

Q. I'm a contractor. Do I have to sign-up to the register?

No, application for membership is entirely voluntary.

Q. Is the register a money-making exercise for ESSA?

No, ESSA members join for free. A nominal fee for non-members simply pays the scheme's running costs.

Q. Does the industry really need an ID card scheme...doesn't this overly complicate our work at a time when things are already tough enough?

A control process has been deemed necessary by the local authorities. Having an industry-controlled scheme will keep membership criteria and processes relevant to the way exhibitions and events work.

Q. How is ESSA qualified to decide if my sub-contractors and I are competent or not?

It is not. The scheme makes no competency claims on behalf of its members or non-members...it simply makes available key information about members to help buyers decide who is and isn't competent.

Q. Does the register exclude non-members from working at a venue?

No, venues must decide who can and can't work in their halls, and the extent to which they recognise and enforce the ESSA register as a benchmark for appropriate credentials.

Q. Will the register discourage exhibitors and organisers from working with me or my company if I am not a member?

No, the register simply makes available some of the key credentials of organisations and individuals who are members to assist buyers in their due diligence processes; the scheme itself does not encourage, discourage, approve or oppose the procurement of either register members or of non-members.

Q. Does ESSA guarantee that register members are competent?

No, nor does it suggest they are. It merely showcases some of their key credentials so buyers can decide.

Q. Does selecting a register member protect me from prosecution if they cause or are contributory to an accident on-site?

No, your level of liability will be decided by a judge who will take into account all of your contractor management precautions (including but not limited to your use of the Register, see diagram on page 2).

Q. So what is the point of having the register?

To meet local authority requirements, help organisers select contractors, help contractors select subcontractors and employees, help venues know who's working in their halls and help develop the industry's management of on-site health & safety.

Q. How complicated is it to sign-up and how long does it take?

A two-page application form, a few supporting documents and approximately 28 days to process.

Q. Once I am registered, am I registered for life?

No, you can be suspended or struck off in the event of malpractice (see terms and conditions).

Q. How do I report a register member if I think they are incompetent or have behaved inappropriately?

This can be done via the form on page 3 of this document.

How the Scheme Can Assist Contractor Management

The following diagram illustrates how the ESSA Competency Register can complement a broader program of event-specific contractor checks, as outlined in health & safety guidance.



How to Report a Member for Incompetence or Inappropriate Behaviour

In the event of malpractice, members can be suspended or struck off the Competency Register (see the scheme terms and conditions). ESSA takes the conduct of its scheme members extremely seriously and will thoroughly investigate any reported incidents in collaboration with the ESSA/AEV technical committee.

To report an ESSA Competency Register *corporate* or *individual* member for malpractice simply complete this form and post it to: **Complaints**, ESSA Competency Register, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ. All complaints will be handled in confidence with a full report of findings made available.

Section 1: YOUR DETAILS

Surname	<input type="text"/>	Telephone	<input type="text"/>
Forename(s)	<input type="text"/>	Mobile	<input type="text"/>
COMPANY	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>	Additional Info <input type="text"/>	
	<input type="text"/>		
Town	<input type="text"/>		
Postcode	<input type="text"/>		

Section 2: DETAILS OF MEMBER YOU ARE REPORTING (please give as much information as possible)

Surname	<input type="text"/>	Telephone	<input type="text"/>
Forename(s)	<input type="text"/>	Mobile	<input type="text"/>
COMPANY	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>	Additional Info <input type="text"/>	
	<input type="text"/>		
Town	<input type="text"/>		
Postcode	<input type="text"/>		

Section 3: DETAILS OF INCIDENT (please give as much information as possible)

Date:	<input type="text"/>	Event:	<input type="text"/>
Venue/Location:	<input type="text"/>	Your Role: (venue, organiser etc)	<input type="text"/>
Details of Incident: (Use a separate sheet where necessary)	<input type="text"/>		
Signed:	<input type="text"/>	Date:	<input type="text"/>