

Technical assessment checklist

Guidance to help you prepare for an inspection



Technical assessment checklist

To help you prepare for your technical assessment, please use the checklist below to ensure you have the relevant items available for your visit. The numbers shown below refer to the items in the [Guide to Membership Assessments that can be downloaded here](#).

3. (a) and 3. (g) – Publications

British and European Standards, Codes of Practice and guidance relevant to the categories of work carried out.

Notes:

Tick when complete

3. (b) and 3. (h) Test Equipment

Appropriate instruments and test equipment relevant to the categories of work carried out.

Notes:

Tick when complete

3. (c) Documentation

Appropriate certification, Schedules of Inspections, Schedules of Test Results etc. for completed contracts.

Notes:

Tick when complete

3. (d) Competent Persons

Qualification and evidence of training and or up-to-date training, to be provided for each nominated competent person for each category assessed.

Notes:

Tick when complete

Technical assessment checklist (continued)

3. (e) Site Visits

Access to a list of contracts completed and in progress over the previous 12 months. This should include, where possible, examples of all categories of work for which accreditation is required.

Tick when complete

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Notes:

4. Health & Safety Management

All relevant documents.

Tick when complete

Notes:

5. Environment Best Practice

All relevant documents.

Tick when complete

Notes:

6. Insurance

All relevant documents.

Tick when complete

Notes:

Note: Assessments cancelled within seven days of the arranged inspection will be charged at £150 (half day) or £300 (full day) plus VAT.



Founded in 1900, SELECT is Scotland's largest construction trade association.

It has nearly 1,250 member businesses who collectively have an annual turnover of around £1 billion and employ over 15,000 people and 3,500 apprentices.

SELECT also delivers training courses to more than 3,500 electricians each year and is committed to regulation of the industry for a safer Scotland.

The Walled Garden
Bush Estate
Midlothian EH26 0SB
Tel: 0131 445 5577

www.select.org.uk