



Dear colleague,

CICAIR LTD COMMITTEES – CALL FOR APPLICATIONS

The Construction Industry Council Approved Inspectors Register (CICAIR) is the body designated by the Secretary of State in England and Welsh Ministers in Wales to maintain the Approved Inspectors Register. CICAIR is a wholly owned subsidiary of the Construction Industry Council.

CICAIR operates a number of committees to service the various functions involved in running the Register and welcomes applications from volunteers to join one or more of these committees. This is an exciting opportunity to get involved in the operation of the Register and to help set higher standards for the provision of Approved Inspector services.

The six committees that CICAIR operates are:

Approvals - Responsible for reviewing new applications and conducting professional interviews of Approved Inspector applicants.

Monitoring and re-approvals - Responsible for the operation of the annual monitoring process and undertaking the programme of audits of Approved Inspectors.

Complaints - Responsible for reviewing complaints against Approved Inspectors.

Disciplinary - Responsible for conducting disciplinary hearings against Approved Inspectors.

Appeals - Responsible for hearing appeals against approval and disciplinary decisions taken by CICAIR.

Policy - Responsible for strategic and policy issues including the production of guidance as and when required.

A nominal fee for committee duties and the reimbursement of expenses are offered. Expected time commitment is approximately 5-10 days per year.

Enclosed with this letter is an application form and appointments to the committees will be made by the CICAIR Ltd Board of Directors. All applications will be considered and are welcomed irrespective of age, gender or ethnicity. Applicants may be required to attend an interview.

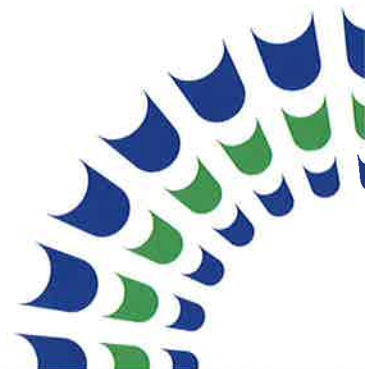
Applications should be sent to:-

Laura Russell, Assistant Registrar
BY POST - CICAIR, 26 Store Street, London, WC1E 7BT
BY EMAIL - lrussell@cic.org.uk

Thank you for your interest in the work of CICAIR and please do not hesitate to contact me if you have any queries.

Yours sincerely

Scott McLew
Chief Operating Officer & Registrar
smclew@cic.org.uk



CIC Approved Inspectors Register (CICAIR) Committee Member Application Form



CICAIR Limited, 26 Store Street, London, WC1E 7BT
T: 020 7399 7403 E: cicair@cic.org.uk

Please use this form to apply for membership of one or more of the committees that CICAIR Ltd operates. Should you need any assistance with this form, or if you would like a copy of the Terms of Reference for the committees, please do not hesitate to contact Laura Russell at lrussell@cic.org.uk or on 0207 399 7403.

Your Details

Full Name

Organisation Name

Address

Postcode

Contact number(s)

Email address(es)

Committees

Please indicate which committee(s) you would like to join by ticking the appropriate box(es).

Please note that you may be required to attend an interview and you may not be appointed to all of the committees that you apply for.

- Approvals
- Monitoring and Re-Approvals
- Complaints
- Disciplinary
- Appeals
- Policy

Competence, Skills and Experience Questionnaire

The following questions will help the Registrar and CICAIR Ltd Board of Directors establish your suitability for the committees you have applied to join.

Do you have a Professional Qualification and membership of recognised body? Yes / No

If yes, please state what qualification and from which body?

Do you have Building Control Experience? Yes / No

If yes, please specify length of experience and whether this is from the public or private sector

Do you have knowledge of the Building Act, the Building Regulations, the Building (Approved Inspectors etc.) Regulations and associated legislation? Yes / No

Do you have an understanding of the CICAIR Code of Conduct? Yes / No

Do you have an understanding of the Building Control Performance Standards? Yes / No

Do you have an understanding of the government approved schemes of Insurance and of Public Liability and Professional Indemnity Insurance? Yes / No

Do you have experience of business planning? Yes / No

Do you have an understanding of health & safety issues and associated legislation? Yes / No

Do you have an understanding of legal and professional ethics? Yes / No

Are you willing and able to travel within the UK in accordance with the duties of a committee member (including some overnight stays)? Yes / No

Please provide the following information in support of your application (continue on a separate sheet if necessary).

Why do you want to participate in the work of CICAIR Ltd's committees?

What skills and experience would you bring to the role(s)?

How many days per year do you estimate being able to commit to committee duties?

Please provide any further detail in support of your application.

Current Approved Inspector Directors/Employees Only

Is your business currently subject to a sanction from CICAIR? Yes / No

Has your business submitted a Building Control Performance Indicator return for this year? Yes / No

Please send this form once completed along with a current CV and any relevant CPD records from the last five years to lrussell@cic.org.uk.

Signed

Date