



Assessment Center Evaluation Form



The following form is for the Assessment Center Empanelment with Quality assurance process, under which the Assessment Centers' are evaluated against the required requirements. The Empanelment focuses on learning, self-development and encourages the Assessment Center to pursue continual excellence. The process involves guarding the Assessment Centers as per their adherence to the laid down assessment Center evaluation guidelines digitally and physically.

Assessment Center Details		
	To be filled by Assessment Center	To be filled by Evaluator
Name of Assessment Center Provider	Orient Management Consulting & Training Sole Proprietorship LLC	
Assessment Center Name	To Be Confirmed	
Type of Assessment Center, please specify from below options: (1) TP Owned (2) Proprietorship (3) Outsourced (4) Franchised	TP Owned	
Website (if any)	www.orientmct.com	
Social Media Link (if any)	To Be Confirmed	
Availability of Security/ Security Guards at the Center? Please specify - Yes/ No	Yes	
Availability of Biometric Attendance System	We can facilitate if required	
Proximity of Center to Public Transport System, please specify from below options: (1) 0 - 3 Km (2) 3.1 - 5 Km (3) 5.1 - 10 Km (4) More than 10 Km	1) 0-3 Km	
Name of Nearest Bus/Metro/Railway Station	Bus Stop - YAN YAFUR	
Building Status, please specify from below options:		
1. Stand Alone Building		
2. Industrial/Commercial Building	2. Industrial/Commercial Building	
3. Educational Institute/Residential Building		
Type of Construction of Building, please specify from the below options: (1) Pre fabricated (2) Not pre fabricated	(1) Pre fabricated	
Is the Assessment Center well plastered, colored distempered/whitewashed, please specify - Yes/ No	Yes	
Assessment Center walls and roof made of Tin / Bamboo sheets, please specify Yes/ No	No	
Center Floor is cemented and furnished, please specify - Yes/ No	Yes	

Center Floor is tiled, please specify - Yes/ No	Yes	
Front Face of the Building, please specify from the below options:		
1. Glass and aluminium sliding window		
2. Glass Cover		
3. Reinforced Cement Concrete (RCC)	3. Reinforced Cement Concrete (RCC)	
4. Others		
Approach Road to the Center (Please write the approximate width of the Road approaching the Center Entrance)	4 meters	
Is the Center easily accessible, please specify - Yes/ No	Yes	
Availability of Internet, please specify from below options:		
1. Speed of 1 MBPS and above	1. Speed of 1 MBPS and above	
2. Speed of Less Than 1 MBPS & Greater Than 512 KBPS		
3. Speed of Less Than 512 KBPS		
4. Internet not Available		
Adequate Power Backup (UPS/ GenSet/Inverter) Please specify - Yes/ No	Yes	
Contact Details		
SPOC Name	Ruchi Mehra	
SPOC Mobile	971 50 2118208	
SPOC Alternate Number	971 55 2962208	
SPOC Email ID	ruchi@orientmct.com	
Name of Center Principal/ Director	Nassir Ahamed	
Contact Number of Center Principal/ Director	971 50 7986655	
Email Address of Center Principal/ Director	nassir@orientmct.com	
Commendations and International Affiliations		
Affiliation Name		
Type of Affiliation, please specify from below options: (1) National (2) International		

Center Address		
Country	United Arab Emirates	
Province/State	Abu Dhabi	
City/Area	Labotel Workers Village	
Landmark	China Camp	
Address Lane 1	F2C3-1 & F2C3-6, Workers Residential City2, Mafrag	
Pin Code / ZIP Code		
Center Area Details		
Total Assessment Center Area (Sq.M / Sq.Ft) (The Total Center Area should be a sum of Total Theoretical Lab Area, Total Lab Area, and other Center Areas)	105 Sq. M	
Theoretical Lab Area (Sq.M / Sq.Ft)	35 Sq. M	
Computer Lab Area (Sq.M / Sq.Ft)	35 Sq. M	
Is the entire Center situated at Ground Floor?	Yes	
Other Details		
Availability of Air Conditioning	Yes	
Availability of CCTV Camera with Recording Facility, please specify - Yes/ No	Yes	
Number of Computer Labs available	1	
Availability of Theory lab devices (Specify the device and No of computers/Tablets/Laptops)	15 Computers/Laptop	
Availability of Practical lab devices ((Specify the device and No of Tablets available)	2 Tablets	
Reception Area availability	1	
Registration PC/Laptop	1	
Camera for validation of the candidates attached to the registration PC	1	
Availability of Printer	1	
Waiting Area for candidates while validation process	1	
Availability of TV	2	
Marketing material - Availability of Branding collateral alined as per QCC/UAC guidelines	to be received from UAC	
Availability of Dustbin in the Room, please specify - Yes/ No	Yes	

Facilities		
	To be filled by Assessment Center	To be filled by Evaluator
Differently Abled Friendly Details		
Availability of Ramps at the entrance of the Center, please specify - Yes/ No	To Be Confirmed	
Availability of Lifts in case the Center is extended to other floors(besides ground floor), please specify - Yes/ No	NA	
Hygiene and Sanitation		
Availability of a Dedicated Housekeeping Staff, please specify - Yes/ No	Yes	
Washroom is Clean and Hygienic, please specify - Yes/ No	Yes	
Availability of Daily inspection card/ checklist in the Washroom, please specify - Yes/ No	Yes	
Availability of Safe Drinking Water, please specify from below options: (1) Reverse Osmosis (2) Water Purifier (3) Packaged Drinking Water Dispenser (4) None	(3) Packaged Drinking Water Dispenser	

Center Staff Details		
	To be filled by Assessment Center	To be filled by Evaluator
Availability of Following Staff:		
1.Receptionist / Front Office Coordinator - Yes/No	Yes	
2.Counselor - Yes/No	Yes	
3.Administration Officer - Yes/No	Yes	
4.IT Coordinator - Yes/No	Yes	
Kindly add rows to provide above Information for additional Staff		
Job Role Details		
	To be filled by Assessment Center	To be filled by Evaluator
	Job Role	
Skill Sector 1		
Job Role 1		
Skill Sector 2		
Job Role 1		
Job Role 2		
Kindly add rows to provide above Information for additional Job Roles		
Laboratory Details		
	To be filled by Assessment Center	To be filled by Evaluator
	Lab 1	
Laboratory Title	ADQCC - Water Tank Cleaner	
Availability of Internet	Yes	
Availability Of Air Conditioner, please specify - Yes/ No	Yes	
Carpet Area (In Sq.Ft)	35 Sq. M	
Availability of Dustbin in the Lab, please specify - Yes/ No	Yes	
Contact of Fire Brigade, Ambulance , Hospital Emergency Numbers displayed in the Lab, please specify - Yes/ No	Yes	
Kindly add rows to provide above Information for additional Labs		
Medical & Safety		
Availability of Fire Fighting Equipment	Yes	
Specify the type of Fire Extinguisher	CO2	
Fire Fighting hose Pipe Yes/No	Yes	
Is the First Aid kit wall mounted at the Center, please specify Yes/ No	Yes	
Contact of Fire Brigade , Ambulance, Hospital, Emergency Numbers displayed in the Reception Area, please specify Yes/ No	Yes	

Assessor(s)' Details		
	To be filled by Assessment Center	To be filled by Evaluator
Availability of Trained Staff as Per Occupation - Yes/No	Yes	
Name	Asad Ayaz	
Sector	Training & Assessment	
Jobrole	HSE Trainer	
Education Background	Neobsh IGC	
Total Years of Experience	10 Years	
Out of Total Experience, Sector related experience (in yrs)	5 Years	
Out of Total Experience, Teaching Industry experience (in yrs)	5 Years	
Email	asa@orientmct.com	
Mobile Number	971 52 6404065	
Assessor's 'CV' Submission	Yes	
To be Filled by Evaluator		
Recommended		
Provisional		
Not Recommended		
Reinspection Yes/No		If Yes, Provide Date of Inspection :