S E R

Structural Engineers Registration Ltd

Procedures for Applications from Individuals Whose Previous Membership of the Scheme as an Approved Certifier has been Terminated

1. The letter terminating the membership of the Scheme of an Approved Certifier will state the earliest time at which any application to re-join the Scheme will be considered.
2. Anyone making an application to re-join the Scheme whose membership has previously been terminated will be interviewed. The interview panel will include a member of the SER Board of Directors in addition to the two assessors from the Scottish Registration Board (SRB).
3. The members of the interview panel will be provided with copies of documents (such as audit reports; audit outcome letters; suspension readmission reports) relating to the applicant's previous membership of and termination from the Scheme.
4. The interview will explore with the applicant the steps that they will take, should they be readmitted, to ensure that their future certification practice will meet the Scheme requirements.
5. The interview panel may require the submission of additional documentation or information from the applicant before reaching a recommendation to the SRB.
6. The interview panel will provide a report of the interview for circulation to the SRB and SER Board of Directors.
7. If it is decided that the applicant may re-join the Scheme as an Approved Certifier they will be required to agree, in writing, that their certification activities will be closely monitored (as set out in 8 below) and pay SER a fee of £1000 + VAT towards the cost of the monitoring, prior to them being readmitted to the Scheme. They will also be required to agree to paying SER a fee of £1000 + VAT towards the cost of their first audit following their readmission.
8. Certification activities will be monitored as follows:
   a. Within 5 days of signing a certificate the Approved Certifier is to inform SER that the certificate has been issued by forwarding the e-mail with the certificate to SER admin
   b. SER admin will then forward that e-mail to a designated member of the SRB for review
   c. The member of the SRB will review the certificate and decide whether or not the certification records for that certificate should be called in for examination
   d. When requested by SER admin the Approved Certifier shall within 5 working days supply to SER admin electronic copies of all documents used for the purpose of certification
   e. Documents received by SER admin will be forwarded to the designated member of the SRB who will examine the documents and report on whether or not certification appears to have been carried out in accordance with the Scheme requirements

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f.   If after a reasonable period it appears that certification is being carried out to a consistently acceptable standard then monitoring will be stopped.

g.   If it appears that certification is not being carried out to a consistently acceptable standard the SER Board of Directors will decide whether or not membership of the Scheme should be permanently terminated.

9.   When monitoring is stopped (see 8f above) the SER Board of Directors will decide an appropriate time for an audit of the Approved Certifier's certification activities to take place. Should the audit reveal that certification is not being carried out to a consistently acceptable standard the Board will decide whether or not membership of the Scheme should be permanently terminated.

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