

Key Scheme requirements:		
Company Insurance	Public Liability	Minimum £2 million
Deposit protection	Where deposits are taken they must be protected	This can be by an insurance policy; payment by credit card; or may be via an alternative trade association fund
Management system	This is the method you use to run your business.	This may be: - formal written procedures; - controlled by a computer system; - demonstrated by how you operate with evidence of staff induction and/or training
Qualified staff	Each installation team must have at least one NVQ2 qualified staff member per team of four. The company should maintain a record of the competency of its staff to ensure the correct people are used for each job	Staff holding an MTC will be allowed a transition period provided they can demonstrate they are registered and working towards a qualification and can satisfy a practical assessment evaluation on site
Complaints process	Shall be available and advised to the customer	This does not need to be a separate document. It could be logged as service calls or a service register. Details could be included in your terms and conditions
Contracts	There must be a written contract that clearly define the products and services to be provided to your customers, including the terms and conditions	This may form part of a survey or quote document – it does not have to be a separate document
Notifying your work	ALL the types of fenestration installation you carry out MUST be notified to CORGI Fenestration	A CORGI Fenestration installation certificate for ALL the work carried out at a premises will be issued to the homeowner
Waste management	Comply with the EU Waste Framework Directive	Hold a waste carriers licence where appropriate
You do not need:		
Consumer Financial protection	There is no need to purchase a separate insurance product (IBG)	Instead a workmanship guarantee will automatically be issued to the homeowner covering replacement windows and doors under building regulation compliance
1% Site Inspections	CORGI Fenestration does not need a 1% selection of the work you notify. (as happens with other CPS)	CORGI Fenestration takes a risk-based approach. You will have at least one company audit per year - the number of audits you receive reflects the size and the way you operate your business