

**BROADCAST AUDIENCE RESEARCH COUNCIL
SELF - ASSESSMENT & AUDIT CHECKLIST**

	Process	Panel		
	Quarter	Q1 (2021-22)		
Sr no.	Area	Controls	Management response	Remarks
1	Panel recruitment	Are there controls in place to ensure that the recruitment is done as per the data provided by Measurement Science team?	Yes	PMS application workflow ensures recruitment as per the data provided by Measurement Science. All recruitments are validated by call center to ensure address and members matching.
2	Panel installation	Is it ensured that installed meters are appropriately reflected in the data	Yes	The BIMS application ensures that all installed meters are reflected, and their live status can be determined at any given point of time.
3	Panel training	Are the HH trained adequately so that data generated is useful for research analysis purposes?	Yes	There are two trainings conducted for every household, one at the time of installation and the other between 12 to 15 days. Training is automatically scheduled for a household on PMS application between 12 to 15 days post installation. HHs are trained on button pushing compliance, handling of meters and process to check the authorization of visit by field executive.
4	Panel Maintenance	Is it ensured that installed panel HH are providing data as per requirement?	Yes	Standard SOP for identifying maintenance needs of panel homes is in place, also is it ensured that the installed panel homes are providing data, as per the requirement.
5	Panel de-installation	Is there a defined process for de-installation of panel HH, and is there any system to track movement of meters and stock at particular location?	Yes	Approved SOP is in place to execute & monitor every de-installation of panel home. Further, the movement of meters and stock is through Asset & Inventory Management Software (AIMS).

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6	Vigilance check on service partner employees	Are vigilance checks performed on the service partner employees?	Yes	BARC - appointed vigilance agency performs background checks on service partner employees. They also perform periodic field audits. MDL field team also does periodic field audits.
7	Incentive management	Is it ensured that incentives are provided as per the approved grid to the HH meeting the defined criteria?	Yes	There is an approved panel HH incentive policy, the panel HH which are eligible for payment as per policy are paid

Management has represented the existence and operation of the above controls, and the same has been validated by internal audit function of BARC.

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