

RenewableUK
Approval and Accreditation System
Desk Top Audit Submission Elements

The main areas for the successful completion of the desk top audit stage of the RenewableUK Approval and Accreditation system will included but not be limited to demonstrating evidence of the following areas;

- Responsibility of senior management
- Suitable and safety facilities
- Competence is a core value of its operating and safety culture.
- Suitable and sufficient Employer Liability and Public Liability Insurance.
- Internal auditing of the standards of competence
- Validity of all documents associated with the relevant RenewableUK standard.
- Quality and objectivity of all assessments
- Policy supporting candidate appeals.
- Candidate's individual details and competence records are accurately recorded and securely stored.
- Internal auditing and verification of all elements within the candidate organization's management and delivery
- RenewableUK administrative requirements are maintained
- Standards of occupational competence relevant to all job roles and facilities
- Organization monitors the impact of the relevant RenewableUK standard on business performance.
- Roles, responsibilities and authorities of those managing are clearly defined.
- Effective liaison and communication with all sites
- Processes that supports the identified training and development needs of individuals
- Resources required by candidates with individual training and assessment requirements are identified and made available.
- Senior management conduct regular and frequent management reviews of the management and delivery
- There are sufficient personnel with the appropriate qualifications and
- Sufficient trained and competent assessors and verifiers

- Sufficient time made available to allow all assessors and verifiers to have appropriate and regular access to candidates.
- Sufficient and effective resources are allocated
- Training and development requirements of all personnel involved are reviewed agreed, and actioned
- Locations will, be audited to ensure they enable all candidates to receive objective and fair assessment
- Organization will inform RenewableUK if a candidate is to receive a certificate of competence