

AUTHORISED ASSESSORS

Assessing for Westmark

For experienced security and audit practitioners. What authorisation requires, how independence is enforced, and how an engagement runs from assignment to close-out.

AUTHORISATION

Five things, all dated, all held on record

Assessments are carried out by assessors authorised for the scheme and the scope. Authorisation is held on record, reviewed on a cycle, and lapses automatically when any part of it expires.

- **Baseline personnel security standard screening**, held current, with the expiry recorded.
- **A competence review within the period**, covering the scheme, the control set and assessment practice.
- **A signed declaration under the Official Secrets Act and the National Security Act**, renewed on its own cycle.
- **Calibration against worked records**, so that two assessors reach the same score on the same evidence.
- **Authorisation for each scheme separately**. An assessor authorised for one scheme cannot be assigned under the other.

The dates are enforced, not remembered

Every one of those dates is held in the hub. Thirty days before any of them expires, the assessor and the Scheme Owner are reminded. On the date, the assessor can no longer be assigned to anything until the renewal is recorded.

Advisory history

An assessor may not assess an organisation that has received security consultancy, advisory, implementation, documentation drafting, gap analysis or training from them within the two years before the assessment date, or at any point during the life of the outcome.

Rotation

A rotation limit caps how many times in a row the same assessor may assess the same organisation. Familiarity with a client is useful up to a point, and past that point it stops being useful.

Partner overlap

Where an assessor also holds a Licensed Partner role, the partner overlap rule keeps them off any engagement that partner referred.

How the rules bite

These are enforced by the hub rather than by memory. An assignment that breaks one of them is refused, with the reason shown on screen to whoever attempted it. There is no override.

THE WORK

How you are expected to behave, and how an engagement runs

Conduct

- Any view that may be adverse to the client is put to them before it settles, so they can produce further evidence.
- Hospitality beyond refreshment in the ordinary course of a working day is declined, as is any gift or inducement.
- A conflict that emerges partway through an engagement is declared at once, and the engagement is reassigned.

Technical review is a separate authorisation

Reviewing another assessor's record is authorised in its own right. A reviewer never reviews an assessment they carried out, and the hub will not let the same person hold both roles on one engagement.

From assignment to close-out

- 1 The assignment arrives as a task**
With the organisation, the scheme and the scope. Nothing opens until you accept it and make a conflict declaration.
- 2 The engagement screen**
Carries the visit arrangements, the client self-assessment, the assessment record and the technical review position. Every screen says whose turn it is and what is waiting.
- 3 The assessment tool opens inside the hub**
Each save lands as the next version of the record. There is no separate file to keep, no version to email and nothing to upload afterwards.
- 4 Evidence and sampling**
The sample is yours to select, within the rules for the scheme. Records generated during delivery carry more weight than documents written for the assessment.
- 5 Submission and technical review**
A second authorised person confirms the record or returns it with reasons. Nothing is issued until that is done.
- 6 Close-out**
You confirm that your own notes and interview records are on file. The engagement cannot be closed until you have.

The corroboration rule

A requirement scores full marks only where the evidence comes from more than one independent source. A procedure and the checklist derived from it count as one source. Applied without exception, it is the difference between this and a documentary review.

TERMS AND NEXT STEPS

What the work pays, and how to put yourself forward

Pay

Assessors are paid per accepted day at a rate agreed in the Authorised Assessor Agreement. Pay does not vary with the outcome reached, and no part of it is contingent on a result. Travel and accommodation are reimbursed at cost.

Day counts are set when the engagement is quoted and cover the document stage, the examination, findings testing, scoring and the assessor's own record. Where an engagement runs beyond its quoted days for reasons outside your control, that is dealt with before the work is done rather than afterwards.

Who we are looking for

- A background in security assessment, audit or inspection, with real engagements behind it.
- Sector knowledge in defence supply, protective security, or public protection at premises and events.
- The temperament to put an adverse view to a client's face, evenly, and then listen to the answer.
- Willingness to be calibrated against worked records and to have your scoring compared with other assessors.

Applying

Send a summary of your assessment or audit background, the schemes you would want to be authorised for, and where you are based. The Authorised Assessor Agreement, the handbook and the calibration pack follow for candidates we take forward.

Talk to us

Send your background and the schemes you are interested in, and we will come back to you on authorisation.

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Verify any outcome at hub.westmarkassurance.co.uk/verify

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