

## CQS Approval Process

### Register your interest with [hello@cqs.je](mailto:hello@cqs.je)

You will be provided with an application form to complete and return, along with the requested documentation.

### Initial application check

This is an initial check to ensure that all required information and evidence has been submitted for our review.

### Desk assessment

This is the first, out of three assessments, that will be performed to check your company's suitability and competency for CQS approval. This will include, but is not limited to, checks on the following:

- Insurance details
- Qualifications
- Sales and Marketing materials and compliance with Customer Duty

### Payment of Fees

Payment of Application Fee and Year 1 Membership Fees will be requested once a successful Desk assessment has been completed. This payment is non-refundable.

### Interactive assessment

This type of assessment will be carried out either virtually (teams call) or at the contractor's registered address. This assessment will include, but is not limited to, the following checks:

- Company's design competency, for example how heat loss calculations have been performed in line with CS-201.
- Use of subcontractors and how these are managed.
- Risk assessments and construction phase schedules.
- Commissioning and handover processes.
- Contracts and quotes.

### Site assessment

This assessment is an objective examination of the quality of an installation and its delivery to the customer. This will include, but is not limited to, the following checks:

- Assessing the quality and compliance of electrical works.
- Confirming the correct insulation has been used for its application and the quality of workmanship.
- Checks against the design, performance, and contractual documentation.
- Compliance with manufacturer's specific instructions.
- Compliance with Customer Duty

### CQS Approval

Once all assessments have been successfully completed, a Contractor Service License Agreement will be provided for your signature. Once returned, you will receive an Approved CQS contractor certificate and be listed on the CQS website. You can then begin to register CQS approved installations!