



## **BRIEF ON NQI MEMBERSHIP SCHEME**

### **Criteria for Recognition of management systems Consultants and Consulting Organizations as member of the National Quality Institute (NQI).**

The National Quality Institute registers management systems consultants (individuals and corporate) as members of the Institute as part of the NQI recognition process.

The objective of the scheme for registration of Management Systems Consultants is to certify the credentials and competency of the consultants and also help organizations seeking the services of the consultants to select competent consultants from the list of registered members. Members of the institute shall also undergo continual professional development.

Registration of Consultants has been developed at two levels:-

**Individual Consultants** - They may be individuals having requisite educational background and experience/ expertise in their respective areas (see brochure for details).

**Consultant Organizations** - Since some of the organizations require comprehensive inputs from different specialized areas apart from the infrastructure backup, the Consultant organizations meeting the NQI criteria would be registered as corporate (see brochure for details).

### **Assessment Procedure**

#### **For Individual Consultants**

- Desk top review of documents pertaining to education, experience, etc.
- Interview with the NQI panel of Examiners.

#### **For Corporate organizations**

- Desk top review of documents pertaining to background of the organization, manpower, experience, etc.



- On site verification of office & interview of the Consultants proposed to be used for the management systems consultancy services
- Mandatory registration of at least 50% of the Consultants working for the organization as individual members
- The consultant organization shall develop and maintain documented procedures for effective administration of the consultancy projects in line with ISO 9001: 2008. Registration under this scheme is available without restriction to all applicants who satisfy the registration requirements.

The scope of the registration is general, i.e. it does not include nor does it require any industry sector specific competencies. The applicant may select from the given list up to 4 standard industry sectors within which the applicant has acquired work experience. These details although included within the register are self-declarations and are outside the scope of registration.

NQA reserves all rights to amend its registration criteria, procedures and fees etc. as it may deem fit.

Although all information provided by the applicants will be kept confidential, NQA reserves the right to utilize the information provided by the applicants for legal, research, for sharing with other IPC members or for any other purpose as may be deemed fit by NQA.

### **Steps to Registration**

<b>Steps</b>	<b>Activity</b>	<b>Cost implication KES</b>
Step 1	Acquisition/submission of application form	2500
Step 2	Evaluation of application	-
Step 3	Communication on eligibility	-
Step 4	Assessment/interview	As per category fee
Step 5	Memberships executive Committee Approval	-
Step 6	Registration	-
Step 7	Maintenance/Continued professional development	As per category fee



## MEMBERSHIP FEES SCHEDULE

Application fee is payable during submission of the application form. The membership fee is only payable once the application is received and evaluated by the Membership Evaluation Committee (MEC) and approved for registration. Communication will be made to the applicant on the required fee as applicable. Renewal is annual for maintenance or progression purposes.

SL	CATEGORY	APPLICATION FEE (KES)	INITIAL PAYMENT	RENEWAL (ANNUAL)
1.	Corporate Member	2,500	50,000	10,000
2.	Corporate Affiliate Member	2,500	20,000	5,000
3.	Fellow (On appointment only)	500	20,000	5,000
4.	Member (consultants/trainers/Auditors)	2,500	10,000	2,000
5.	Associate Member (not consultants not trainers)	2,500	5,000	2,000
6.	Student Member (University/college)	1,000	2,000	500
7.	Student Member (Secondary School)	100	500	100

All cheques are issued in favour of Kenya Bureau of Standards; cash is paid at the cash office of KEBS and a receipt is presented to the National Quality Institute.



## **REGISTRATION RECORDS**

### **REGISTRATION CARD, CERTIFICATE AND REGISTER**

The successful applicants will be issued with the following:

- i) A Certificate
- ii) A Registration Card.
- iii) A Contract
- iv) Code of Conduct

The validity of the Certificate and the Card will be for the period for which the fee has been paid by the applicant (maximum three years), subject to adherence to the contract and code of conduct.

The registration Card and Certificate are the primary evidence of validity of Registration and should be presented on commencement of a project or on demand as appropriate.

The Register of members will be hosted on the NQI web site. Also, the details of newly registered consultants will be published regularly in KEBS Newsletter "The Benchmark". In case the registered consultant does not want to publish his/her details, an application may be sent to NQI for the same.

Please do not hesitate to contact NQI office for the application documents including the detailed evaluation criteria upon payment of non refundable fee of KES 2,500.