



Approved Contractor Scheme

Your guide to enrolment



Welcome. Thank you for applying to become part of NICEIC.



NICEIC is the UK's leading voluntary regulatory body for the electrical contracting industry. We have been assessing the competence of electrical contractors for over fifty years and currently maintain a roll of more than 26,000 registered contractors.

Choosing to become NICEIC registered sets your business apart. Our electrical contractors are assessed on a regular basis to ensure high standards.

There are many benefits to becoming an NICEIC registered contractor, more of which can be found inside, and in addition to the services we provide we promise to work hard at promoting your business to consumers, householders and specifiers of electrical work.

We look forward to working with you and your business.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Emma Clancy'.

Emma Clancy, Chief Executive Officer, NICEIC

Purpose of this guide

This guide is designed to help you through the enrolment process for the NICEIC Approved Contractor Scheme. It covers the process step by step, including sections on how to complete your application for registration, how to prepare for your assessment, and what happens once you are enrolled. Also included in this guide are the requirements for your business, and the added value services that NICEIC can offer you.

Registration is straightforward but if at any point you need some advice or assistance just contact our friendly scheme sales team on **0870 013 0458** who will be happy to help.

How to apply

Call us

0870 013 0458

Email us

join@niceic.com

Website

www.niceic.com

Whitting Valley Road
Old Whittington
Chesterfield
Derbyshire
S41 9EY

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Benefits of joining NICEIC

Our aim is to provide the whole package to contractors by offering many added value services to make your lives easier. Enrolling with NICEIC will give you access to the following:



Tools to build your business

- A Quality Mark to prove to your clients that your business is reputable, reliable and works to industry standards
- A Guarantee of Standards scheme to give your clients confidence that your work will be carried out to the highest technical standard and in line with codes of practice
- A free listing on www.electricalsafetyregister.com – the definitive, searchable online database of registered contractors
- NICEIC logos for your company vehicles, stationery and website to promote your business
- NICEIC photo ID cards and personalised business stationery available to purchase



Tools for your trade

- Exclusive access to NICEIC Online Certification – a simple, streamlined and cost-effective way to certify and notify work, take a look at www.niceiconline.com
- Competitive prices for training, insurance and industry-leading publications and DVDs
- Workwear, tools, test equipment and much more available from NICEIC Direct – www.niceicdirect.com
- Free subscription to *Connections* – an informative quarterly magazine



Technical support

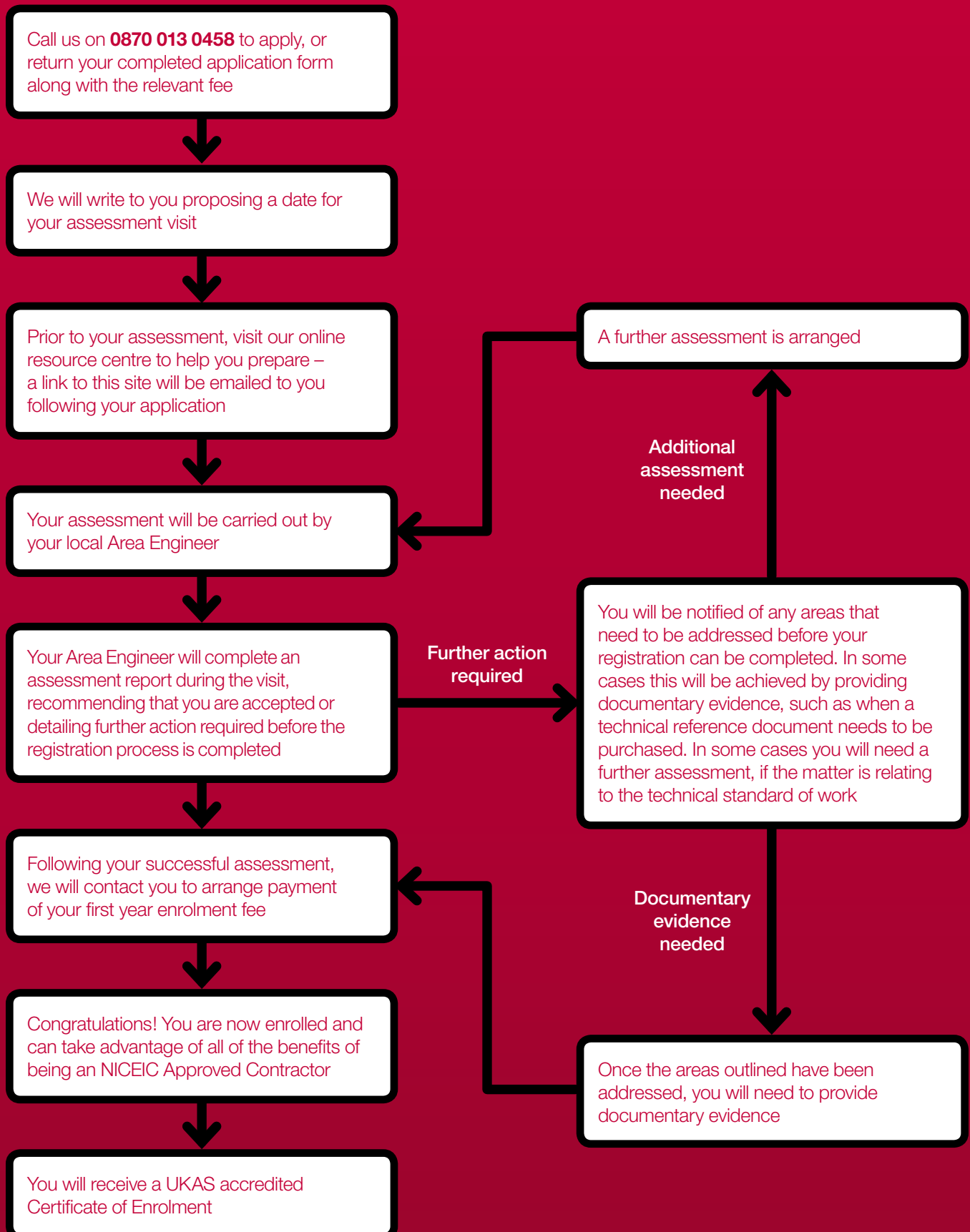
- Priority access to the NICEIC Technical Helpline – electrical engineers with years of experience in the industry who can help resolve any technical queries you may have
- Free pocket guides – handy technical reference cards to carry with you on-site
- Technical seminar events including TechTalks and NICEIC Live



Platinum Promise

All customers of NICEIC registered contractors will be covered by the NICEIC Platinum Promise. Our Platinum Promise provides assurance to your customers that any work that has not been carried out in compliance with the building regulations will be rectified. The Platinum Promise lasts for six years from the date of work completion and covers up to a limit of £25,000 for any one installation. It provides consumers with extra peace of mind and gives NICEIC registered contractors a competitive edge over others.

The enrolment process



Enrolment requirements checklist



Listed below is a summary of the enrolment requirements for the Approved Contractor Scheme. This guide will explain the requirements in more detail and contains useful advice on how you can ensure you are fully prepared for your assessment.

To be eligible for enrolment with NICEIC, your business must:

- Have been recently directly engaged in electrical installation work
- Have premises and equipment appropriate to the range and scale of electrical work you undertake, including test instruments suitable for carrying out the range of tests required by BS 7671
- Maintain a record of the ongoing accuracy and consistency of test equipment used for certification and reporting purposes
- Have at least £2 million Public Liability Insurance
- Hold current editions of BS 7671 and other technical reference documents relevant to the range and scale of electrical work you undertake
- Make available for inspection sufficient completed electrical work across the range you typically undertake. The work should comply with BS 7671 and relevant codes of practice, and must have been undertaken in the previous 12 months under your business' current trading title
- Employ competent persons to undertake electrical work who are appropriately supervised
- Maintain a record of complaints made about the technical standard of electrical work carried out by your business, together with details of the remedial action taken
- Appoint an appropriate person as a Principal Duty Holder and nominate one or more Qualified Supervisors
- Have a written Health and Safety Policy Statement and carry out risk assessments as appropriate
- Submit an application for each address from which electrical installation work is arranged or carried out



Step by step guide to enrolment

Step 1 Application



There are several different ways for you to apply to register with NICEIC:

- Call our team on **0870 013 0458**. We will take all of your details and initial application fee over the phone and get your application started
- Complete an application form and return to our sales team along with a cheque to cover the initial application fee
- Complete an application form at a trade show or event and pay your initial application fee on the day

Please note when completing your application:

- *The initial application fee is non-refundable.*
- *NICEIC considers the main address from which electrical contracting work is undertaken to be the business 'Head Office'. Any other address from which the business undertakes electrical work is designated a 'Branch'. For a business to become enrolled with NICEIC, a separate application must be made for each address from which electrical work is arranged or carried out.*

Step 2 Visit our online resource centre to prepare for your assessment



For more information about what to expect during your assessment log on to our dedicated online resource centre which contains details of everything you need to know prior to your visit.

The site contains a short video that will guide you through the various stages of the assessment, together with some useful materials and information that are free to download.

You can access the site via the link provided to you on acceptance of your application. If you do not receive the link or have any problems accessing the site then please call **0870 013 0382**.

We would urge all contractors to visit the site prior to their assessment taking place. It will give you an understanding of the processes involved and what you will need to have in place when you meet one of our experienced Area Engineers.



Step by step guide to enrolment

Step 3 The assessment



Your assessment will usually last for a full day and will involve a visit to both your business premises and on site to inspect a minimum of five samples of electrical work, consistent with the range and scope that your business undertakes. If you are transferring your registration from the Domestic Installer Scheme to Approved Contractor, a smaller sample of work may be inspected.

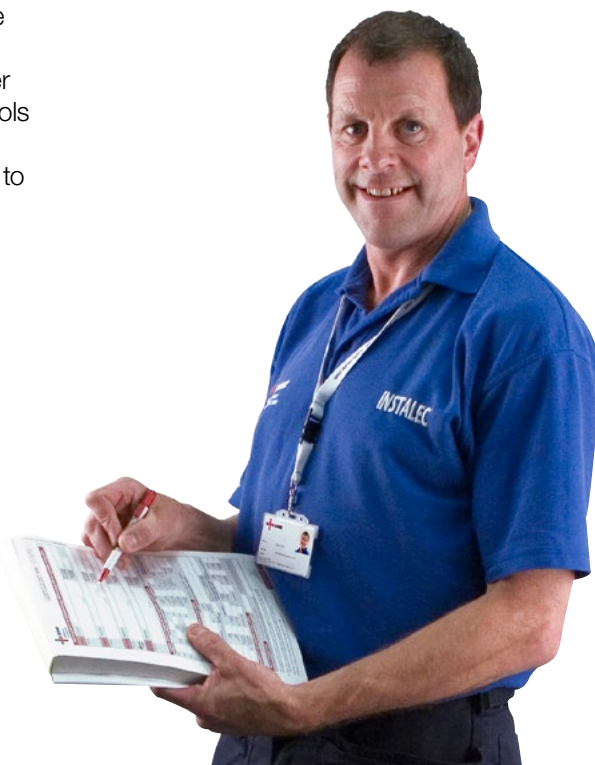
The assessment is your opportunity to show that the work you do complies with the Rules Relating to Enrolment, and the national safety standard BS 7671. It is also a great opportunity for you to meet one of our highly skilled engineers and ask any questions you might have about how NICEIC can help you achieve your business goals.

Your Area Engineer will begin the assessment at your business' trading address, and both the Principal Duty Holder and proposed Qualified Supervisor will need to be present for the opening meeting where the assessment process will be explained. At this point your Area Engineer will need to establish that your business has premises, tools and materials appropriate to the range and scale of work undertaken, all details of which can be found in the 'How to prepare for your assessment' section of this guide.

The second stage of the assessment involves inspection of samples of electrical work undertaken by your business, to see how you have been interpreting and applying the requirements of BS 7671 and other related Codes of Practice and British Standards. Only the proposed Qualified Supervisor needs to be present at this point, and they will need to make adequate arrangements for access to the electrical work at each of the sites or premises selected.

The Qualified Supervisor will need to demonstrate competence in inspection and testing, including use of instruments and interpretation of results.

Following the onsite assessment, a short closing meeting will take place back at the business premises, where your Area Engineer will complete the assessment report.



Step 4

Outcome of assessment



Once your assessment has finished, your Area Engineer will supply you with a report making one of the following recommendations. This report will need to be checked and a formal letter will be sent to you informing you of one of the following outcomes:

Acceptance

Following your successful assessment, we will contact you to arrange payment of your first year enrolment fee. You will then be successfully registered as an NICEIC Approved Contractor, and a UKAS Accredited Certificate of Enrolment will be on its way to you. You will also be given the log in details for the secure area of our website where you can access unrivalled technical information.

Defined approval

In some instances a business may not be able to offer a full range of electrical installation work for inspection. Such businesses would be offered enrolment on a defined approval basis. These businesses typically offer specialist installation work such as street lighting or inspection and testing.

Further action

In some cases a business may not satisfy all Rules Relating to Enrolment during the assessment, but the Area Engineer will talk you through what action you will need to take to progress your application. This is likely to be either:

Providing documentary evidence – you will need to confirm that you have addressed all matters that your Area Engineer has detailed in the Assessment Report, such as purchasing a technical reference document, before your registration can be completed. This can be done by posting or emailing documentary evidence to NICEIC.

An additional assessment – a further assessment will be required if the matter relates to the technical standard of the electrical work or the responsibilities of the Qualified Supervisor. In this instance the Area Engineer will wish to see further examples of electrical work, and an additional fee would be chargeable. Your Area Engineer will be able to support you through this process to ensure you have everything in place for this additional assessment.

How to prepare for your assessment



To ensure you are fully prepared for your assessment, please have the following in place:

Premises and equipment

Your Area Engineer will visit your office, be that at home or a business premises, to check that you have sufficient systems and processes in place to keep a record of your work and the clients you deal with. Your Area Engineer will also need to ensure that you have the necessary tools and materials appropriate to the range and scale of electrical installation work that your company carries out.

Your company letterhead will also need to be checked, as will your Health and Safety Policy. Guidance from the HSE on health and safety policies is available to download from the online resource centre.

Technical reference documents

Your Area Engineer will need to review the technical reference documents that your business owns, to ensure that they are appropriate to the range and scale of work you undertake. As a minimum, you must have access to the latest edition of each of the following documents:

- BS 7671 – Requirements for Electrical Installations (IET Wiring Regulations)
- Memorandum of Guidance on the Electricity at Work Regulations 1989. This document is available as a free download from the HSE website, www.hse.gov.uk
- IET Guidance Note 1 – Selection and Erection
- NICEIC Inspection, Testing and Certification or IET Guidance Note 3 – Inspection and Testing

✓ All of these documents are available to buy from www.niceicdirect.com

Additional technical documents which may be required depending on the range of work undertaken include:

- BS 5839 Part 1: and/or Part 6: for Fire Alarm Installations
- BS 5266 Part 1: for Emergency Lighting Installations
- Approved Document Part P
- Code of Practice for In-service Inspection and Testing of Electrical Equipment

Test instruments and leads

Your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of electrical work that you undertake. This equipment needs to be made available to your Area Engineer during your assessment. They will then need to be taken and used during the onsite inspection by the proposed Qualified Supervisor. As a minimum, the business will need to have one or more instruments that can test the following:

- Voltage Indication
- Insulation Resistance
- Continuity
- Earth Fault Loop Impedance
- Residual Current Devices

Your Area Engineer will also need to ensure that you have a system in place to ensure the ongoing accuracy and consistency of test instruments used for certification and reporting. A 'Test instrument accuracy log' template can be downloaded from the online resource centre, and will help you achieve this.

Installation certificates issued to clients

In order to demonstrate how you have complied with BS 7671 your Area Engineer will need to review the following certificates and reports during your assessment:

- A sample of electrical installation certificates issued during the previous 6 months
- If appropriate, a sample of EICRs issued in the previous 6 months
- If appropriate, certificates and reports for any fire alarm, emergency lighting, portable appliance testing or other similar electrical work undertaken by the business in the previous 6 months
- How you have complied with notifiable work under the Building Regulations

Training certificates

Your Area Engineer will need to check the original versions of the proposed Qualified Supervisor's qualifications and training certificates, and take a copy for NICEIC records. Please check page 13, 'Suitable qualifications', for further information.



Public Liability Insurance

Your Area Engineer will need to see evidence of your business' Public Liability Insurance during the assessment, which must be a minimum of £2 million cover for the range of work that you undertake. Please note, it is Public Liability Insurance, not Employers' Liability Insurance that needs to be checked.

NICEIC Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call **0845 601 2376** or visit **www.niceicinsurance.com**

Record of complaints

Every business is required to keep a log of any complaints made about the technical standard of electrical work they have installed, along with the remedial action taken. This log will need to be made available to your Area Engineer during the assessment, an example can be downloaded from the online resource centre.

List of electrical work

A detailed list of all electrical work completed by your business during the previous 6 months, and all of the work in progress, will need to be made available to your Area Engineer.

Your Area Engineer will usually select a minimum of 5 samples of electrical work carried out to inspect for the assessment. For those transferring registration from the Domestic Installer Scheme, a smaller sample will be selected.

Access and transport arrangements

Your Area Engineer will accompany the proposed Qualified Supervisor to each of the sites selected to inspect. The following arrangements will need to be made in advance:

- Access to the electrical work at each site/premises
- Suitable transport to each site/premises
- Suitable equipment (hand tools, step ladder, PPE, etc.) to access the installation

Key roles within your business



A Principal Duty Holder and Qualified Supervisor must be appointed by your business. In smaller companies, this may be the same person.

Principal Duty Holder

A Principal Duty Holder is a person appointed by the business with responsibility for the maintenance of the overall standard and quality of the electrical installation work undertaken. Principal Duty Holders also have a responsibility to ensure that employees are competent to carry out the range of work required of them. Although Principal Duty Holders will need to be present for the first part of the assessment and the closing meeting, they are not assessed on their technical ability.

An appointed Principal Duty Holder will:

- Have responsibility for all matters relating to enrolment and be the main point of contact
- Be a full-time manager or employee of the business
- Have responsibility for health and safety and other legal requirements relating to the range of electrical work the business undertakes
- Be responsible for the assignment of electrical work to the Qualified Supervisor(s)
- Ensure that all work undertaken or arranged is carried out by competent persons who are appropriately supervised
- Ensure that the appropriate certificates and reports are issued for all completed electrical work

Qualified Supervisor

A Qualified Supervisor is an electrically competent person with specific responsibility for the safety, technical standard and quality of electrical installation work under their supervision.

A Qualified Supervisor is responsible for:

- Ensuring that the results of inspection and testing are recorded correctly on the appropriate certificates or reports
- Ensuring that the business' premises, equipment, documentation and records are available for inspection when required by NICEIC
- Safeguarding all unused NICEIC forms of certification and reporting any loss, theft or misuse

A proposed Qualified Supervisor will:

- Be directly employed by the business on a full-time basis
- Have at least two consecutive years supervisory or managerial responsibility for the standard of electrical installation work. In the case of a sole trader, a two-year trading period will satisfy this requirement if the appropriate managerial or supervisory experience has not been gained elsewhere
- Satisfy the technical training and/or experience requirements as detailed on page 13, 'Suitable qualifications'
- Understand the Electricity at Work Regulations, current edition of BS 7671, and the Codes of Practice and guidance documents relevant to the range of electrical work undertaken
- Understand the inspection, testing, verification, certification and reporting procedures for the range of electrical work undertaken

Suitable qualifications for a Qualified Supervisor



Your Area Engineer will need to check qualifications during the assessment visit, so please ensure you have your original certificates available.

From 6th April 2013 the technical competence requirements changed for proposed Qualified Supervisors.

From this date there are now six different routes satisfying the requirements for a proposed Qualified Supervisor for NICEIC's Approved Contractor Scheme, including on-site assessment, off-site assessment, a mixture of both and the gaining of appropriate qualifications.

The routes allow flexibility for individuals who hold older qualifications or have been a Qualified Supervisor within the past two years, to be assessed by NICEIC, as well as allowing a route for individuals who can provide auditable evidence of their knowledge and experience of undertaking electrical work.

For compliance with Building Regulations in Scotland, further information is available on the NICEIC's Certifier of Construction Scheme.



To see which route is most appropriate for you please take a look at the flow diagram overleaf.



If you have any questions regarding training qualifications or any other part of the enrolment process simply contact us on **0870 013 0458** and we will be happy to help.

Tel: **0870 013 0458**
Email: **traininginfo@niceic.com**
Web: **www.niceic.com**

Suitable qualifications



After you are enrolled

As an Approved Contractor you must demonstrate that you are continuing to comply with NICEIC Rules Relating to Enrolment and that technical standards are being maintained. We ensure this by undertaking a periodic assessment with you each year, and will be in touch usually 12 months after your initial assessment to arrange this.

Our annual fee includes the provision for a half day periodic assessment visit, if however, the nature of your business is such that additional time for assessment is required, an additional fee will be charged. Your Area Engineer will discuss this with you during your initial assessment.

We look forward to welcoming you to NICEIC!

Useful contact information:

Customer Service
0870 013 0382
customerservice@niceic.com

Technical Helpline
0870 013 0391
technicalhelpline@niceic.com

Training
0870 013 0389
traininginfo@niceic.com

Building Compliance
0870 013 0462
enquiries@niceic.com





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