

APPROVED CONTRACTOR (HAZARDOUS AREAS)

PERIODIC ASSESSMENT GUIDANCE FOR EXTENSION TO REGISTRATION

As part of your NICEIC Approved Contractor extension to registration we are required to carry out a periodic assessment to ensure that you continue to meet the scheme requirements and technical standards applicable to your electrical work in potentially explosive atmospheres.

The purpose of this guidance is to assist you in preparing for your periodic assessment and provide an insight into what your Assessor will be reviewing with you during the visit to determine the businesses suitability for continued registration with NICEIC.

1 PREMISES AND EQUIPMENT

Your Assessor will visit your registered office address, be that at home or business premises, to confirm that you are maintaining your systems, processes and records of work undertaken along with details of clients you deal with.

They will review your plant and equipment to ensure it remains appropriate to the range and scale of electrical installation work that your company carries out.

The Principal Duty Holder will need to be present for the opening and closing meetings of the assessment.

The registered Qualified Supervisor (HA) will be required to be present throughout the assessment and accompany the Assessor to the sites or premises selected for assessment.

A company letterhead will be required to confirm your trading address aligns with our records, as will your Health and Safety Policy statement.

Guidance from the HSE on health and safety policies is available to download from the online resource centre.

For certifiers of construction you are reminded of the requirement to maintain a current Scottish Building regulations qualification - renewable every 3 years.

Please contact NICEIC Training by calling 0870 013 0389 or emailing traininginfo@niceic.com for further details.

2 TECHNICAL REFERENCE DOCUMENTS

Your Assessor will 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

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

- BS EN 60079 - 10
- BS EN 60079 - 14
- BS EN 60079 - 17
- EEMUA Publication 186
- APEA/IP Guide for Filling stations
- Other relevant client specific guidance

3 **TEST INSTRUMENTS AND LEADS**

Remember that 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.

A sample of this equipment must be available to your Assessor during your assessment. They will then need to be taken and used during the on-site inspection by the Qualified Supervisor (HA) to demonstrate testing and safe isolation procedures.

As a minimum, the business will need to have one or more instruments that can test the following:

- | | |
|---|---|
| <input type="checkbox"/> Voltage Indication | <input type="checkbox"/> Continuity |
| <input type="checkbox"/> Insulation Resistance | <input type="checkbox"/> Residual Current Devices |
| <input type="checkbox"/> Earth Fault Loop Impedance | <input type="checkbox"/> Other test instruments appropriate to work carried out |

Your Assessor will also need to ensure that you are maintaining the on-going 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.

4 **ELECTRICAL INSTALLATION CERTIFICATES AND FORMS OF REPORTING ISSUED TO CLIENTS**

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

- A sample of electrical installation certificates for potentially explosive areas issued since your last assessment
- If appropriate, a sample of EICRs (Electrical Installation Condition Reports) for potentially explosive areas issued since the last assessment
- Relevant hazardous area forms as detailed in 60079 - 14 & 17 or the APEA/IP guide
- Relevant documentation, inventories, hazardous area certificates, manufacturers instructions and drawings for work related to potentially explosive areas

Additionally for contractors registered with Certifier of Construction (Electrical Installations to BS 7671) scheme in Scotland - copies of the checklist in support of Certificate of Construction (Electrical Installations to BS 7671) and records of Certificates of Construction issued.

5 **INSURANCES**

Your Assessor will need to see evidence your business has maintained and has current 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 Employer's Liability Insurance, the Assessor will check - this does not mean that you may not require Employer's Liability Insurance where appropriate.

* This needs to be specifically documented as included. We recommend that contractors consider taking out Professional Indemnity insurance where they undertake Periodic Inspection and testing.

6 **RECORD OF COMPLAINTS**

Every business is required to maintain a log of any complaints made about the technical standard of electrical work they have installed in potentially explosive areas, along with the remedial action taken.

This log will need to be made available to your Assessor during the assessment. An example can be downloaded from niceic.com/contractor/downloads

7 **LIST OF ELECTRICAL WORK**

A detailed list of all electrical work in potentially explosive areas completed by your business since the last assessment, and all of the work in progress within potentially explosive areas, will need to be made available to your Assessor.

Your Assessor will usually select a minimum of 2 samples of electrical work reflective of the range, scale and scope of electrical installation work undertaken to visit as part of assessment.

8 ACCESS AND TRANSPORT ARRANGEMENTS

Your Assessor will accompany the Qualified Supervisor (HA) to each of the sites selected. The following arrangements will need to be made:

- 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

9 QUALIFICATIONS

- Original versions of current Qualifications for the Qualified Supervisor (Hazardous Areas)
- Records of relevant training/experience/qualifications for all persons engaged in work within potentially explosive atmospheres **

** with the exception of those under constant supervision

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