

GUIDE TO PRIVATE RENTED SECTOR REGISTRATION FOR EICR'S IN ENGLAND

for sale

Let

THE POWER BEHIND YOUR BUSINESS



PURPOSE OF THIS GUIDE

This guide is designed to help you through the registration process for the NICEIC and ELECSA scheme for Electrical Inspectors in PRS (Private Rented Sector) Registration. It covers the process step-by-step, including sections on how to complete your application for registration (when required), how to prepare for your assessment (where required), and what happens once you are registered. Also included in this guide are the requirements for your business. If at any point you need some advice or assistance just contact our friendly team on **0333 015 6626** who will be happy to help.

WHAT IS PRIVATE RENTED SECTOR (PRS) REGISTRATION?

Registration will allow your business to be listed on the Registered Competent Person Electrical website for landlords or their agents to search for electrical contractors registered to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England.

WHY WOULD I WANT TO BE LISTED ON THE REGISTERED COMPETENT PERSON ELECTRICAL WEBSITE FOR ELECTRICAL INSTALLATION CONDITION REPORTING IN THE PRIVATE RENTED SECTOR IN ENGLAND?

The Government has introduced legislative requirements from 1st June 2020 for Landlords in the Private Rented Sector in England. This will require Landlords to have electrical safety checks carried out as follows:

- From 1st July 2020 all new specified tenancies will require an electrical safety check to be in place.
- From 1st April 2021 all existing specified tenancies will require an electrical safety check to be in place.

Landlords have a choice in relation to engaging a person under the electrical safety check and can either –

- Use a contractor that is listed on the PRS Register www.electricalcompetentperson.co.uk/

or

- Find a competent person using a checklist covered in the MHCLG (Ministry of Housing Communities and Local Government) Guidance.

Landlords will be guided to use registered businesses by Government; therefore, these changes provide business opportunities for electrical contractors wanting to work in this sector.

CONTENTS

GUIDANCE FOR NICEIC APPROVED CONTRACTORS	4
GUIDANCE FOR NICEIC DOMESTIC INSTALLERS AND ELECSA PART P REGISTERED CONTRACTORS	5
GUIDANCE FOR ECA MEMBERS WHO HAVE HAD A CERTSURE TECHNICAL ASSESSMENT AND HOLD ELECSA PART P	6
SUITABLE QUALIFICATIONS AND EXPERIENCE REQUIREMENTS	7
AFTER YOU ARE REGISTERED	8



TO LET

GUIDANCE FOR NICEIC APPROVED CONTRACTORS

Approved Contractors which are eligible* to be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England, need to 'Opt In' by completing a signed declaration; confirming they have met the following requirements:

- Agreed to abide by the PRS Scheme Rules
- Agreed for their company details to be listed on the PRS Register
- Agreed to use the Electrical Safety First Best Practice Guide No. 4 (current issue) Electrical Installation Condition Reporting: Classification Codes for domestic and similar electrical installations
- Confirmed that their company holds at least £250,000 Professional Indemnity Insurance covering Electrical Installation Condition Reporting
- Confirmed the operatives undertaking Electrical Inspections will be competent** to do so

*Business with Defined Approval status may not be eligible, please call us on **0333 015 6625** for further guidance

**Competence for Electrical Inspectors can be found later in this Guide

There is no additional cost for being listed on the Registered Competent Person Electrical website for Electrical Installation Condition Reporting in the Private Rented Sector in England for Approved Contractors.

Once your 'Opt In' has been processed a registration certificate will be issued and your business will be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors registered to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England.



GUIDANCE FOR NICEIC DOMESTIC INSTALLERS AND ELECSA PART P REGISTERED CONTRACTORS

Competent Person Scheme assessments do not cover Electrical Installation Condition Reporting. If you would like to be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England, you will then need an on-site assessment to demonstrate competence for the completion of Electrical Installation Condition Reporting.

You should make available for assessment sufficient examples of Electrical Installation Condition Reporting work in dwellings completed in the previous 12 months by your business.

The electrical installation should be able to be de-energised and isolated at the time of the assessment to allow dead tests to be safely demonstrated.

Applicants are required to make available a minimum of 2 EICR sites as part of their assessment visit.

During the on-site assessment the Assessor will be looking for the proposed Electrical Inspector to demonstrate that they are:

- Well versed in the inspection, testing, and reporting procedures for carrying out electrical installation condition reporting in dwellings.

As well as the on-site assessment, businesses wishing to be listed on the website need to confirm they have met the following requirements –

- Agreed to abide by the PRS Scheme Rules
- Agreed for their company details to be listed on the PRS Register
- Agreed to use Electrical Safety First Best Practice Guide No. 4 (current issue) Electrical installation Condition Reporting: Classification Codes for domestic and similar electrical installations
- Confirmed that their company holds at least £250,000 Professional Indemnity Insurance covering Electrical Installation Condition Reporting
- Confirmed the only operatives undertaking Electrical Inspections will be competent* to do so

*Competence for Electrical Inspectors can be found later in this Guide

After the on-site assessment has been completed by our assessor, they will make one of the following recommendations. The report will then be internally verified, and a letter will be sent to you confirming your assessment outcome.



ACCEPTANCE

Following your successful assessment, we will send you a registration pack containing your registration certificate.

FURTHER ACTION

In some cases, a business may not satisfy all Scheme Rules during the assessment, but the Assessor will explain 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 Assessor has detailed in the Assessment Report, before your registration can be completed.

This can be done by posting or emailing documentary evidence to our Head Office.

An additional assessment – a further assessment will be required if the matter relates to the technical standard of the electrical installation condition reporting does not meet the Scheme Rules. In this instance the Assessor will wish to see further examples of electrical installation condition reporting which will incur an additional fee, refer to the current Fee Sheet for information.

GUIDANCE FOR ECA MEMBERS WHO HAVE HAD A CERTSURE TECHNICAL ASSESSMENT AND HOLD ELECSA PART P REGISTRATION

ECA members who have had a Certsure Technical Assessment and hold ELECSA Part P Registration are eligible to be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England will need to 'Opt In' by completing a signed declaration; confirming they have met the following requirements:

- Agreed to abide by the PRS Scheme Rules
- Agreed for their company details to be listed on the PRS Register
- Agreed to use the Electrical Safety First Best Practice Guide No. 4 (current issue) Electrical Installation Condition Reporting: Classification Codes for domestic and similar electrical installations
- Confirmed that their company holds at least £250,000 Professional Indemnity Insurance covering Electrical Installation Condition Reporting
- Confirmed the operatives undertaking Electrical Inspections will be competent* to do so

There is no additional cost for being listed on the Registered Competent Person Electrical website for Electrical Installation Condition Reporting in the Private Rented Sector in England for ECA members who have had a Certsure Technical Assessment and hold ELECSA Part P Registration.

Once your 'Opt In' has been processed a registration certificate will be issued and your business will be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors registered to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England.

*Competence for Electrical Inspectors can be found later in this Guide



SUITABLE QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

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

There are four different routes satisfying the requirements for a proposed Electrical Inspector(s). The routes allow flexibility for individuals who hold current qualifications as well as allowing a route for individuals who can provide auditable evidence of their older electrical qualifications.

To see which route is most appropriate for you please look at the table below. If you have any questions regarding training qualifications or any other part of the registration process simply contact us, and we will be happy to help.

TEL **0333 015 6626** EMAIL join@niceic.com or join@elecsa.com

MINIMUM TECHNICAL COMPETENCE CRITERIA REQUIRED FOR CARRYING OUT PERIODIC ELECTRICAL INSPECTION AND TESTING

ENTRY ROUTE	QUALIFICATION REQUIREMENT	EXPERIENCE
1A	<p>Level 3 Electrotechnical Qualification plus industry end point assessment (AM2S)</p> <p>Plus: A Level 3 Award in the Initial Verification of Electrical Installations* and A Level 3 Award in the Periodic Inspection and Testing of Electrical Installations* and A current Level 3 Award in the Requirements for Electrical Installations</p> <p>*these may be achieved within a combined qualification</p>	<p>Must provide evidence of work carried out to be able to demonstrate 2 years of competence for periodic inspection and testing.</p>
1B	<p>Level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (building structures and the environment)</p> <p>Plus: A level 3 Award in the Initial Verification of Electrical Installations* and A level 3 Award in the Periodic Inspection, Testing of Electrical Installations* and A current Level 3 Award in the Requirements for Electrical Installations</p> <p>*these may be combined within another single qualification</p>	<p>Must provide evidence of work carried out to be able to demonstrate 2 years of competence for periodic inspection and testing.</p>
1C	<p>Scottish Vocational Qualification (SVQ) in Electrical Installation at SCQF level 7.</p> <p>Plus: A level 3 Award in the Initial Verification of Electrical Installations* and A level 3 Award in the Periodic Inspection, Testing of Electrical Installations* and A current Level 3 Award in the Requirements for Electrical Installations</p> <p>*these may be achieved within a combined qualification</p>	<p>Must provide evidence of work carried out to be able to demonstrate 2 years of competence for the periodic inspection and testing, and evidence of ongoing Continuous Professional Development.</p>
2	<p>Auditable evidence of relevant historical industry recognized electrical installation competency-based qualifications equivalent to Route 1 of this table, such as evidence of having completed an industry-approved apprenticeship.</p> <p>Plus: A level 3 Award in the Initial Verification of Electrical Installations* and A level 3 Award in the Periodic Inspection, Testing of Electrical Installations* and A current Level 3 Award in the Requirements for Electrical Installations</p> <p>*these may be achieved within a combined qualification</p>	<p>Must provide evidence of work carried out to be able to demonstrate 2 years of competence for the periodic inspection and testing, and evidence of ongoing Continuous Professional Development.</p>

Must provide evidence of work carried out to be able to demonstrate 2 years of competence for the periodic inspection and testing, and evidence of ongoing Continuous Professional Development.

AFTER YOU ARE REGISTERED

Once Registered, you must demonstrate that you are continuing to comply with the Scheme Rules and that technical standards are being maintained. We ensure this by undertaking surveillance assessments with your business on a regular basis, normally every year.

For Approved Contractors this is normally covered during surveillance assessments.

For NICEIC Domestic Installers and ELECSA Part P registered contractors this will require an additional surveillance assessment which will incur an additional fee. Please refer to the current Fee Sheet for information.



USEFUL CONTACT INFORMATION

SALES

0333 015 6626

JOIN@NICEIC.COM OR JOIN@ELECSA.COM

CUSTOMER SERVICE

0333 015 6625

CUSTOMER.SERVICES@NICEIC.COM OR ENQUIRIES.ELECSA@CERTSURE.COM

TRAINING

0333 015 6627

TRAININGINFO@NICEIC.COM

Head office: NICEIC & ELECSA, Part of Certsure LLP, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

THE POWER BEHIND YOUR BUSINESS

