



ISIA – Inspection rules

Inspection procedure to verify the ISIA QUALITY STANDARD

Countries applying for the ISIA Card or the ISIA Stamp

The following list is meant as a checklist of steps and documents to be achieved in order to get an inspection from the ISIA Technical Commission.

First part of the procedure	
<input type="checkbox"/>	1. An ISIA member Association wishing to be inspected in order to achieve or confirm the quality standard must send to the General Secretary the proper application form, accompanied by the following attachments (triple copy or electronic format) in at least one of the official ISIA languages (E, F, G):
<input type="checkbox"/>	a. Association Structure: <ol style="list-style-type: none"> i. Presidency ii. Board iii. Other bodies of the Association
<input type="checkbox"/>	b. Name of the person in charge for the education and of the person/people acting as a reference for the ISIA inspections
<input type="checkbox"/>	c. Information on how the association and its licences are recognised by the competent National Government
<input type="checkbox"/>	d. Structure of the education system,
<input type="checkbox"/>	e. Detailed content of <ol style="list-style-type: none"> i. Each module of the education system ii. Evaluation criteria including: marking system, examination procedure, number of examiners in the commission exam
<input type="checkbox"/>	f. Full copy (hard copy or electronic version) of the documentation delivered to the students during the courses
<input type="checkbox"/>	g. Refresh courses program
<input type="checkbox"/>	h. Full list of the international events the Association attended to in the last 5 years and full copy of the papers that were presented at such events
<input type="checkbox"/>	i. Proof of payment of the application fees
Second part of the procedure	
	2. The ISIA Technical Commission assesses the application and: <ol style="list-style-type: none"> a. Reject the application on the basis of the documents presented or b. Approves the documents and, if necessary, verifies on site the courses

Inspection Calendar

The Technical Commission sets the Inspection Calendar for an applicant member according to the following guidelines:

1. The applicant Association must send to the ISIA Secretary the application, by the first month after the end of the season (meaning April for the Northern hemisphere and October for the Southern hemisphere); the dates of the courses to be inspected can be communicated after the application, though they must be notified to the Inspection Commission at least three months before the exam.



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2. The Technical Commission appoints among its members the Inspection Commission (IC), made of:
 - a. 1 or 2 members of the Praesidium
 - b. 2 trainers from another association (not the applicant)
3. The IC must assess the dossier, within three months from the application date (or the application fees paid date if later than the application)
4. On the basis of the evaluation, the following situations are possible:
 - a. Application rejected by the IC – no need for proceeding any further
 - b. Application partially approved by the IC – need for inspection
 - c. Application fully approved by the IC, with no need for inspection stated
5. The Technical Commission issues (through the ISIA Board) the proper communication to the applicant
 - a. Rejection
 - b. Need of inspection on the field: in this case the applicant must communicate to the TC the dates of the first courses and exams available (for the level requested –Stamp or Card), at least sixty days in advance
 - c. Application approved with no needs for inspection
6. In the case at point 5.b, the TC appoints one of the ICs to verify courses and/or exams on the field; this must be done in 12 months from the application date or as agreed with the applicant.
7. The positive outcome of the inspection gives the applicant the right of issuing the document for the level recognized by the Technical Commission (Stamp or Card), previous payment of the certification duties from the applicant.

Renewal rules

Any change to the education system of an association must be promptly communicated to ISIA. ISIA keeps the right of checking, on a random basis, the courses of the associated members.

In order to keep up to date, each association must attend at least 2 international ski events organized by ISIA or where ISIA is participating (f.i. the WF or Interski or ISIA technical events) every 5 years.

The Certification must be renewed when a substantial change in the courses or in the ISIA Minimum Standard happens. In such a case it must be confirmed by a new inspection from the Technical Commission, following the instructions above.

Every Association should be inspected at least once every 10 years

Rules of fees and costs for the inspection (and for the certification)

Obligations of a member applying for an inspection:

- a) correspond the inspection fee - 800 EUR
- b) provide:
 1. accommodation and ski pass for inspectors
 2. transfer from airport / train station to ski center

(INTERNAL TRANSPORT)

ISIA obligations:

- a) sending inspector's
- b) a daily allowance of 150 Eur / day for inspector
- c) travel cost by plane / train / bus



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Inspection preparation

ISIA must organize Technical events for the examiners, in order to prepare them to the proper procedure.