



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

	Process	Panel		
	Quarter	Q1 (2018-19)		
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	Panel management application workflow ensures recruitment as per the data provided by Measurement Science
2	Panel installation	Is it ensured that installed meters are appropriately reflected in the data?	Yes	There is an application which 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	Training is automatically scheduled for a household on panel management application post installation is complete. There are two trainings conducted for every household.
4	Panel Maintenance	Is it ensured that installed panel HH are providing data as per requirement?	Yes	Validation calls post installation is done to verify if the meters are installed accurately and reporting viewership while for training the same is done to ensure RM has visited the household
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	All movement of meters is through the panel management system, and the system reflects the stock lying at location at given point of time
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

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 which is configured in the panel management system, basis which the panel HH which are eligible for payment as per policy are paid accordingly
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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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