



CSCS Card Validation Override.

There may be times where the validation process needs to be overridden. This guide explains why, and how to complete it.

Why?

A CSCS Card and Affiliated Card Schemes validation may need overriding for various reasons:

- **Card Expired** - If a card is allowed to expire and is then recertified, the new expiry must be entered on the worker's MSite record manually, which triggers revalidation.
- **Unable to Validate** – Not all cards can be validated through the scheme and require manual validation.
- **Incorrect Data** – If the card data is not accurate or in the incorrect format, it will not validate. To check the validity of the data and format go to <https://cscsmartcheck.co.uk/>.
- **Validation Pending** – There may be occasions when the validation process is delayed and shows as pending.

How?

Worker ➡ Edit Profile ➡ CSCS Cards and Affiliated Card Schemes ➡ Override

The screenshot shows the MSite interface for a worker named Joe Bloggs. In the 'CSCS Cards and Affiliated Card Schemes' section, a card for '(CSCS) Construction Skills Certification Scheme' is listed with an expiry date of 31/12/2019 and a status of 'Unable to Validate'. An 'Override' button is visible next to the card. A modal window titled 'Override Card Check' is open, displaying a 'Caution' message: 'CITB/CSCS card checks should only be overridden if you are sure the worker is in possession of the stated accreditation. You should have seen the physical card, checked the photo is consistent with the appearance of the bearer and be reasonably satisfied that the card is genuine. This action will be logged and audited.' Below this, there is an 'Expiry Date' field set to '04/06/2024', a 'Notes' field with the instruction 'Please provide reasoning for overriding this check.', and a 'Photo Evidence' section with options for 'Upload', 'Webcam', and 'Scan QR'. The modal also includes 'Cancel' and 'Override' buttons.