

The New Blue Book

National Exhibition Centre

Self-Regulating Process Handbook

Section 4

NEC Register

Competent person experience, training and qualifications

NEC Safe Exhibition Process

Section 4

NEC Register – Competent person experience, training and qualifications

A competent person is required to be suitably qualified and trained and to have practical and theoretical knowledge and experience to enable them to function properly in specific areas of responsibility. They shall have the requisite ability and qualities to be capable of predicting potential hazards and the authority to take immediate action to eliminate such hazards along with the maturity and knowledge to seek such specialist advice and assistance as may be required to enable them to make necessary judgements based on the supporting opinions of other specialists. They must be able to certify with confidence that any arrangements are free from defects and suitable in every way for safe use.

Confirmation of individual competency grading is subject to receipt by NEC of satisfactory documented proof of insurances, qualifications, training etc.

Grading Categories

- **CS: Non-Structural Space Only**
 - Non-structural complex structures
 - Means of escape from stand areas
- **LP: Exhibition Layout Plans**
 - Means of escape from exhibition areas
- **SL: Seating Layout Plans**
 - Means of escape from closely seated audience.
- **DI: Seating areas.**
 - Daily inspection of integrity
- **TD: Temporary Demountable Structures**
 - Confirmation of Integrity
- **SE: Structural Engineer**
 - Structural elements of complex stand structures.
- **RI: Rigger**
 - Suspended items
- **EF: Effects**
 - Pyrotechnics and Lasers
- **MI: Miscellaneous**
 - As stated

Mandatory requirements for registration (all grades)

- Public liability insurance (£5 million minimum)
- Professional indemnity insurance (£2 million minimum). *Note: in some cases product liability insurance can substitute professional indemnity insurance.*
- Experience of a relevant operational role (2 years minimum).
- Completion of basic Health & Safety training relevant to the exhibition industry, which must include training in evaluation/ production of risk assessments and method statements.

SE grade only (Engineers)

- Current membership of The Institute of Structural Engineers or equivalent professional organisation.

In order to properly demonstrate competency the Venue will make an assessment of each personal application based on training, experience and qualification. The following individuals employed by NEC Ltd have responsibility for the implementation of the Self Regulating Process:

- Safety, Health & Environment Manager
- Fire Safety Advisor
- Event Director(s)
- Event Manager(s)
- NEC Rigger(s)

NEC Ltd reserves the right to remove any individual from the register if considered to be incompetent due to willful disregard or ignorance of the requirements of the NEC Self Regulating process and/or National Exhibition Centre Rules & Regulations.

NEC Ltd reserves the right to inspect 'Self Regulating' arrangements and prohibit use of areas if considered to be unsafe, unfit for use or not complying with the appropriate regulations.