

# YOUR GUIDE TO THE COMPETENCE ASSESSMENT STANDARD AUDIT



# BESA COMPETENCE ASSESSMENT STANDARD AUDIT

The BESA Competence Assessment Standard (CAS) provides independent assessment of our members' technical competence and commercial capability. All BESA members are assessed against this standard and the audits are carried out by BESCA, a UKAS accredited audit company.

The BESA CAS is robust but straightforward, and we support you each step of the way.

New members are assessed on joining and at the end of their first year. Following that, assessment is done every 3 years to monitor and re-verify competence.

## Two Stage Process

**PREPARE** - Check out the guidance, speak with the BESA team, collect your evidence and get dates in the diary

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**STEP 1**

**BUSINESS MANAGEMENT REVIEW** - of key documents via the BESCA online audit portal.

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**STEP 2**

**SITE VISIT**  
A site visit to a recent project and assess the works completed.

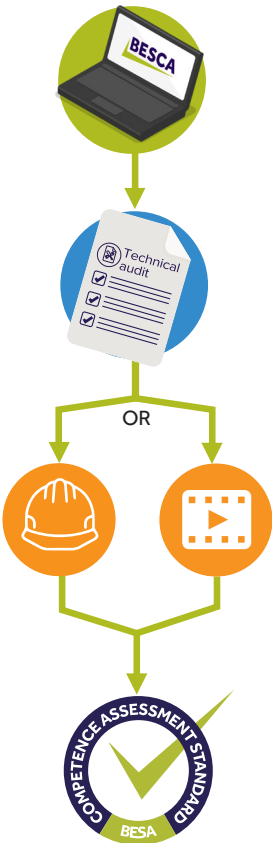
OR

**REMOTE AUDIT**  
Submit video evidence of technical activities followed by an online meeting.

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**CELEBRATE** - Once you have passed both stages, congratulations, use your BESA badge of quality with pride!

You are part of the elite BESA community!





## STEP 1 - BUSINESS MANAGEMENT REVIEW\*

**We will assess your Business Management Review (BMR) remotely by reviewing documents you have uploaded to our audit portal.**

To start the audit process, we will send you an email which details:


- ✓ When your audit is due
- ✓ Your portal registration details
- ✓ Guidance on how to submit your documents

**Typical documents for uploading to the BMR audit portal are:**

- ✓ Details of accounts
- ✓ Company insurances: Employers Liability; Public Liability etc.
- ✓ Company policies
- ✓ Membership of Trade Association or professional body membership (if applicable)
- ✓ Evidence of Management System e.g. processes and procedures; management meeting minutes; site safety records
- ✓ Complaints policy and procedure
- ✓ Waste Carriers Licence (if applicable) or Hazardous Waste Producer Registration (Wales)
- ✓ Evidence of specific training for key people, training matrix etc.
- ✓ CSCS or CSCS Partner scheme cards for the workforce (including self-employed) if applicable


\* You may be able to skip this section if you have other recognised accreditations! Your BESA membership team can advise you on this.





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**Welcome to the online BESA Business Management Review**

Welcome to your BESA Management Review (BMR). You can complete your BMR online by answering a series of questions and uploading the required evidence.

**How does the system work?**

**There are just seven sections to complete. If you have your evidence to hand, the audit should take no longer than an hour to finish.**

We recommend uploading all your current supporting documents into the 'Your Documents' area before you start the audit. This makes it easier to complete certain sections and keeps all your documents in one place for future use. Please [click here](#) to find out how to do this.

UPLOAD DOCUMENTS

ANSWER AUDIT QUESTIONS

SUBMIT

←

**Log in**

Log in here to access your audit

Username

Password

Log in

☐ Remember me next time

**Forgotten Password?**

Provide your email here to retrieve it.

Email Address

Send Password

**Not Registered?**

If you know your ID number and the contact email address associated with your membership,

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## STEP 2 - TECHNICAL AUDIT

Following the BMR, you will be sent an email telling you it's time to provide evidence of your technical activities.

This will either be via a site visit or a remote assessment.



### SITE VISIT

If your technical audit is to be completed on-site, your BESCA auditor will arrange a suitable time to visit a recent project with you to assess the completed works. They will let you know in advance what to expect and what sort of evidence or documents to have available, such as plans, manuals, hand-over documents etc.



### REMOTE ASSESSMENT

If you are selected to have a remote assessment, you will record a video walk-and-talk through of installed work then upload to the online audit portal. This will be reviewed by your BESCA auditor.

The final part of a remote assessment audit will be an online meeting with your auditor. We use a number of different online meeting and screen sharing platforms.



Simply tell us which your preference is.



## PRIVACY POLICY

Please be assured that the information you send us will be securely managed in accordance with our existing confidentiality and data privacy policies.



## REMOTE AUDIT TIPS

### TIPS ON RECORDING YOUR VIDEO EVIDENCE

- ✓ Make sure that the video is of suitable clarity for both visual and audio
- ✓ Any modern smart phone or tablet can be used to make your recording
- ✓ The person conducting the activity should narrate what they are doing and why
- ✓ Make sure you point out specific areas of compliance
- ✓ Further guidance will be provided in the email we send you to trigger the recording of your evidence



**WE HAVE PREPARED AN EXAMPLE OF A VIDEO WALK THROUGH WHICH YOU CAN WATCH HERE TO HELP YOU.**

### TIPS ON YOUR ONLINE MEETING

- ✓ Ensure you have a quiet room or office in which to conduct the meeting
- ✓ Have to hand relevant documents and evidence
- ✓ We recommend key personnel who have supported the audit process are present to answer questions
- ✓ Make available technical personnel for discussions during the web meeting to explain elements of the recording once it has been assessed


### NO IMPACT ON YOUR BUSINESS

And one final thing to remember is that the remote audit is completely managed by the BESCA audit team, we plan, schedule and support you through the assessment so that it does not impact on the daily running of your business.



## QUESTIONS?

If you have any questions about your audit please contact the BESCA operations team on **01768 860457** or **info@besca.org.uk**

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