

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.



STEP 1

BUSINESS MANAGEMENT REVIEW -

Of key documents via the BESCA online audit portal.



STEP 2

TECHNICAL AUDIT -

A site visit to a recent project and assess the works completed, including both technical and competence.



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) 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.**



BESA
BUILDING ENGINEERING
SERVICES ASSOCIATION

HOME GUIDANCE LIBRARY

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 HV 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.



SITE VISIT

Your technical audit is to be completed on-site, and 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.





QUESTIONS?

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

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.

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