ANSW HMTI INSPECTOR APPLICATION PROCESS V1.0
This process shall include, as a minimum, consideration and review of the suitability and the relevant experience of the applicant. The recommendation of applicants to the MAAA shall not be an "automatic" process.
Understanding Appointment Suitability Criteria: Refers to:- set of qualifications, skills, experience, and personal attributes. Role analysis:- understanding the required roles, functions, the require technical skill, behavioural competencies and experience necessary for successful performance in the role as an Inspector.

Step 1:	HMTI reviews the application against the specifically required criteria using the **HMTI Assessment Guide**, The Criteria is derived from the current MOPS and forms. A zoom meeting is currently the preferred method. Where there is insufficient information or evidence questions are then defined by the HMTI .
Step 2:	The questions are presented to the applicant, referees and or other parties as an opportunity to provide additional supporting information. The questions may be emailed or a phone conversation may be used to provide additional information.
Step 3:	The Sub committee reviews the application against the specifically required criteria again (Second round) using the **HMTI Assessment Guide** and any additional information. A zoom meeting is currently the preferred method. The final Recommendations are then recorded and provided to the ANSW .
Step 4:	Successful supported ANSW applications are sent to the MAAA for final approval and registration. Uncessesful applicant are notified by ANSW outlining required remediation.
Step 5	Once the Applicant and ANSW are notified by MAAA of the final outcome of the process the applicant is added to the **ANSW register of Inspectors.**
Step 6	The Lessons learnt are captured throughout the process and feed back into the system to stream line the process.
Step 7	The new Inspectors details are added to the **ANSW HMTI Inpectors data base** and the Inspector will be addmited into the **HMTI Community Of Interest (COI)**