



The Institute of **Clerks of Works** and **Construction** **Inspectorate** of GB Inc.

2023-2024

Directory of
self-employed, freelance
and professional practice
Clerks of Works and
Construction Inspectors

Construction **Quality**
through **Inspection**

Clerk of Works and Site Inspector Handbook

Available to purchase!

The Clerk of Works and Site Inspector Handbook provides a practical companion for Clerks of Works, Site Inspectors and anyone with the responsibility of managing construction works on site.

£40.00 (plus P&P)
ICWCI members

£50.00 (plus P&P)
non-members



The Clerk of Works and Site Inspector Handbook is an in depth guide to the role of the Clerk of Works / Site Inspector.

The working group behind this new edition helped incorporate important updates, expand on the trade elements of the role, introduced ecological and environmental aspects, and effective practice for those with a nuclear specialism.

Not losing sight of important content, it explains the traditional Site Inspector / Clerk of Works role and their liabilities, as well as duties and responsibilities linked to a more contemporary construction setting. It includes the relationship between key stakeholders in a construction project and provides valuable insight in to reporting and what to look for, check and test every step of the way.

Containing important lessons for everyone in the construction industry, this handbook will help construction professionals deliver quality buildings.

To order a copy, please contact ICWCI Headquarters; Tel: 01733 405160
or email info@icwci.org

Introduction

Welcome to the 2023 – 2024 Directory of self-employed, freelance and private practice Clerks of Works and Construction Inspectors.

The Institute of Clerks of Works and Construction Inspectorate of GB Inc. (ICWCI) believe that it is important that employers check the credentials of those who apply for positions as Clerks of Works (or similar roles), in particular if they declare to be members of a professional body dedicated to their profession.

On previous occasions, the unsavoury practice of claiming false membership has been brought to the Institute’s attention, therefore we urge you to notify the ICWCI if in your search you come across a similar situation.

Whilst we cannot guarantee the services of the companies or individuals that advertise in this directory, we do expect them to provide a professional service of the highest order, in line with both the ICWCI Code of Conduct and the Institute’s motto – “Potestate, Probitate et Vigilantia” – “Ability, Integrity and Vigilance.”

If you would like to check the status of an individual claiming to be an ICWCI member (i.e. using the designations: LICWCI, MICWCI or FICWCI); or if you have a question for the Institute, please contact us using any of the following contact details:

By post: ICWCI Headquarters
28 Commerce Road,
Lynch Wood,
Peterborough
PE2 6LR

By telephone: 01733 405160

By email: info@icwci.org

Online: www.icwci.org

Why appoint a Clerk of Works

No matter the type of construction project, the need for a high degree of regular quality monitoring via systematic inspection is as important today as it has ever been.

The ICWCI firmly believe that Clients should appoint competent construction inspection practitioners to help protect their interests. Clerks of Works / Construction Inspectors / Site Inspectors play an integral part in a construction team with a responsibility to deliver a quality product.

Although the job titles of ICWCI members may vary, the principles for carrying out their duties are very similar.

The ICWCI define the role as:

“A person whose duty is to superintend the construction and maintenance of buildings, or other works for the purpose of ensuring proper use of labour and materials.”

There are various professionals, companies, practices and sectors that should appoint Clerks of Works. To name a few:

- Clients
- Local authorities
- Housing associations
- Housing builders and developers
- Learning establishments
- Estates
- Historical buildings
- Clerk of Works/Construction Inspection private practices
- Architectural practices
- Quantity surveying practices
- Civil engineering practices
- Construction companies
- Construction project management companies
- Property developers
- Banks
- Ministry of Defence
- Utility providers
- Nuclear plants
- Rail companies
- Underground and tunnelling specialists
- Roofing companies
- Mechanical and electrical companies
- Sports venues

Independent third party inspection helps to protect the Client's interests throughout the construction process, therefore when employing/appointing a Clerk of Works, the Client will not only benefit in terms of experience; they will also have the assurance that their interests are being safeguarded. The person appointed will ideally have the ability to:

- Anticipate (identify problems in advance)
- Interpret (clearly)

- Inspect (in detail)
- Record (completely)
- Report (concisely)
- Advise and guide
- Help reduce risk
- Provide guidance on health and safety matters
- Assist in getting it right first time!

Competent Clerks of Works will have:

- A good general understanding of the specific construction inspection process (in particular around the inspection of materials and workmanship)
- An understanding of the obligations of all parties (requirements and boundaries)
- Foresight; i.e. identification of issues/potential issues and the ability to suggest alternative methods or mitigation techniques
- A focus on quality; promoting right first time initiatives, reducing rework and double handling
- Impartiality; with a fair, considered and independent approach to ensuring value for money for the Client
- An awareness of acceptable standards, benchmarking and identifying non-conformance
- The ability to produce concise recordings of their findings
- A professional opinion and will make recommendations to alternative approaches and corrective actions
- Knowledge of construction materials and components, including their use, limitations and possible alternatives
- An understanding and knowledge of the practical and legal aspects of health and safety

When a Clerk of Works is appointed, there are a number of factors that they can focus on. These include:

Compliance – buildings need to be inspected for safety and structural integrity to ensure that they conform to statutory regulations and laws.

Workmanship – needs to be monitored and inspected at regular intervals to minimise problems, defects and rework.

Materials – should be inspected to ensure that they are correct and of a suitable quality to fit their purpose.

Defects – can be minimised and resolved when regular thorough inspection is factored into the construction process.

Recommendations – Clerks of Works can make recommendations to the Client throughout the construction process.

Note: All of the above will depend on what basis the individual is contractually employed.

Code of conduct

Election to, and acceptance of membership of the Institute binds those so elected to this Code of Conduct, and also to the Institute's Memorandum and Articles of Association. This Code of Conduct applies to all members, regardless of grade held, type or status of employment, whether they continue to practice or not and whether they are in membership in the United Kingdom or elsewhere.

All in membership undertake to further the aims and objectives of the Institute to the best of their abilities throughout their period of membership, and to promote and advance the ethos of membership to their colleagues and fellows, and through this encourage them into membership.

All members shall conduct themselves in such a way that the respect, reputation, honour and dignity of the Institute is upheld, maintained and enhanced at all times.

All members shall carry out their professional duties to the highest standards commensurate with the Institute's motto, contained on its Coat of Arms, "Potestate, Probitate et Vigilantia" "Ability, Integrity and Vigilance."

All members shall endeavour to maintain, through CPD or other means, the highest levels of knowledge, both in spirit and deed, to ensure that they are able to comply with the requirements of law as they apply to the construction industry, including, but not restricted to, matters of health, safety and welfare as well as those that relate to the equal and fair treatment of all, regardless of creed, colour, gender, religious belief, sexual orientation or physical impediment.

Members shall never knowingly damage or otherwise harm the name, standing or reputation of others.

THIS CODE OF CONDUCT DOES NOT FORM A PART OF THE
INSTITUTE'S MEMORANDUM AND/OR ARTICLES OF ASSOCIATION



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Website: www.qualityinspectionsltd.com



The **ICWCI 'Clerk of Works/Construction Inspector Appointment'** standard form is available to purchase from HQ for £20 + postage and packaging.

This document has been prepared to meet the needs of self-employed Clerks of Works/Construction Inspectors and Clients wishing to engage the services of self-employed Clerks of Works/Construction Inspectors or firms who employ such individuals of these professions.

Institute of **Clerks of Works and Construction Inspectorate** of GB Inc.



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Our Clerk of Works carry out quality control site inspections on new build and refurbishment projects, from multi million-pound residential schemes to educational premises and commercial properties. We also have in-house, Fire Stopping and M&E Clerk of Works specialists

For further information, please contact:

Paul Deakin BSc MRICS
Executive Director
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ICE NEC ECC Accredited Supervisor

Or

Stephen Burke BSc (Hons) FRICS ACIARB MAPM

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117 Belgrave
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Romford
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Contact Details

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For further information, please contact:

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Are you eligible to apply for a membership upgrade?



The answer is quite possibly **yes!**

Have a read through the membership scenarios below to consider if you fit into one of these...

Student Member

Have you been in ICWCI student membership for a considerable period of time? If so, have you increased your construction inspection knowledge, gained new qualifications and/or are practicing in a construction inspection role where you have gained experience and developed your skills further? If so, it would be worth making a call to ICWCI HQ to discuss your upgrade opportunities.

Licentiate Member (LICWCI)

Are you currently a Licentiate member who has continued to develop your construction inspection skills and knowledge? Is so, did you retain the letter that ICWCI sent to you following your membership interview? That letter will have suggested the number of years recommended to you before applying for upgrade. If the suggested number of years has passed, or you did not retain your letter, or you have held Licentiate grade for four or more years, please call ICWCI HQ to discuss your eligibility to upgrade.

Corporate Member (MICWCI)

Are you currently a corporate member of ICWCI who has either held MICWCI grade for not less than 10 years; or is a practicing member who has held MICWCI for not less than 5 years and has also been a Licentiate for a further period of not less than 10 years (making a total period of not less than 15 years)? Are you also able to demonstrate that you support the Institute and take an active part in one of the ICWCI Chapters or Meeting Centres? If so, it would be worth making a call to ICWCI HQ to discuss your upgrade opportunities.

To discuss whether you may be **eligible to upgrade**, please call or email ICWCI HQ...

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Gage-Tupper & ASSOCIATES

Clerk of Works Consultants

Michael J. Gage FICWCI, FCMI, MMGB – Chairman
Christopher J. Manton BA(Hons), LICWCI – Director

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University of Wolverhampton, New School of Architecture & Built Environment, nominated for ICWCI Building on Quality Awards 2022

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- ✓ Checking Materials Onsite
- ✓ Prepare Weekly Reports
- ✓ Monitor Site Progress
- ✓ Identify / Remedy Defects
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OFFICERS OF THE INSTITUTE

The Institute is governed by a Management Board, comprising of officers and ordinary members. Contact with the Board may be made in writing to ICWCI Headquarters (FAO Chief Executive Officer).

Officers of the Institute 2023-2024

President	Jerry Shoolbred FICWCI, Life Member
President Elect	Paul Coward FICWCI
Past President	Mark Read MICWCI
Honorary Treasurer	Ron Philpot MICWCI, Life Member
Chairman of the Management Board	Charlie Lowrie FICWCI, Life Member
Secretary	Rachel Morris Hon. FICWCI

Ordinary Members of the Management Board 2023-2024

4 Years	Scott O'Connell MICWCI
4 Years	Joel Trimby MICWCI
3 Years	Charlie Lowrie FICWCI, Life Member
2 Years	Alex Mabbott FICWCI
2 Years	Paul Reid MICWCI
1 Years	Ian Carey FICWCI, Life Member

HEADQUARTERS TEAM

The day to day administration and management of the Institute is carried out by a team of staff based at its headquarters in Peterborough.

Chief Executive Officer	Rachel Morris Hon. FICWCI
Finance Manager	Vaughan Jones
Administrator and Editor	Joe Kirby
Administrator	Ryte Cepaite
Administrator	Ellis Robinson

ICWCI MANAGEMENT AND FINANCE HUB

The Institute’s Management and Finance Hub is a focal group for matters related to the Institute’s accounts and finance. This group meets twice a year to discuss, financial performance, budgets, investments, subscriptions and general office management.

Chief Executive Officer	Rachel Morris Hon. FICWCI
Finance Manager	Vaughan Jones
Honorary Treasurer	Ron Philpot MICWCI
Director	Scott O’Connell MICWCI

MEMBERSHIP HUB

This Hub covers matters related to membership applications. The group communicates on a regular basis. Whilst the headquarters team carry out the administration related to membership applications, the directors of the Hub assist on a rotational basis to scrutinize, approve applications and sign off assessments.

Chief Executive Officer	Rachel Morris Hon. FICWCI
Finance Manager	Vaughan Jones
Administrator and Editor	Joe Kirby
Administrator	Ryte Cepaite
Administrator	Ellis Robinson
President	Jerry Shoolbred FICWCI
Past President	Mark Read MICWCI
Past President	Dermot Russell FICWCI
President Elect	Paul Coward FICWCI
Director	Paul Reid MICWCI

TECHNICAL HUB

The Technical Hub consists of Institute members with varying specialisms. They meet twice a year to discuss technical subject matter. Behind the scenes some of the group research and suggest content that may be appropriate to share with the wider membership. They are also at hand to confer with when technical questions come into headquarters.

Chief Executive Officer	Rachel Morris Hon. FICWCI
Administrator and Editor	Joe Kirby
President	Jerry Shoolbred FICWCI
Director	Paul Reid MICWCI
Director	Joel Trimby MICWCI
Director	Scott O’Connell MICWCI
Member	Paul Marshall MICWCI
Member	Chris Priestly MICWCI
Member	Spencer Henry MICWCI
Member	John Enright MICWCI
Member	Steve Farrell MICWCI
Member	Glen Colcombe MICWCI
Member	Gareth Griffiths MICWCI
CPD Auditor	Rob Neilson FICWCI

COMMUNICATIONS HUB

This group meets to discuss Institute communications. The Presidential Team are key ambassadors for the clerks of works and construction inspection professionals; they meet with the wider membership through the national and regional AGM’s and represent the Institute at industry events. Institute publications, communications platforms and events fall under the direction of this group.

Chief Executive Officer	Rachel Morris Hon. FICWCI
Administrator and Editor	Joe Kirby
President	Jerry Shoolbred FICWCI
President Elect	Paul Coward FICWCI
Past President	Mark Read MICWCI
Director	Ian Carey FICWCI
Director	Charlie Lowrie FICWCI
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Director	Alex Mabbott FICWCI
Director	Scott O’Connell MICWCI

REGIONAL SECRETARIES

The Institute's regional network provides a vital link for potential and existing members. Regional officers, their supporting committees and interview panels provide fundamental input for the conscription of members. The current secretaries of each ICWCI region are as follows:

Cumbria & North Lancashire	Mike Readman FICWCI	07788 993467
Deeside	Peter Smyth FICWCI	07971 920152
Devon & Cornwall	Joce Matthews MICWCI	07850 243561
Dublin	Liam Driscoll MICWCI	00 353 087 244 9323
East Anglia	Colin Baker FICWCI	07775 768138
East Midlands	Mark Poole MICWCI	07469 858355
East of Scotland	Scott Curtis MICWCI	07946 206243
Home Counties North	Peter Bertans MICWCI	07914800084
Hong Kong	Li Kun Ting, Sam MICWCI	Contact HQ
Isle of Man	Chris Mullen MICWCI	07624 497188
London	Robert Stewart MICWCI	07790 967085
Merseyside	Frank Greenhalgh MICWCI	07810 200941
North Cheshire	Pat Kelly MICWCI	07968 381763
North East	Kevin Scott MICWCI	07771 356285
Northern	Mark Irwin MICWCI	07811 676772
Northern Ireland	Eugene Carragher MICWCI	07936 267453
Nuclear	John Pym MICWCI	07813 232757
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South London	Spencer Lunn MICWCI	07702 553494
Southern	Joshua Tudor MICWCI	Contact HQ
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ICW Benevolent Fund

The Benevolent Fund of the Institute is available to assist persons through financial assistance in their times of need. Applications will be considered and under certain circumstances, grants may be paid to those engaged in the building trade or connected with any person therein. Additionally, donations may be allocated to charitable institutions.

Applications can be made on behalf of the person in need, by their family, a member of the Institute or another person in the building industry.

In the first instance, contact should be made with ICWCI HQ (email info@icwci.org) to arrange for an application to be processed with the Trustees of the Benevolent Fund.

We would like to thank all who donate towards the fund; your donations enable us to assist those who need help. If you feel that you would like to contribute to the fund please send an email to head office.

[Thank you, from the trustees.](#)

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 1914 W.H. Hookham
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 1918 W.R. Saltmarsh
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 1921 E. Schofield
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 1931 W.J. Allison
 1932 G.W. Harris
 1933 F. Denning
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 1935 G.E. Vincent
 1936 J.W. Bishop
 1937 Wm. Chas. Hacking
 1938 W.E. Brewster
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 - 1943 W.J. Gibbins
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 1945 C.D. Angier
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 1947 C.A. Linge
 1948 C.A. Linge
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 1950 L.T. Buckley
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 1952 W.B. Douglas
 1953 F.H. Peck
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 1955 S.F. Hassell
 1956 E.G. Styles

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 1973 D. McCullough
 1974 F.E. Earnshaw
 1975 R.G. Jack
 1976 A. Ullmann
 1977 J.R. Davis
 1978 R.H. Manley
 1979 W.C. Roberts
 1980 R.J. Martin
 1981 W.R. Grout
 1982 I.A. Macintyre
 1983 F.J. Garside
 1984 D.R. Burnell
 1985 H.W. Morgan
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 1989 G.P. Warren
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 1995 B.A. Davies
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 1998 P.J. Lennon
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 2008 C.B. Lowrie
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 1901 - 1903 F. Walker
 1903 - 1910 J. Brady
 1911 - 1912 H.J. Mills
 1912 - 1917 A. Finchman
 1917 - 1919 G. Rodmell
 1919 - 1920 A. Finchman
 1920 - 1930 P.J. Luxton
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 2003 - 2010 R. Morris
 2010 - 2012 G. Howard
 2012 - 2016 A. Elmer
 2016 - 2021 E. Summerfield
 2022 - 2023 R. Morris
 2023 - Present J. Kirby

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1966 - 1968	R.G. Staples
1968 - 1969	H. Gumbrell
1969 - 1999	A.P. Macnamara
1999 - 2006	D.C. McGeorge
2006 - 2007	A. L. Martin
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2007 - 2010	R. Morris
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1913 - 1952	C.M. Oldrid Scott
1952 - 1960	C.A. Linge
1960 - 1968	E.G. Styles
1968 - 1970	R.S. Reynolds
1971	F.H. Peck
1971 - 1977	A.A. Gibson
1978 - 1986	A. Ullmann
1986 - 1998	I.A. Macintyre
1998 - 2001	W.G. Merritt
2001 - 2005	R.W. Roberts
2005 - 2007	G.A. Penny
2007 - 2016	R.W. Philpot
2016 - 2019	G. May
2019 - Present	R.W. Philpot

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2005	John Lawrence MICWCI
2006	William Higgins FICWCI
2007	Brian Carrier FICWCI
2007	John Lowe FICWCI
2008	Frank Smith FICWCI
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2011	Alan Edge FICWCI
2012	John Ruddell FICWCI
2013	John Noble MICWCI
2014	David Grove FICWCI
2014	Geoff May FICWCI
2015	Tony Smith FICWCI

2019	Meredith Whilden FICWCI
2019	Ray Williams FICWCI
2021	Jerry Shoolbred FICWCI
2021	Ron Philpot MICWCI
2021	Ian Carey FICWCI
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Initially, candidates will be required to upload workplace evidence via our online portal. This will include (but is not limited to) quality inspection reports, non-conformance reports, quality management plan, compliance checklist, corrective action plan, snagging list, project deviation, project team meeting minutes, photographs, videos etc.

Once the evidence has been validated by an assessor, the criteria of the qualification will be covered via a series of recorded 'professional discussions', online via Zoom. Candidates will be required to describe how they carry out their role in detail, reflecting on their own practice, providing real examples, and explaining the link between their workplace evidence and their process.

Achievement is down to an individual's personal motivation to complete. Candidates have 12 months in which to complete, although completion of this NVQ is easily achievable within 1-3 months.

On completion of this NVQ, candidates will have the opportunity to apply for ICWCI membership.

The cost of this qualification is £1850 + VAT.

CITB registered companies can claim back £1500 on completion of this NVQ via the CITB short course grant scheme.

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www.caduk.co.uk/icwci

Alternatively, please give us a call us on 01952 287 366, or send us an email at info@caduk.co.uk



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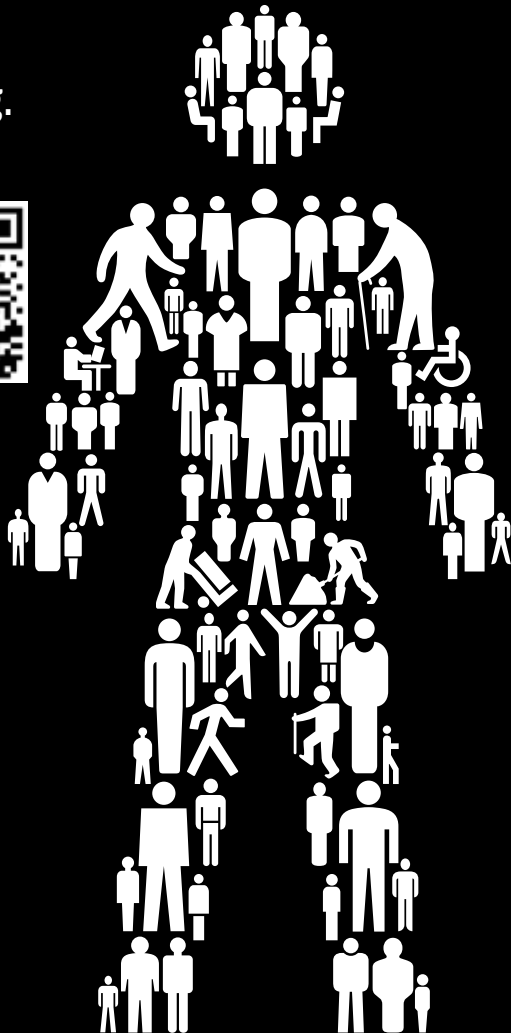
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