

# **ASSESSMENT CHANGES**



**THE POWER BEHIND YOUR BUSINESS**



# **NICEIC and ELECSA are members of the Electrotechnical Assessment Specification Management Committee; this committee is responsible for developing the Electrotechnical Assessment Specification (EAS) which amongst other things sets the criteria for the assessments undertaken as part of these schemes.**

This guide provides an overview of the EAS and changes to electrotechnical assessments undertaken by NICEIC and ELECSA assessors.

As part of the overall construction sector raising the bar and an ongoing push for greater competence levels in the construction and building services sector, the EAS has been updated to include additional requirements for registered businesses across the electrical sector.

## ***OVERVIEW OF EAS***

The Specification is intended for use by Certification and Registration Bodies undertaking the assessment of businesses carrying out Electrical work.

The January 2020 EAS replaces the previous version (July 2015) and came into effect from the 1st September 2020.

The Electrotechnical Assessment Specification (EAS) describes:

- The minimum requirements for a business (e.g. contractor) to be recognised by a certification body (NICEIC & ELECSA) as competent to undertake electrotechnical work. As well as defining the requirements for Competent Persons Schemes in England & Wales.
- The competence requirements for registered Qualified Supervisors and of Electrical Inspectors.
- Interpretation of the general requirements for bodies operating product certification (including process and service) schemes to ISO/IEC 17065 (Conformity assessment - Requirements for bodies certifying products, processes and services)

The EAS is developed by a management committee that includes representatives of the competent person scheme providers, trade associations such as ECA and SELECT, the Ministry of Housing Communities and Local Government, the Welsh Government, Electrical Safety First, other industry bodies such as Awarding Organisations and the Institution of Engineering and Technology (IET). The IET provides administrative support to the EAS Management Committee and provides a platform for the publication of the standard on its website.

The EAS has been developed to support the electrical industry (and other interested parties) in introducing electrical safety and competence into the Building Regulations.

# ***HOW WILL THE NEW EAS CHANGES IMPACT ON NICEIC AND ELECSA ASSESSMENTS?***

The updated EAS includes several new requirements which include -

- Inclusion of the requirement for £250k professional indemnity insurance for businesses undertaking EICR's
- Change to the applicant Qualified Supervisor qualification and experience requirements from September 2020 and September 2021 including
  - a requirement for two years responsibility for electrotechnical work and
  - from Sept 21 the requirement to hold a formal 'craft' qualification as well as BS7671 and inspection and testing qualifications for applicant QS's, with recognition of previous experience of being a registered QS within the last 2 years
- Additional requirements documentation to support electrical work completed by the business.
- Greater focus on assessing staff supervision (employed persons\*) and the records the business keeps in general, especially in respect of staff training records, competence and CPD evidence.

## ***WHAT RECORDS WILL YOUR BUSINESS NEED TO KEEP?***

As part of the updated EAS, the business shall be required to hold the following records as appropriate to the range, scale, geographical spread, and types of the electrical work undertaken.

These records will include: -

- Records of all Electrical work carried out together with the specifications, drawings, certificates, reports, and other relevant documents relating to that work for a minimum period of six years, or as otherwise contractually required, for example if longer than six years.
- Records demonstrating that all employed persons are competent and/or adequately supervised to undertake Electrical work.
- Records of all complaints received over the previous six years about the technical standard, safety and functionality of electrical work, and details of actions taken to resolve the complaints.
- Records of relevant qualifications, training (including Continuous Professional Development) and experience of all employed persons\*

\*Individuals engaged by the business to perform electrical work which may include directly employed staff, temporary, agency and/or subcontracted labour including self-employed individuals and sole traders.

## ***RECORD KEEPING GUIDANCE***

Your next assessment visit from NICEIC and ELECSA will require evidence to be provided for the above items; this may include your business working towards developing systems where required to record the relevant information and the like.

The systems and approaches developed by the business should be used proportionately when considering the business needs, not only in terms of its scope of activity, size, the number of employed persons and geographical spread, but also considering its management structure, processes, and supervision arrangements.

With only a few people involved, communications and records in a small business may be relatively simple and direct, whereas a larger business may have established communication channels and/or a documented competency and training management system in place which effectively meets the requirements outlined in the bullet points below.

Therefore, the requirements outlined below are intended to provide support for a consistent approach to evaluate the business' intent and capability to engage Employed Persons who are competent and/or adequately supervised to carry out electrical work.

It is not intended to imply uniformity in the structure of the system adopted or uniformity of documentation as this may vary depending on the size, structure, and activity of the business.

A registered business shall be required to:

- Determine the roles, responsibilities, and authorities of all employed persons. This could be demonstrated through the use of relevant documented information, e.g. job descriptions, work instructions, duty statements, organisation charts, company manuals and/or procedures;
- Maintain appropriate records of qualifications, training (including Continuous Professional Development) and experience. This could be demonstrated through personnel records, training matrices, contractor records and assessment procedures or other documented records as appropriate for the Business.
- Determine the necessary competence and degree of risk for all employed persons performing Electrical work.
- Carry out and record appropriate and proportionate ongoing observations of employed person's skills, knowledge, and experience, to determine that work carried out by them complies with the requirements of BS 7671 as amended.

## ***ASSESSMENT VISIT APPROACH***

The NICEIC and ELECSA approach to determining whether the business' records are effective in demonstrating that all employed persons are competent and adequately supervised to undertake Electrical work would be achieved by auditing evidence that:

- The business demonstrates a process or method of recording their employed persons' roles and responsibilities, qualifications, training (including records of Continuous Professional Development) and experience. The Business ensures the recording method has been maintained since the last Assessment with a particular focus to any changes in employed persons.
- The Business determines that the qualifications, where required, of Skilled Persons (electrically), are at the required level.
- The Business determines a justifiable difference between Level 1 and Level 2 operatives and their adequate supervision, in accordance with the guidance in the NICEIC and ELECSA Guide to Roles & Responsibilities\*\*.
- The Business ensures appropriate and proportionate observations of employed person's skills, knowledge, and experience, to determine that work carried out by them complies with the requirements of BS 7671 as amended.
- The Business demonstrates from the sampled work that the necessary competence and degree of risk for all employed persons performing Electrotechnical work has been considered and is justifiable in line with the guidance in the NICEIC and ELECSA Guide to Roles & Responsibilities\*\*.

\*\*<http://www.niceic.com/medialib/www.niceic.com/PDF/15467MH-QS-Doc-A5-4pp-Web.pdf>