



Technician Residential Surveyor Membership Application and Guidance

Welcome to the Residential Property Surveyors Association (RPSA).

We proudly uphold the highest quality standards, professionalism, ethics, and conduct in the surveying industry.

We are pleased that you are considering applying for Technician Residential Surveyor membership.

Please read the following carefully to understand the application requirements.

Application Requirements:

To qualify for Technician Residential Surveyor membership, applicants must submit:

- **Two pre-completion inspection** snagging reports, written in accordance with the New Homes Quality Board code (**NHQB**) Pre-Completion Inspection (**PCI**), to demonstrate competence in residential property inspection and reporting.
- **One Post-inspection report** demonstrating your understanding of the difference between a pre- and a post.

Reports must be:

- Completed within the past **2 months**.
- Compliant with the **NHQB code for PCI's**.

Application Process:

1. **Prepare your application pack**, including:
 - Full Name
 - Contact Details
 - Company Details (if relevant)
 - A form of **photo identification** (passport or driving licence)
 - **Curriculum Vitae** detailing your professional experience, qualifications, and accreditations.

2. **Submit the above documents** together with one of your three **survey reports** via email to:

Council Member Kelly Skidmore MCIOB, MRPSA, AssocRICS,

✉ kelly@rpsa.org.uk

3. Upon receipt, you will be issued an invoice for the application fee.

Application Fee:

- **£495 plus VAT**

This covers the full cost of the Technician application process, including the review and assessment of all submitted documentation and reports.

Please note: **This fee is non-refundable** and covers all or any part of the process.

An on-site one-on-one mentoring session can be arranged at an additional cost if the candidate feels they require further training or mentoring, depending on the location, for **£350** per inspection.

Assessment Details:

Each of your three submitted reports will be independently assessed against RPSA standards, focusing on:

- Accuracy of inspection and report writing
- Understanding of the building regulations
- Understanding of the NHBC standards, mainly chapters 9.1 and 9.2
- Description, detail and relevance of photographs
- Defect diagnosis and analysis
- Understanding of the pre-completion inspection checklist

Lastly, new technicians will need to take a test to demonstrate their knowledge and competence in accordance with the required NHQB and RPSA standards.

You will receive feedback after each report submission to guide your improvement. Reports should be submitted **one at a time**; you must await input before sending the following report.



Important Notes:

- **Throughout the process, direct communication** will be through your applicant mentor (Kelly Skidmore).
- **No appeals** are permitted against the assessors' decisions.
- Successful candidates will be recommended for formal approval by the **RPSA council management team**.

Why Join the RPSA?

- Be part of a respected professional body.
- Demonstrate to clients your commitment to the highest industry standards.
- Access specialist resources, templates, and support for surveyors.
- Benefit from being part of the RPSA members as a recognised body

We look forward to receiving your application and supporting your journey into RPSA membership.

If you have any questions or need further assistance, please contact Kelly Skidmore kelly@rpsa.org.uk.

Residential Property Surveyors Association (RPSA)

Technician Residential Surveyor - Training Needs Questionnaire

This form will help us create a tailored development plan for you as a new Technician Residential Surveyor.

Section 1: Personal Information

- Name: -----
 - Email Address: -----
 - Phone Number: -----
 - Current Employer (if applicable): -----
- Years of Experience in Surveying/Construction: -----

Section 2: Areas of Knowledge

Please indicate any areas where you would benefit from further training or support:

(Tick all that apply)

- Building Pathology and Defect Diagnosis
- Construction Methods
- Structural Movement, i.e. Movement joints
- Services Installations (Electrical, Plumbing, HVAC)
- Part M
- Fire stopping
- Building Regulations and Compliance
- Other (Please specify)

Section 3: Skills Set Self-Evaluation

Please write your confidence to the following: 1 = Needs Improvement, 5 = Highly Confident

Skill area	1	2	3	4	5
Visual inspection techniques					
Use of diagnostics tools					
Report writing and client communication					
NHQB code					