

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 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 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	The site evaluation will confirm competence of the installation team. Staff not having any qualification or holding an MTC or out of date NVQ will be allowed a transition period to achieve the required qualification.
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 defines 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)	A workmanship guarantee will be issued to the home owner 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