

Form 7 - Certificate of Integrity - Temporary Demountable Seating

Completed form is to be sent to the NEC Event Manager for the show.

Design Stage Certificate
 (Please Tick as appropriate)

Construction Stage Certificate

Exhibition / Event:..... Dates:

Stand Name: Stand No:

STRUCTURAL ELEMENT – to be completed by a structural Engineer registered with the NEC

Declaration: I have checked the structural element of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide Stand Construction and Plan Regulations and the NEC Rules & Regulations.

Comments – continue on a separate sheet if necessary
 All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: Name: Date:

Personal registration number on the NEC Engineers Register

NON-STRUCTURAL ELEMENT – to be completed by a Competent Person registered with the NEC

Declaration: I have checked the non-structural elements of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide and the NEC Rules & Regulations.

Comments – continue on a separate sheet if necessary
 All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: Name: Date:

Personal registration number on the NEC Competent Persons Register

	YES/NO	COMMENTS
POST CONSTRUCTION INSPECTION CHECKLIST		
Components align vertically and horizontally from above and below system.		
Handrail spigots and pins/bolts fully engaged and securely located.		
Rails in place - ends of gangways and stair landings		
Stair frames braced and secure flight fixed.		
Half steps secure, handrails & nosing properly fitted		
Seats and seat frames undamaged, in line and level.		
Seat backs not dislodged, splitting or warping.		
Floor panels secure not splitting or warping.		
Exits signed, unobstructed.		
All light fittings secure and working including emergency lighting.		
Mechanical plant knocking into structure.		
Supplier's call out number is available.		

For and on behalf of the National Exhibition Centre

Accept **Reject** (In all cases a copy of this certificate is to be returned to the Customer or Contractor)

Comments – continue on a separate sheet if necessary

Signed Print name.....Date.....

NEC
 Personal registration number on the NEC Competent Person Register

To ensure continuous integrity of arrangements seating areas must be inspected at least once a day or in some circumstances prior to each performance.

