



Institute
and Faculty
of Actuaries

Quality Assurance Scheme

Pilot Application Form

June 2014

Contents

1.	Organisation profile	1
2.	Designated Representatives	2
3.	APS QA1	3
4.	Organisational structure	4
5.	Application statement	5
6.	Other professional regulators	5
7.	Remote working	6
8.	Other	6
9.	Declaration	6
10.	Return details	7

Please note that the terms defined in APS QA1 are used in this application form.

1. Organisation Profile

Please complete the following information in respect of the organisation or department, office or business area seeking accreditation:

Organisation name:

Division, section or department seeking accreditation, if applicable:
(together, "the **Applicant**")

Contact name:

Telephone number:

Email address:

Office Locations

Please provide the Applicant's geographic locations and the number of employees (both **Members** and non-members who provide direct support in relation to the organisation's **Actuarial Work**). Please include all offices if more than one.

Location	No. Members					No. Non-members
	PC Holders	Other Fellows	Associates	Students	Total	
Total per category						

Any other relevant accreditations (e.g. ISO 9001) currently held by the Applicant.

--

2. Designated Representatives

Please confirm the following information in respect of the individual or group of individuals being proposed as Designated Representatives for the Applicant:

NB Please complete a separate sheet for each individual proposed.

Name:

Position held:

Length of Service:

Location:

Qualifications or experience which qualifies individual to hold post of Designated Representative.

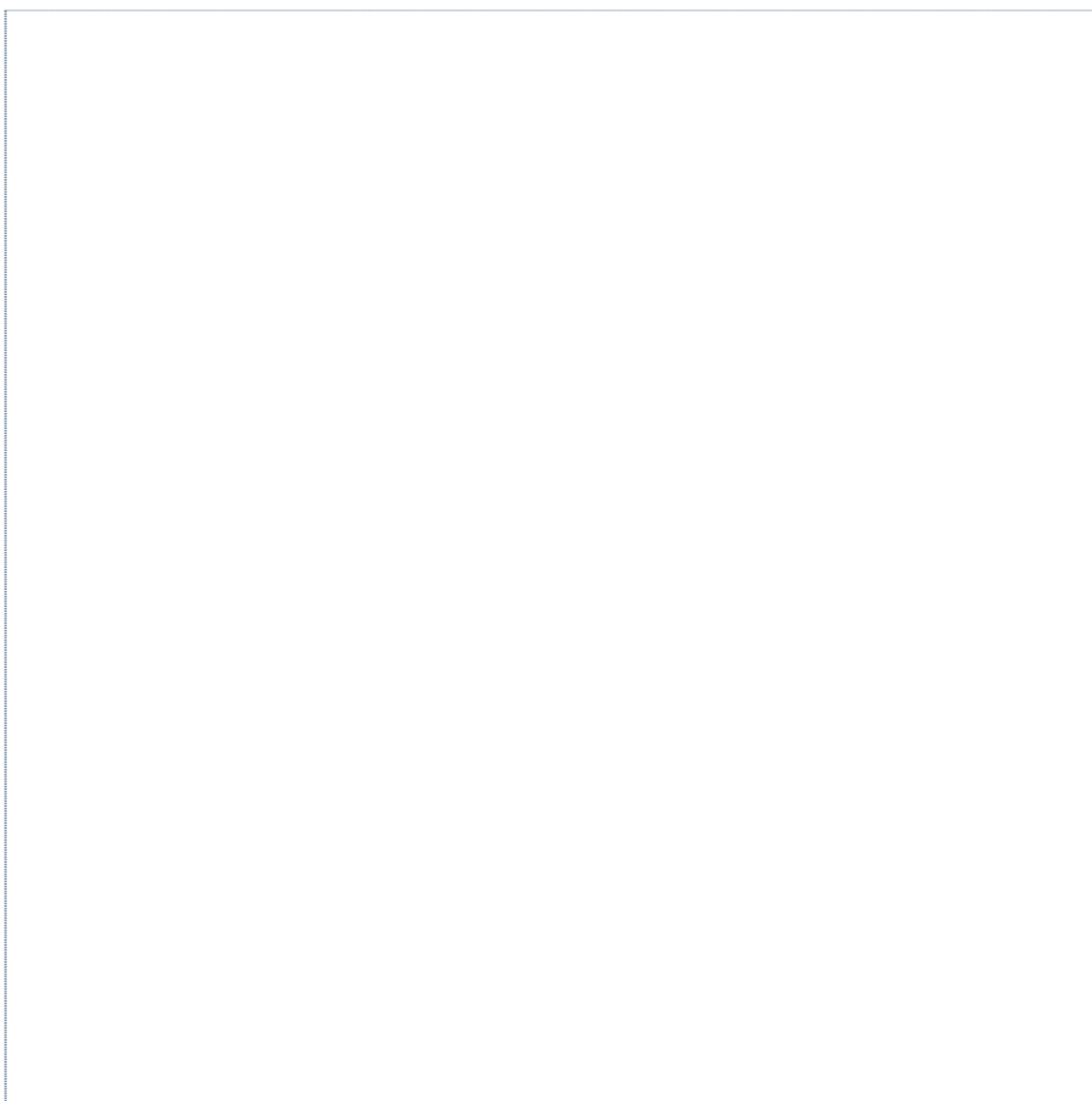
--

3. APS QA1

Please provide a short description of the policies, procedures or support in place to assist Members in meeting their professional obligations and in producing high quality work, in relation to each of the following areas:

- Quality assurance (including Peer Review);
- Engagement and communication with Users;
- Conflicts of interest;
- The development and training of Members;
- Whistleblowing; and
- The handling and appropriate resolution of complaints and disputes about Members or Actuarial Work.

Please note that this description may be supplemented by copies of internal policies, procedures, relevant internet or intranet pages which operate to achieve the outcomes of APS QA1. Alternatively, you may wish to allow the Assessment Team access to those resources in the course of the assessment visit.



4. Organisational structure

Please provide an organogram which confirms the Applicant's organisational structure.

Please also provide a staff list which confirms the location and role of each individual who either produces Actuarial Work or provides direct support in relation to the Applicant's Actuarial Work.

5. Application statement

Please let us know what benefits your organisation considers it will gain from achieving this accreditation.

6. Other professional regulators

Please list details of any other regulators the Applicant reports to or which are otherwise relevant to the Applicant's work.

7. Remote working

To the extent that any of the Applicant's work is conducted remotely (i.e. outside of the UK), please explain how that work relates to the delivery of Actuarial Work in the UK.

Please include details of any staff who work remotely in the "office locations" table under section 1 of this application.

8. Other

Please use this space provided to include any other information which you consider to be relevant to your application for QAS accreditation.

9. Declaration

I confirm that the information supplied in this application is correct to the best of my knowledge and belief.

Signed: _____
For and on behalf of [XYZ]

Date: _____

10. Return details

Please return the completed application and supporting documentation no later than **11 August 2014** to gas@actuaries.org.uk.