

CIC Approved Inspectors Register (CICAIR)

Monitoring and Re-Approvals Committee

Terms of Reference



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

Issue 1 – January 2015

1. Introduction

These terms of reference set out the framework within which the CICAIR Ltd (*herein referred to as CICAIR*) monitoring and re-approvals committee will operate. The committee's remit extends to the functions of CICAIR only and not to any other area of the Construction Industry Council's work.

2. Scope of the Committee

The monitoring and re-approvals committee will be responsible for overseeing CICAIR's processes and procedures for the annual monitoring of Approved Inspectors and for conducting the programme of audits of Approved Inspectors.

3. Structure

The committee will be constituted by a minimum of twelve members at all times. A Chair and a Deputy Chair will be appointed from within the committee's membership by the CICAIR Board of Directors. The committee will be supported by the Registrar. The Chair and Deputy Chair's appointment will initially be for three years unless the Chair or Deputy Chair resigns or is removed by the CICAIR Board of Directors.

The current Chair of the monitoring and re-approval committee is Robert Biggs and the Vice Chair is Paul Timmins.

4. Remuneration

The Chair, Vice Chair and committee members will not receive remuneration, but CICAIR will pay monitoring and re-approval panel members a small fee for each audit they participate in and reimburse expenses reasonably incurred in carrying out their duties.

5. Conflict of Interest

Committee members may never act in a way that could infer a conflict of interest. The composition of each audit panel will be decided by the Registrar and committee members will inform the Registrar immediately if a conflict of interest should affect their ability to participate in a specific audit or to carry out their role.

6. Operation

The monitoring and re-approval process will be handled in accordance with the procedure outlined in the monitoring and re-approvals committee protocol.

The committee will be responsible for overseeing two functions:

Assessing the annual monitoring submissions from Approved Inspectors

The committee will be responsible for maintaining and reviewing the annual monitoring form to ensure it remains fit for purpose.

Conducting the audits of Approved Inspectors

The committee will be responsible for maintaining and reviewing the CICAIR audit protocol to ensure it remains fit for purpose.

7. Committee Selection Process

Committee members are appointed by the CICAIR Board of Directors. Potential members wishing to participate in the duties of the monitoring and re-approvals committee will complete and submit an application (available from the Registrar) which will be assessed by the CICAIR Board of Directors at each of its tri-yearly meetings. Applicants will be required to complete an observation process before being accepted as a full committee member.

8. Procedures

The committee will operate in accordance with any procedure or protocol that CICAIR has in place or may introduce in future.