

## MCS Checklist – 20 steps to achieving and maintaining your certification

Getting Started				
Step	What	Why	How	Done?
1	MCS 001-1	Requirements for managing the quality of installations	Access to MCS 001-1 in the MCS Standards Library	
2	MIS <u>xxx</u>	Requirements for the installation of technologies	Access the relevant MIS Standard relevant to the technologies installed	
3	Organising your files	Bring together and organise all your processes and documentation in one place	Form a Quality Management System utilising what you have already and templates provided by MCS	
4	MCS Licence	Provides permission to use the MCS Certification Mark	Retain a signed copy of your licence and comply with the Brand Guidelines	
5	Trading Address	Your business will need to operate from a verifiable physical location	The physical address of your business	
6	Consumer Code membership	Protection of consumers	Secure membership of either RECC or HIES and agree to their by-laws	
Managing Quality				
Step	What	Why	How	Done?
7	Key roles in your business	Identify the individuals in your business who are responsible for MCS and technical quality	Name both a Nominee and an individual(s) to act as the Nominated Technical Person (NTP)	
8	Evidence continual improvement	Address and learn from things that go wrong	Adopt a procedure for continual improvement	
9	External documents	Understanding of the documents that are relevant to your work	Hold a reference to relevant 'external documents'	
10	Software control	Use the correct versions of specialist software	Track which versions of software you are using if not updated automatically	
Delivering Customer Projects				
Step	What	Why	How	Done?
11	Define installations, resource appropriately and obtain approvals	Managing your customer's expectations and ensuring everything is in place before commencing work	You must review orders, contracts, and tenders to ensure that you have met their requirements	
12	Assume the role of main contractor for your customer	Consumer protection arising from having a single point of contractual responsibility	Utilise model contracts offered by your chosen Consumer Code	
13	Management of subcontracting arrangements	Control over the quality of work delivered by a subcontractor on your behalf	Deploy subcontracting agreements, verify the competency of your subcontractors and monitor their work	
14	Managing the purchase of products, materials and services	Quality of products, materials, and the services you purchase, directly affect the quality of an installation	Operate procedures that allow you to control the quality of the products, materials and services you purchase	
15	Test & Measurement Equipment	Taking care of your test and measurement equipment	Maintain equipment in a clean working condition, use and store in line with manufacturer's instructions, and calibrate as required	

16	Product Handling	Reject and isolate sub-standard products and materials	Handle products so that sub-standard products and materials are not used for an installation	
17	Complaint Handling	Timely and effective complaint handling	Record all complaints and how they are resolved and avoided in the future	
18	Health & Safety	Comply with the requirements of the Health & Safety at Work Act 1974	Operate a health and safety policy and carry out risk assessments	

### Record Keeping

Step	What	Why	How	Done?
19	Installation Records	Details of past installations for future reference	Retain the records for each installation for a minimum of six years	
20	Training & Competence Records	Employ, or contract with, competent individuals	Keep records of the training of all personnel undertaking the design, installation, set to work and/or commissioning activities	