, Supplies, materials A.4.1 Equipment, hand tools, supplies, materials shall be in accordance with the list indicated in the Assessment Plans of the Program applied for.

A.5	Safety Provisions
	"Accepted" shall be indicated in the appropriate column if the following are met:
	A.5.1 Medicine cabinet with first aid kit and other medical paraphernalia;
	A.5.2 Open floor spaces are maintained entrances and exits;
	A.5.3 Work stations, tool panels and equipment are appropriately grouped to provide ease of movement;
	A.5.4 Functional fire extinguishers are located in conspicuous and highly accessible locations places;
	A.5.5 Equipment are laid out according to sequence of operations to allow maximum use of resources;
	A.5.6 Color coded buttons are installed and located at strategic locations in cases of emergency.
B.	**Administrative**
B.1	Documentary Requirements
	B.1.1 Company Registration or equivalent
	B.1.2 Business Permit(YCDC)
	B.1.3 Other Registration
	B.1.4 Building lay out/Floor plan
B.2	Communication Facilities
	B.2.1 Telephone
	B.2.2 Fax machine
	B.2.3 Computer with peripherals
	B.2.4 Internet connection
B.3	Staff Complement
	B.3.1 Manager
	B.3.2 Cashier
	B.3.3 Computer Operator/Data Encoder
	B.3.4 Liaison Staff