

Operating the National Quality Mark Scheme

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SAGTA Workshop

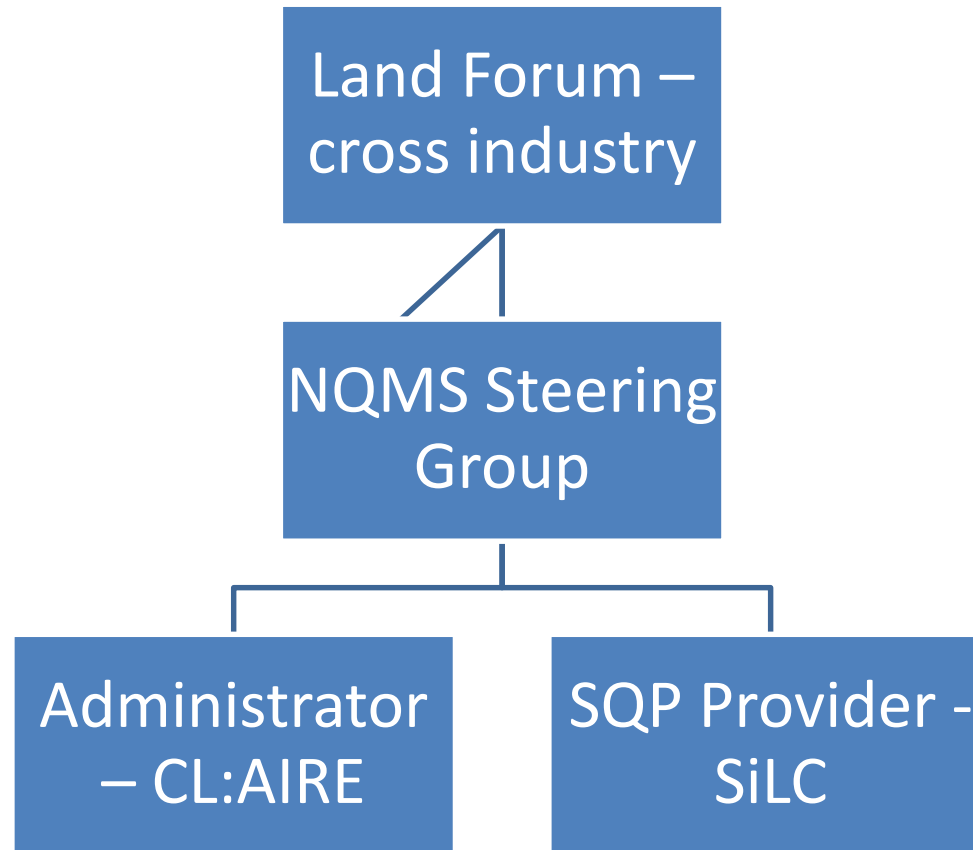


Content

- Operating the NQMS
- Website
- What is an SQP?
- How to become an SQP
- NQMS Process
- SQP Register
- Declaration Process



Operating the NQMS



Website

- Dedicated website www.claire.co.uk/nqms
- Individual logo linking to Land Forum
- Link from the Land Forum web page www.claire.co.uk/landforum
- Explanation of what the National Quality Mark Scheme is?
- Overview and purpose of the scheme – link to overview document
- Frequently Asked Questions



Website cont.

- What is a National Quality Mark - Suitably Qualified Person (SQP)?
- How to become a NQM - SQP and link to qualification providers eg SiLC's website
- Register of NQM – SQP
- Link to Declaration System
- Complaints & Disciplinary



What is an SQP?

- Experienced Professional in field of land contamination
- Capable of assessing whether a document meets the requirements of the scheme
- Chartered person assessed by a professional body & bound by code
- Experienced with good overview of requirements
- Capable of recognising own limitations and knowing when specialist skills required
- Aware of regulatory requirements
- Undertake CPD



How to become an SQP

- SQP must qualify via approved awarding provider
– currently SiLC offering to be this
- SiLC exam process examines majority of SQP skills requirement but not all
- To become SQP, current SiLCs will be required to undertake a conversion course to cover additional SQP skill requirements

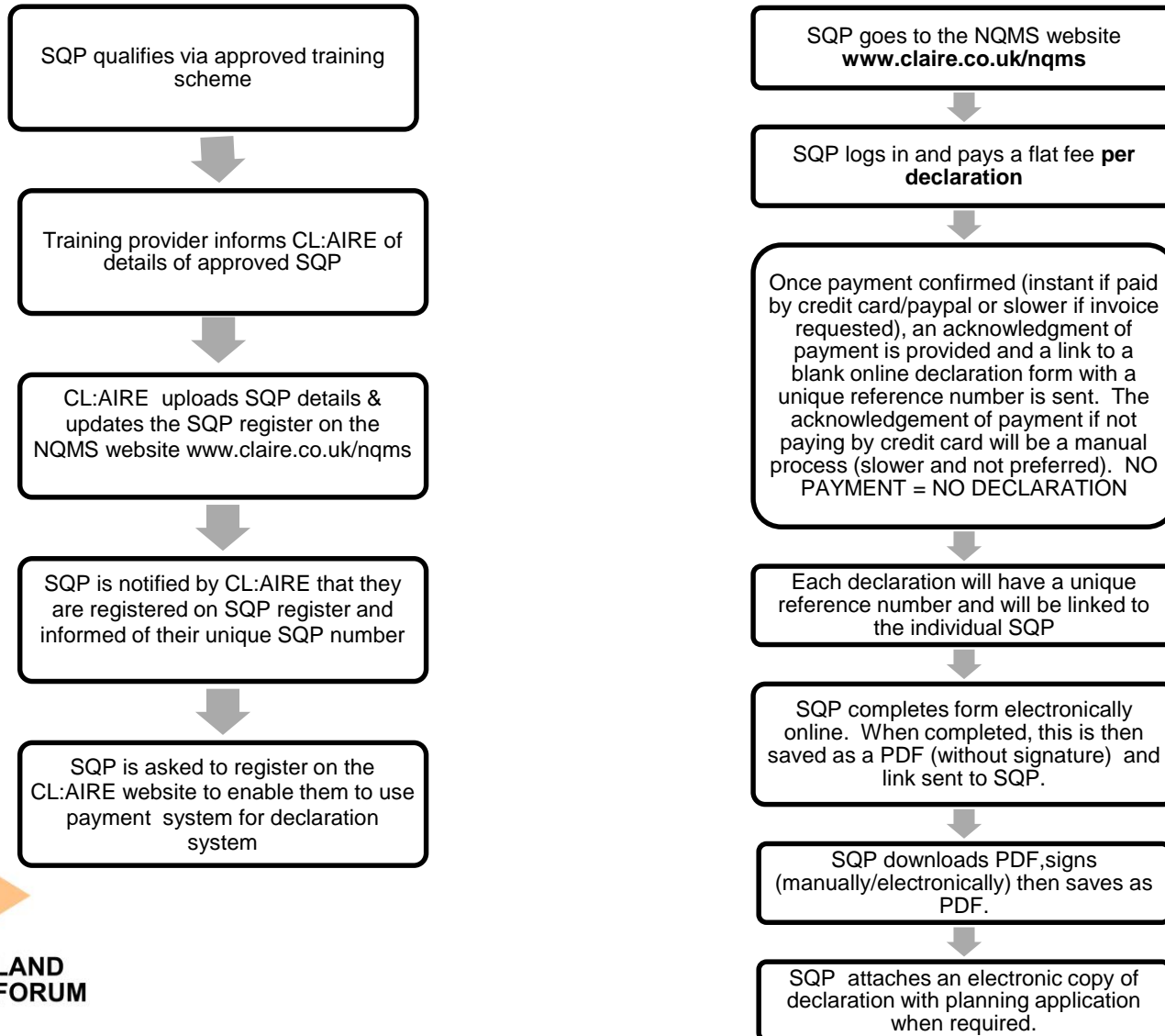


How to become SQP

- For new applicants wanting SQP status only – SiLC will provide the SQP exam. The exam for SQP/SiLC will be the same. You won't need to become SiLCs first or do two exams
- If successful, candidates will be offered SQP & SiLC qualifications
- SiLC register will remain on SiLC website
- SQP register will only be on NQMS website



NQMS Process



SQP Register

SQP No.	Name	Company	Email Address	Year Awarded	Awarding Body	Declarations
SQP 1	Joe Bloggs	Bloggs Ltd	Joe.bloggs@xx xxx.com	2016	SiLC	
SQP 2						

Unique Number, remains with SQP

Various awarding bodies may establish. Need to meet criteria set by Land Forum

Each declaration assigned to an SQP listed for ease of checking. Looking to be automated.



Declaration Process

- Automated Process
- Log onto CL:AIRE Website (requirement for payment purposes)
- Pay for Declaration
- Link to Declaration Form sent on payment
- Online Declaration Form to be completed
- Information saved on system and link sent to SQP
- One declaration = one report
- Initial cost = £60 + vat per declaration
- Review Annually – must be self financing
- Records saved for auditing



SQP Declaration of Document Adequacy

PAGE 1 OF 5

This Declaration relates to:

Site Details		Table A
Project Name:		
Address:		
Regulatory reference number*:		
NGR:		
Summary Description of Project / Proposed development:		

Document Details		Table B
Document Title:		
Type of Document:		
Reference:		
Date:		
Author / Organisation:		
Named Client:		

This Declaration is made by:

SQP Details		Table C
SQP Name:		
Telephone & e-mail:		
Organisation:		
Address:		
SQP Registration No.:		

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SQP Declaration of Document Adequacy

PAGE 2 OF 5

I *[insert name]* confirm that I am the person described in Table C above and hold current valid registration as a Suitably Qualified and Experienced Person Registration No. *[insert SQP registration No.]* with the NQMS.

I have reviewed The Document described in Table B above in relation to the project and site described in Table A above and I confirm that:

- The work appears to have been carried out by appropriately capable people with reference to the Brownfield Skills Framework.
- That the work carried out, the information and data reported appear
 - to describe an appropriate scope and objectives and
 - to accord with relevant good practice guidance and standards and
 - to be based upon appropriately robust science and
 - to be factually correct and
 - to have been appropriately reviewed.
- That all specialist aspects appear to have been reviewed by an appropriately qualified/competent person with particular skills and experience in that specialist area.
- That the interpretation and conclusions appear reasonable.
- That all proposals to mitigate actual potential or residual risks appear to be appropriate.
- I am competent to sign this Declaration and that
 - I am fully aware and comply with the Code of Conduct of *[name of Chartered professional institution]* through which I hold Chartership *[membership reference of professional institution]*.
 - The work of this review and Declaration are within the limits of my knowledge, competence and professional capacity.

Signed:

Date:

Name:

[Block capitals]

Note: The document that has been reviewed was prepared by the organisation named for the benefit of the named Client who has reliance upon it. Any professional liability arising from any proven negligent act or omission by the Company carrying out the work and publishing the document rests with that Company and not with the SQP or the NQMS.

Declaration Process

- Each declaration will have a unique reference number that will be traceable to the SQP.
- Each declaration will have a black and white imprinted logo with a unique identifier inserted for authenticity, traceability and to prevent fraud.

e.g.

Date & Month

Unique Number



Questions?

Thank you

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