



Association For
Audio Visual Professionals

Pre-Assessment Check List

Pre-assessment self-assessment checklist

For all new applicants and existing members it will be necessary to demonstrate competence to adhere to the CAI's Codes of Practice and Conduct.

This will take the form of an assessment conducted by the CAI's full-time Assessment & Training Executive or one of his team.

Normally this will be conducted at the premises registered as the trading office of the company unless pre-arranged circumstances are deemed acceptable by the inspectorate.

The Inspectorate will review as a minimum the following areas of the company business

- The company principal and nominated contact for CAI communications, directories and database records
- All alternative trade names and branch offices and their status for inclusion in CAI membership
- The areas of activity in which the company trades
- The number of staff directly employed in the company
- The insurance status
- The way the company documents and records the work undertaken and completed
- Relevant qualifications held by proprietors and staff
- The relevant test equipment is carried by the company for the work undertaken
- Working vehicles are suitable, presentable and carry equipment for safe working at height

The inspectorate will then choose samples of completed work from the documented records to assess technically by a site visit.

What now follows is a set of questions designed to help you prepare for the assessment visit and ensure you have all the relevant materials necessary to answer any questions or present to the inspector.

The Check List

Member companies are categorised within CAI membership according to their work activities. Coupled with the number of directly employed staff this decides the level of subscription you pay. *Check carefully your answers in the first section as the CAI reserves the right to charge the subscription rate relevant to the scale of the business revealed by inspection*

1. Which category did you classify yourself as?

Domestic Installer Systems Installer Manuf/Dist

Retailer/Rental Affiliate Consultant

Home Networking & Connectivity Installer

How many employees are on the payroll?

2. Do you have alternative trading names or business addresses to which you would like to attach the CAI logo?

Yes No

3. Can you prove by certification that you have the necessary insurance cover to comply with CAI regulation? (The CAI requires all members to have at least £2m public liability cover and if you employ staff or take on self-employed extras you are required by law to have employer's liability cover.)

Yes No

4. Can you provide documentary evidence that your company has been trading for 12 months? (for example, 1 year's accounts)

Yes No

5. As a minimum the CAI expects the following documents to support the company's ability to record and back reference completed work.

Printed receipts/invoices with Company

Name, address and phone numbers Yes No

Itemisation of such with all materials used Yes No

Printed letterheads for correspondence Yes No

6. To adhere to the Codes of Practice you need the test equipment relevant to the work you carry out.

Do you have a meter capable of frequency specific measurements? **Yes** **No**

7. Working vehicles are sometimes the customer's first impression of company appearance. Are your vehicles;

Clean and tidy on the exterior as well as interior? **Yes** **No**

Carrying adequate stock levels to meet customer's demands? **Yes** **No**

Carrying the necessary tools to complete the work safely and efficiently? **Yes** **No**

Does all height access equipment conform to CAI/HSE Guidelines? **Yes** **No**

- Companies with a number of office/retail premises are advised to inform the inspectorate to conduct inspection visit at the centre where all the above relevant documentation is available for viewing.
- It is essential that all staff are made aware of the company application for membership. A poor impression is given both to the CAI Inspectorate and the general public when staff contacted are unaware of the CAI and the company standing with CAI.

The CAI sincerely wishes your application is successful and a profitable relationship results for both parties. This process is meant to be of benefit to all concerned so please feel free to question the inspectorate on any issues you feel are raised by the application process and its assessment.

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