

ADDITIONAL GUIDANCE FOR DEMONSTRATING COMPETENCE OF EMPLOYED PERSONS

Employed Persons are defined as individuals engaged by the business to perform electrical work; this may include directly employed staff, temporary, agency and/or sub-contracted labour including self-employed individuals and soletraders.

The Scheme requires a business to:

- Employ persons to carry out electrical work who are competent and adequately supervised
- Demonstrate the competence of Employed Persons by making available suitable records for assessment
- Maintain records demonstrating that all Employed Persons are competent and adequately supervised to undertake electrical work
- Maintain records of relevant qualifications, training (including Continuing Professional Development) and experience.

Guidance

In accordance with the relevant scheme rules, the business will be required to hold records as appropriate to the range, scale, geographical spread and categories of the electrical work undertaken.

This guidance should be used proportionately when considering the business requirements, 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 scheme requirements.

This guidance is intended to provide direction for a consistent approach to evaluate the business's intent and capability to engage Employed Persons who are competent and 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.

An example of a CPD record can be downloaded [here](#).

An example of a supervision record can be downloaded [here](#).

Records

A business will be required to:

- Determine the roles, responsibilities and authorities of all Employed Persons engaged in electrical work. 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 Continuing 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 Persons' skills, knowledge and experience, to determine that work carried out by them complies with the requirements of BS 7671 as amended.

Assessment

NICEIC's approach to determining whether the business's records are effective in demonstrating that all Employed Persons are competent and adequately supervised to undertake electrical work would be achieved by assessing evidence that the business:

- Demonstrates a process or method of recording their Employed Persons' roles and responsibilities, qualifications, training (including records of Continuing Professional Development) and experience. The business ensures the method of recording has been maintained since the last assessment with a particular focus to any changes in Employed Persons
- Determines the qualifications, where required, of Skilled Persons (electrically)
- Determines a justifiable difference between Level 1 and Level 2 operatives and their adequate supervision. Click [here](#) for Principal Duty Holder & Qualified Supervisor Roles & Responsibilities
- Ensures appropriate and proportionate observations of Employed Persons' skills, knowledge and experience, to determine that work carried out by them complies with the requirements of BS 7671 as amended
- Demonstrates from the sampled work that the necessary competence and degree of risk for all Employed Persons performing electrical work has been considered and is justifiable.