

**Accreditation and Certification  
Schemes  
Guidelines for those NHER DEA  
Scheme Members wishing to become  
SAVA Home Inspectors**

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## 1. General

All Member of the NHER DEA Accreditation Scheme may apply to become Members of the SAVA Home Inspector Certification Scheme. DEA applicants should note the:

- A. Their Application will be treated in the same way as any other Application and that the requirements governing SAVA Home Inspector Certification Scheme Membership are different to those governing DEA Scheme Membership. This difference may mean DEA applicants are refused SAVA Home Inspector Certification Scheme Membership.
- B. If a DEA Applicant is refused SAVA Home Inspector Certification Scheme Membership this will not affect their existing Membership of the DEA Scheme.
- C. Successful DEA Applicants will effectively retain their Membership of the NHER DEA Accreditation Scheme as this scheme is integrated into the SAVA Home Inspector Certification Scheme. (This does not mean that Members of the SAVA Home Inspector Certification Scheme are charged two sets of fees). Successful DEA Applicants will receive a new Membership Number and a new Identity Card, in place of their NHER one.

## 2. Making an Application to become a Home Inspector:

### A. First Step

Download the following documents from our Web-site at [www.sava-cs.org.uk](http://www.sava-cs.org.uk):

- (i) The Application Form, which includes various declarations and the Registration Payment Form
- (ii) The Scheme Rules
- (iii) Two copies of the Scheme Agreement (contract)
- (iv) The IDRS Appeals and Consumer Complaint processes
- (v) The CLG publication, "The Duties and Responsibilities of Home Inspectors"
- (vi) The Inspection and Reporting Requirements
- (vii) The Verifile Consent Form

(DEA applicants are required to complete/sign certain documents that are similar, but not identical, to those already completed for the DEA Scheme. This is essential since the SAVA Home Inspector Certification Scheme Rules are significantly different to those governing the NHER DEA Accreditation Scheme).

### B. Second Step

- (i) Ensure that you have completed/provided all of the documents needed to accompany your application. These will include:
  - the original of the qualification Diploma or Certificate, if you did not qualify through SAVA. See Section 4
  - the Application Form, signed by yourself, (NOTE you do not have to provide a signed copy of the DEA Scheme Agreement, as requested in Section 8, 1.b)

- two copies of the Scheme Agreement, both signed by yourself
- if you want to use your/your Employer's Professional Indemnity and Public Liability Insurance policy, copies of relevant Insurance Certificates and the specified Broker's letter are required. See Section 5

### **3. Fees Payable for the Current Year**

For full years of Membership, all fees and charges are detailed on the following Payment and Charges Schedule. Successful DEA Applicants will be required to pay a once-off upgrade fee of £150 plus VAT. NHER DEA Accreditation Scheme Membership fees already paid in advance will be treated as SAVA Home Inspector Certification Scheme fees.

### **4. Qualifications**

You must be able to evidence the Home Inspector competencies outlined in the relevant National Occupational Standards. The following points relate:

- A.** If you qualified through SAVA, and have your Diploma, send us a photocopy of it and we will simply check your qualification records, then proceed with your application. You can make an application when you have achieved the following criteria:
- finished Units 1 and 2
  - passed the External Exam
  - have 7 HCRs signed off
- If you have not received your Diploma please complete the appropriate section of the Application Form.
- B.** If you qualified with another organisation, then we will check the original Diploma/Certificate you have sent us to ensure that it meets Scheme requirements. If you are unable to provide the original Diploma/Certificate please complete the appropriate section of the Application Form, and we will then check your qualification with the relevant Awarding Body, but you must send the original Diploma/Certificate when you have obtained it.
- C.** If you are in the process of qualifying, but have not yet obtained your Diploma/Certificate you can still apply, detailing on the Application Form when you expect to be qualified, but you must send the original Diploma/Certificate when you have obtained it.

### **5. Insurance**

- A.** When carrying out Domestic Energy Assessments, you will be automatically covered by the Scheme's combined Professional Indemnity and Public Liability Insurance policy, which is free of charge, (see Scheme Rules).
- B.** When carrying out Home Condition Reports, you must be appropriately insured. You may either:
- (i) use the Scheme's own combined Professional Indemnity and Public Liability Insurance policy, which is free of charge, or

- (ii) use your/your Employer's own existing policy. In this instance you need to send copy Insurance Certificates and a Broker's letter to us, this requirement being detailed in the Scheme Rules.

## **6. Identity, Financial Status, and CRB Checks**

Government regulations related to the Fit and Proper status of Home Inspectors are different to those related to DEAs. Therefore, we are obliged to pass your personal details to a specialist verification and background screening service who will undertake identity financial, and Standard Level CRB checks upon you. The Scheme has formal guidelines for assessing the relevance of Criminal Records; copies of these are available on request from the Scheme. These checks can take up to 30 days to complete, and this should be borne in mind when determining the month in which you wish your membership to commence

## **7. Other Checks we may Carry Out**

- A.** If your Application Form indicates that you have had Membership of another Home Inspector Certification scheme refused or withdrawn, we will contact that scheme to determine the circumstances.
- B.** If your Application Form details any other "Relevant Matters", concerning your Fit and Proper status we will investigate them.

## **8. Identity Cards**

Once your application has been approved, we will use the existing passport-sized facial digital image, (or passport-sized photograph of yourself if you did not have access to a digital camera), to prepare a SAVA Home Inspector Certification Scheme Identity Card. Upon receipt of the new Identity Card your existing NHER DEA Accreditation Scheme Card must be returned to us.

## **9. Accepting or Rejecting Applications**

- A.** Successful applicants will receive the SAVA Certification Scheme Membership Pack containing the Certificate of Membership with its unique Membership number, and one of the signed copies of the Membership Agreement. You will receive the Identity Card in the post within 10 working days.
- B.** Unsuccessful applicants will be notified, in writing, of the reasons for refusal.