



Accredited MEMBER

Licensed Inventory Scheme

Inventory-Portal Ltd

supplying professional inventory and property services throughout the UK

LIS Criteria for Membership Applications

Section 1 – Criteria for Membership- New Applications or Annual Renewals

The following criteria apply to applications for Membership of LIS:

- ◆ Applicant must demonstrate they are a “fit and proper” person either by supplying a valid CRB check or with a valid DEA/Hi Accreditation number.
- ◆ Applicant must provide additional background information including experience, trading status and claims history
- ◆ Applicants must supply proof of adequate Professional Indemnity and General Insurance Cover.
- ◆ Applicant must show evidence of approved training in provision of inventories by IPL or other approved provider and have passed the appropriate exam and assessment of competence (at least 2 inventory reports to be audited for non IPL trained candidates).

If any applicant falls outside any of these criteria, their application will be rejected.

If an application is borderline, it will be referred to the Accreditation Manager in the first instance but it could be referred to the Accreditation Panel.

If the application is rejected by the Accreditation Manager or the Accreditation Panel the applicant does have the right to appeal under the LIS Scheme Appeals Procedure.

All appeals will be adjudicated by the Appeals Panel who will respond in writing within one calendar month of the appeal being lodged.

Section 2 – Licensed Inventory Scheme Members

Once an applicant has satisfied the application criteria and have obtained the Accreditation, the Inventory Clerk will be subjected to regular monitoring by LIS Scheme.

Monitoring methodologies are explained in more detail in the LIS Auditing and Monitoring Protocols.

In addition, the monitoring can be increased if the Inventory Clerk is subjected to one of the following:

- ◆ A customer complaint that has not be resolved by the Inventory Clerk
- ◆ Notification that the Inventory Clerk has had any other form of Accreditation revoked
- ◆ Failure to adhere to the LIS Code of Practice
- ◆ Failure to keep up to date with the CPD/LLL requirements

Section 3 – Monitoring Examples

If the monitoring needs to be increased, it can include any or all of the following:

- ◆ An increase of the random audit sampling of inventories.
- ◆ Review of all inventories lodged over a specified period of time
- ◆ Request the Inventory Clerk to attend a review
- ◆ Contact the employer of the Inventory Clerk to review, if applicable
- ◆ Arrange for an accompanied re-assessment of a property
- ◆ Demand for retraining
- ◆ Suspension from the LIS Scheme
- ◆ Revocation of Membership from the LIS Scheme

Any of the actions above are at the discretion of the Accreditation Manager. In the event of suspension or revocation, the issues will be passed to the Accreditation Panel to assess the most appropriate action.

Section 4 – Accreditation Panel

The Accreditation Panel shall consist of not less than two representatives of the organisation.

The Committee will be responsible for:

- ◆ Issues referred by the Accreditation Manager
- ◆ Any applications or revocations if there are any doubts
- ◆ Any issues of suspension or misconduct
- ◆ Any borderline applications/renewals

Section 5 – Accreditation Revocation

The Accreditation Panel will decide on any revocation issues and reserve the right to inform other relevant Accreditation Schemes if they chose to revoke a Licence.

The Inventory Clerk will have one calendar month to appeal the decision once notification of revocation has been received.