

## NQMS Website: STEP BY STEP

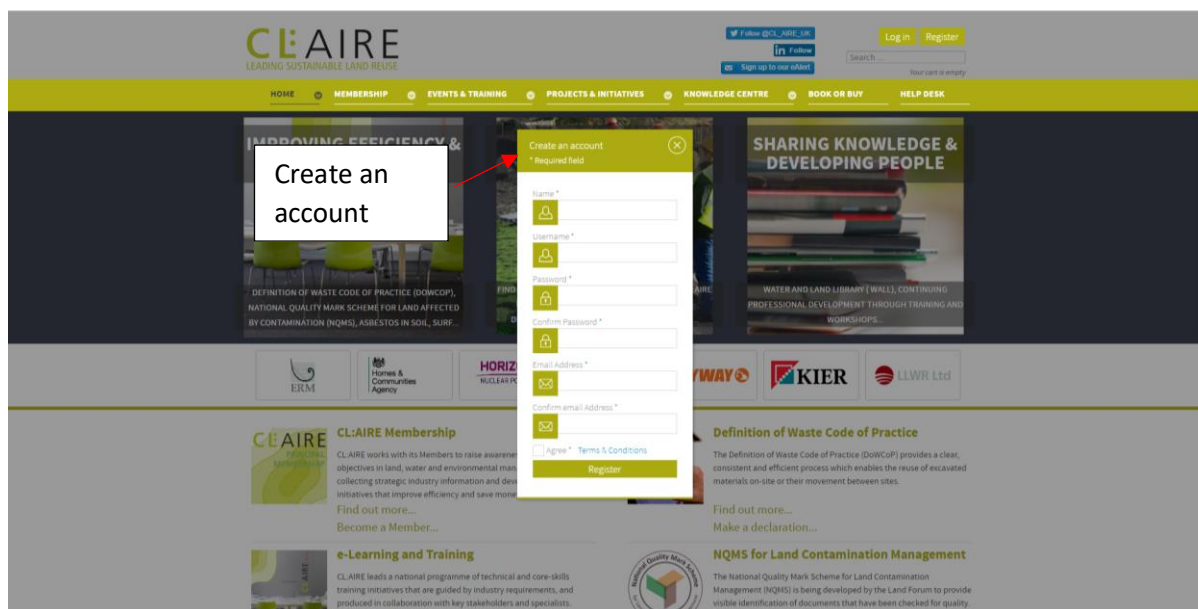
Congratulations! We've been informed that you have been awarded Suitably Qualified Person (SQP) status. To navigate the National Quality Mark Scheme for Land Contamination Management (NQMS) website [www.claire.co.uk/nqms](http://www.claire.co.uk/nqms), a simple set of step by step instructions have been prepared for the following tasks:

- How to Create an Account
- How to Make and Pay for a Declaration
- How to Edit a Declaration
- How to Submit a Declaration
- SQP Register

If you have not already registered with the CL:AIRE website, you must create a profile and account (see instructions below for details). This is free to do and is a requirement of the NQMS to allow payments of each declaration.

### How to Create an Account

1. Go to CL:AIRE's website [www.claire.co.uk](http://www.claire.co.uk), in the top right hand corner there is a Log in/Register button
2. Press "Register" and a box titled "Create an account" will pop up (see below)

The image is a screenshot of the CL:AIRE website. At the top right, there are links for 'Log in' and 'Register'. A yellow 'Register' button is visible. A 'Create an account' pop-up form is centered on the screen. The form has a title bar that says 'Create an account' with a close button. It contains several input fields: 'Name \*', 'Username \*', 'Password \*', 'Confirm Password \*', 'Email Address \*', and 'Confirm email Address \*'. There are also checkboxes for 'I agree' and 'Terms & Conditions'. A 'Register' button is at the bottom of the form. A red arrow points from the 'Register' button on the website to the 'Create an account' pop-up. The background of the website shows various sections like 'IMPROVING EFFICIENCY &...', 'SHARING KNOWLEDGE & DEVELOPING PEOPLE', and 'Definition of Waste Code of Practice'.

3. Complete all the boxes, agree to the terms and conditions and press "Register".
4. Email CL:AIRE ([nicola.harries@claire.co.uk](mailto:nicola.harries@claire.co.uk)) to confirm your account has been created, then your SQP number will be issued to you.

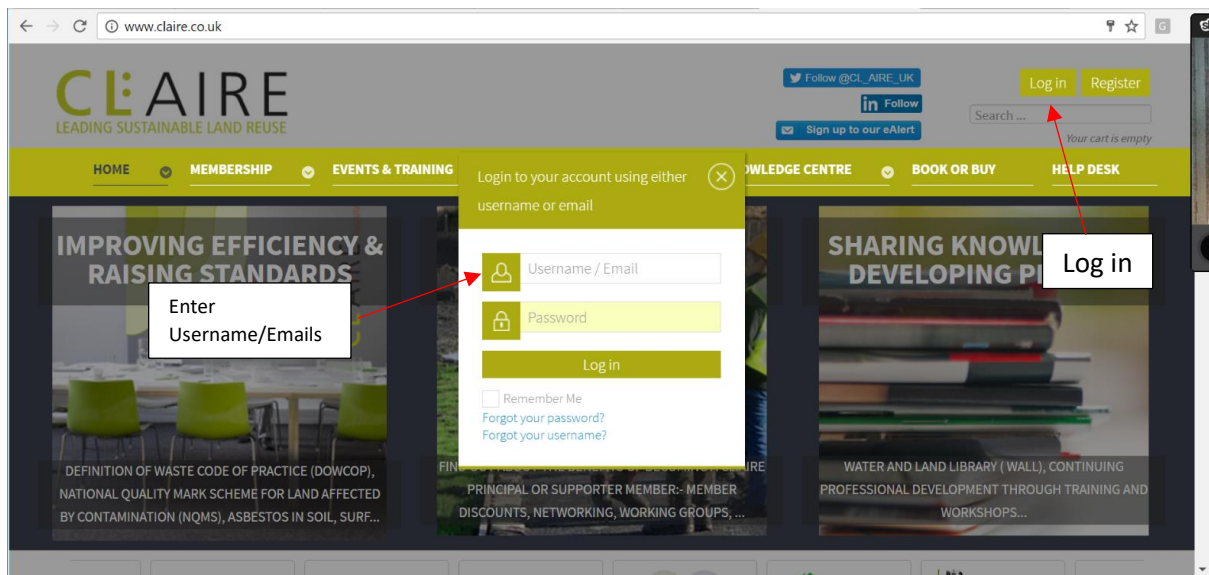
**IMPORTANT:** CL:AIRE cannot assign you an SQP number until you have created an account on CL:AIRE's website.

### Account Already Created

If you already have an account with CL:AIRE (eg already a Definition of Waste: Code of Practice Qualified Person or you have bought from the CL:AIRE website previously) then the same User Name/Email address and password can be used.

1. Go to the top right hand side of the CL:AIRE website [www.claire.co.uk](http://www.claire.co.uk) and press Log in. A box will pop up where you enter your account using either your User Name or Email Address and

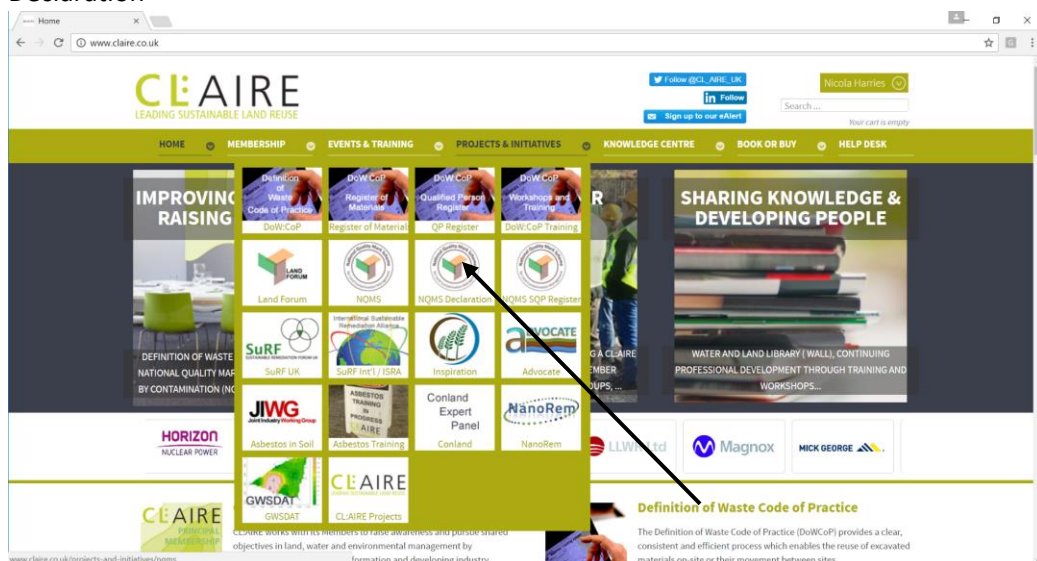
Password. If you have forgotten your password use the prompt. Once logged in your name should now be showing in the top right hand corner of the website in a green box.



2. Click your name and "My Profile" will show
3. Click "My Profile"
4. Complete the "My Profile" details and press "Submit". Please note this only needs to be carried out once. It will save time and will be used for auto filling the information into the NQMS declaration form.

### How to Make and Pay for a Declaration

1. Log In (see instructions above)
2. Every SQP must log in to the CL:AIRE website to pay for a declaration.
3. From the home page on the CL:AIRE website hover over Projects & Initiatives and Go to NQMS Declaration



4. You will now be taken to the "NQMS Declaration" page.

NQMS SQP Declaration of Document Adequacy

The National Quality Mark Scheme for Land Contamination Management has been developed by the Land Forum to provide visible identification of documents that have been checked for quality by a Suitably Qualified and experienced Person (SQP).

**Submitting a Declaration**

To submit your declaration, complete the data required in the form on this page and click on the 'Add to cart' button. At this stage you do not need to complete all information as this form will be available for editing from the Edit Declarations page.

To edit this form, complete your purchase and then go to Projects & Initiatives from the menu and click on NQMS where you will see the Edit Declarations link on the secondary menu or on the Roadmap.

Some of these fields will pre-fill from your user profile if your profile is complete. [Click here to save time and complete your profile.](#)

**Please note:** At this stage you only need to complete the fields marked with a red asterisk. This form will be available for editing from the Edit Declarations page once your order is processed.

**Site Details**

NQMS Declaration Reference \* 1016-A0604

Project Name \*

Project Address \*

Summary Description of Project / Proposed development (2000 chars left)

Edit Insert View Format Table Tools

B I U S Paragraph

Insert Grid Article Module Article Image

Page Break Read More RokGallery

5. A draft "NQMS SQP Declaration of Document Adequacy" appears on the right of your screen, it can now be filled out. Prefill some/or all information about the report you are reviewing. Please note at this stage you do not need to complete all information on this form, only the information marked with a red asterisk \* as it will be available for editing from the "Edit Declaration Page" **ONLY once your order has been paid for.**
6. Please remember the SQP **must** be logged in to proceed to payment
7. Press "Add to Cart" which will save your declaration number and will start the payment process
8. If you have a Purchase Order (PO), please insert in the box provided in the cart (see below). It is not mandatory to proceed. If you do not have a PO, proceed to checkout.

**Your Cart**

Product	Unit Price Net	Total Price Net	Unit VAT	Total Price
NQMS SQP Declaration of Document Adequacy	75.00 GBP	75.00 GBP	15.00 GBP VAT (20.00%)	90.00 GBP

1

**NQMS SQP Declaration of Document Adequacy**

NQMS Declaration Reference: 1116-A0604  
 SQP Name: Nicola Harries  
 SQP Registration No.: Test0010

**Purchase Order Number**

Please add your PO number.

Purchase Order Number \*

Save PO Number

Subtotal 90.00 GBP  
 Shipping 0.00 GBP  
 Grand Total 90.00 GBP

**Included Taxes**

VAT (20.00%) 15.00 GBP  
 Subtotal Net 75.00 GBP

Continue Shopping Checkout

Insert PO number here

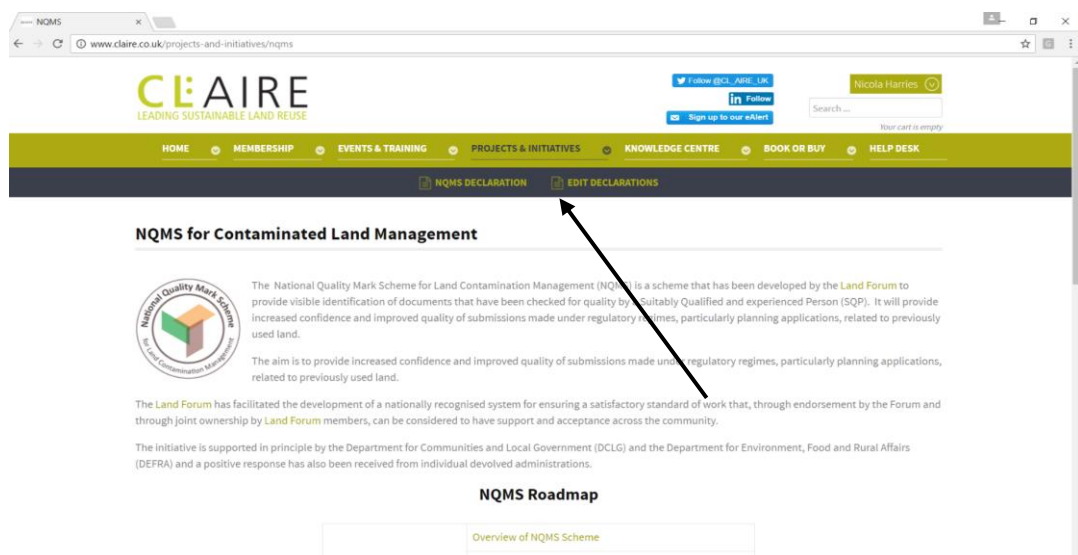
9. Press Checkout
10. Complete all Billing Information marked with \*
11. Press Continue
12. Check Out.

**IMPORTANT:** You can pay either by choosing to raise an invoice (in order to pay by BACS transfer) or pay immediately by credit or debit card via the Paypal payment system. You **do not** have to have an account with Paypal in order to use their system. **Please note** instant access to a declaration is only possible if a Purchase Order Number is provided at time of checkout or payment is made and confirmed by debit or credit card. The checkout process should be completed as one process. An error **will** occur if there is a delay during the payment process ie you leave your computer and do not fill in the forms. If you have problems during the payment process, please raise a “Help” request through the Help Desk on the main website.

13. Place Order. On placing an order an email will be sent to confirm receipt.
14. To review all orders/declarations that you have processed, hover over Book or Buy tab on the main CL:AIRE website and press “My orders”. Here a list of all your orders is provided.
15. You have now successfully created and saved a declaration. To access the declaration and edit follow the instructions below.

## How to Edit a Declaration

1. To edit a Declaration go to “Projects & Initiatives>NQMS” then click on the “Edit Declarations” link from the secondary menu (see below).



2. Here on the “Edit Declarations” page you will see the list of all declarations that you have started and their current payment status. This list of declarations is unique to each SQP.

www.daire.co.uk/my-nqms-submissions

HOME MEMBERSHIP EVENTS & TRAINING PROJECTS & INITIATIVES KNOWLEDGE CENTRE BOOK OR BUY HELP DESK

NQMS DECLARATION EDIT DECLARATIONS

## Edit Declarations

### Edit Declarations

Here is a list of your declarations.

- To view the declaration, click on the hyperlinked NQMS Declaration Reference.
- To edit the declaration, click on the Edit button from the View Declaration page entitled NQMS SQP Declaration of Document Adequacy (see bullet 1 above).
- To print the completed declaration, click on the PDF button from the View Declaration page entitled NQMS SQP Declaration of Document Adequacy (see bullet 1 above).

Please note: You will only see the PDF button if your NQMS Declaration has either been paid for, or we have a PO number for the relevant order. You can [check your invoices here](#).

ID	NQMS Declaration Reference	Project Name	Project Address	Named Client	Paid Status
576	1016-A0576	Collier Road	Howard Gardens	Mr Smith	PO number received
575	1016-A0575				Cancelled
574	1016-A0574	Banana Road	83 Merrow Gardens	Mr Fox	Cancelled
573	1016-A0573				

- Each declaration can be revisited and amended by pressing on each hyperlinked NQMS Declaration Reference. You can amend each declaration as many times as is required adding further information as it is obtained. Please note there are prompts for the type of information that is required to be inserted in the relevant boxes.

**IMPORTANT:** When making changes to a declaration, you **MUST** click the SAVE DECLARATION button at the bottom of the page in order to register your changes.

- A declaration number may be transferred to another project by changing the details on the form and saving the form. Only the most recent set of data will be saved, therefore you **MUST** ensure that the PDF declaration form submitted to the regulator corresponds with the data captured by the form.

**IMPORTANT:** It is contrary to the NQMS SQP code of conduct to use the same number for more than one declaration. The audit process is designed to review this and will report on any misuse to the SQP awarding body.

## How to Submit a Declaration

**IMPORTANT:** The Declaration of Document Adequacy can only be finalised once it has been paid for. If the status of the declaration (on the Edit Declaration page) is either payment received or purchase order (PO) number received, a PDF icon will be visible on the top right of the declaration page (just above the edit button) and you can follow step 4 onwards below.

- Select the correct declaration from the "Edit Declaration page", complete or amend any outstanding information.
- When the SQP is content with the wording of the declaration click on the PDF icon.

www.claire.co.uk/my-nqms-submissions/details/2/505/edit-declarations-po-number-received

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NQMS DECLARATION EDIT DECLARATIONS

NQMS Declaration Reference: 0916-A0325  
NQMS SQP Declaration of Document Adequacy

**NQMS SQP Declaration of Document Adequacy**

**Project**

Project Name	N/A
Project Address	N/A
NQMS Declaration Reference	0916-A0325

**Summary Description of Project / Proposed development**

N/A

- A PDF of the **Final** version of the “Declaration of Document Adequacy” will be made available to download. The Format of the PDF is very different to that the SQP completes the information on to make it easily identifiable (see below).

**IMPORTANT:** The PDF declaration will contain a watermark of the NQMS logo and have the unique reference number on the top of each page.

Same Unique Declaration Number

NQMS Declaration Reference: 0916-A0325  
NQMS SQP Declaration of Document Adequacy

**NQMS SQP Declaration of Document Adequacy**

**Project**

Project Name	N/A
Project Address	N/A
NQMS Declaration Reference	0916-A0325

**Summary Description of Project / Proposed development**

N/A

**Document**

Document Title	N/A
Document Type	N/A
Document Reference	N/A
Document Date	N/A
Document Author / Publishing Organisation	N/A
Named Client	N/A

**Regulator's Contact Details**

**Local Authority Details**

Local Authority Name	N/A
GP Registration No.	N/A
Telephone	N/A
Email	N/A
Organisation	N/A
Address	N/A

**Regulator Details**

Regulator	N/A
Contact Name	N/A
Contact Telephone	N/A
Contact Email	N/A
Contact Role	N/A

**GP Details**

GP Name	N/A
GP Registration No.	N/A
Telephone	N/A
Email	N/A
Organisation	N/A
Address	N/A
Chartered or Professional Institution	N/A
Membership Reference	N/A

**Declaration**

I, N/A, confirm that I am the person described in the SQP Details section and hold current valid registration as a Suitably Qualified and Experienced Person (SQEP) No. N/A with the NQMS.

I have reviewed the document described in the Document Details section, in relation to the project and site described in the Site Details section, and I am satisfied that:

- The work has been carried out by appropriately capable people with reference to the Brownfield Skills Framework.
- That the work carried out is, to the best of my knowledge, undertaken with reasonable skill and care, and the information and data reported:
  - describe an appropriate scope and objectives and
  - are factually correct and
  - are based upon appropriate
- That the work has been carried out in accordance with the relevant standards and
- That all specialist aspects have been covered with relevant skills and experience.
- That the report and conclusions
- That the report is signed by me.
- I am fully aware and comply with the NQMS Code of Practice.
- The work of this review is my competence and professional capacity.

Note: The document that has been reviewed was prepared by the organisation named for the benefit of the named Client who has reliance upon it. The professional liability arising from any proven negligent act or omission by the Company carrying out the work and publishing the document rests with that Company and not with the SQP or the NQMS.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print name): \_\_\_\_\_

NQMS watermark on each sheet

Name of SQP & SQP Registration Number automatically enters

- The PDF is now ready for signature. This can be manual or electronic (if accepted), however electronic signatures are not handled by this process and may need third party software. When signed, the final PDF file is ready for use. If signing manually, the document will need to be rescanned before submitting to the regulator.

**IMPORTANT:** There is no requirement to send CL:AIRE as the administrator a signed copy of the PDF. CL:AIRE captures and retains all relevant information from the form for auditing purposes.



It is a requirement of the SQP to maintain copies of all supporting information that is used to complete the Declaration of Document Adequacy for auditing purposes.

## SQP Register

1. A register of all SQPs is available on the NQMS web page [www.claire.co.uk/nqms](http://www.claire.co.uk/nqms). Here, each current SQP is listed with their unique SQP registration number, their name, company and all the declarations that they have paid for.
2. The register is searchable.

www.claire.co.uk/projects-and-initiatives/qualified-person-register-2

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NQMS DECLARATION EDIT DECLARATIONS

### NQMS SQP Register

Detailed below will be the Suitably Qualified Person register for the National Quality Mark Scheme for Contaminated Land Management.

Only individuals on this register have undertaken the necessary training and passed the required examination. Individuals acting in this role ensure that good practice is consistently and demonstrably applied.

If you have any queries regarding this register, please go to the Help Desk and raise a help request under NQMS.

Search... Results 1 - 2 of 2

SQP Number Ascending All

#	SQP Number	Awarding Organisation	Name (email)	Company	Declarations
1	Test		Helen E McLennan	Chateau9	0516-A0216, 0916-A0320, 0916-A0324, 1016-A0333, 1016-A0336