Quinquennial Inspection Process

When was your last church Quinquennial Inspection? This should take place every 5 years.

DAC Office will send letter to church for their completion which is then to be sent back to DAC

Contact DAC Office should you have any enquiries or do not receive a letter by March in the year your church inspection is due.

PCC request Change of Architect (Reason to be given)

Request taken to DAC Meeting for Approval

Request Approved

Send letter to Architect and Incumbant to arrange QQI inspection

Request Declined

Letter sent requesting another QQI Architect

QQI inspection carried out

Six copies of Quinquennial Report and QQI invoice are sent to DAC

Why six copies?
- 1 for Vicar of Church
- 1 for PCC Secretary
- 1 for Chair of DAC
- 1 for Area Dean
- 1 for Archdeacon
- 1 for file

QQI Report looked through by Chair of DAC, payment sent to Architect

Letter sent to Incumbent along with 2 QQI Reports, 1 for PCC Secretary 1 for Vicar of Church

Diocese of Liverpool

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