

HAZARDOUS AREAS SCHEME

YOUR GUIDE TO REGISTRATION



THE POWER BEHIND YOUR BUSINESS



GUIDE TO REGISTRATION REQUIREMENTS

Electrical work in potentially explosive atmospheres (hazardous areas) is not included within the scope of the Approved Contractor scheme. NICEIC registration to cover such work may be gained through a separate application and assessment process.

PURPOSE OF THIS GUIDE

This Guide explains how NICEIC Approved Contractors can extend the scope of their registration to include electrical work in potentially explosive atmospheres. Its aim is to help you through the registration process. It covers the process step by step, including sections on how to complete your application for registration, how to prepare for your assessment, what happens once you are registered and the requirements for your business. Registration is straightforward but 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.

Exceptions may be made for applicants requiring Approved Contractor registration for electrical work in hazardous areas only.

BENEFITS OF EXTENDING THE SCOPE OF REGISTRATION WITH NICEIC

In addition to the benefits already enjoyed by all Approved Contractors, the extension to registration will provide:

- An indication to clients, specifiers, licensing authorities and others that your business is reputable, reliable and works to the industry standards for electrical work in potentially explosive atmospheres
- Access to electrical installation work in hazardous areas from industrial, commercial and public sector organisations that will only employ contractors having recognised hazardous area capabilities
- An assurance to clients that electrical installation work in hazardous areas is covered by the NICEIC's Complaints Procedure and Platinum Promise
- Identification of recognised hazardous area capability in the NICEIC Roll of Approved Contractors, which is widely distributed and used by specifiers to select contractors to undertake electrical work

WHAT IS THE HAZARDOUS AREAS SCHEME?

NICEIC's Hazardous Areas Scheme is an extension to the NICEIC Approved Contractor scheme. NICEIC Approved Contractors who carry out Electrical work in potentially explosive atmospheres are able to apply for NICEIC Hazardous Area registration. Applicants will be assessed for their systems, procedures, documentation and relevant qualifications & experience of personnel which they have in place for the specific types of Hazardous Area work undertaken.

PERSONNEL

A business applying for the extension to registration must have an appointed Principal Duty Holder, and propose one or more Qualified Supervisors (Hazardous Areas) to take responsibility for the electrical work undertaken in potentially explosive atmospheres. In the case of a sole trader, the individual will be the Principal Duty Holder who should propose himself as the Qualified Supervisor (HA).

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REGISTRATION REQUIREMENTS CHECKLIST

For an extension to NICEIC registration for hazardous area work, a business must:

- Be an NICEIC Approved Contractor
- Be directly engaged in electrical work in potentially explosive atmospheres (other than in mines, medical locations, locations relating to the manufacture and processing of explosives, and off-shore) and have sufficient electrical work, covering the range normally undertaken in hazardous areas, available for assessment. The work must have been carried out during the previous twelve months under the business' current trading title. The work should comply both with BS 7671 and with the relevant British Standards, Codes of Practice and guidance documents for hazardous area work.
- Be able to arrange access to a range of hazardous area work sufficient for technical evaluation and assessment
- Have equipment appropriate to the range and scale of work undertaken in hazardous areas
- Have test instruments suitable for carrying out the range of tests required by BS 7671
- Have at least £2 million public liability insurance cover for the full range of electrical work undertaken in potentially explosive atmospheres
- Maintain a record of the accuracy and consistency of test instruments used for certification and reporting purposes
- Hold British Standards and other technical reference documents relevant to the range and scale of electrical work undertaken in potentially explosive atmospheres
- Have a system in place to ensure that appropriate prescribed forms of certification and reporting are issued for all completed electrical work in accordance with the appropriate technical reference documents
- Employ persons competent to undertake electrical work in hazardous areas, who are adequately and appropriately supervised
- Establish and maintain training and experience records for each person who may be assigned to undertake electrical work in potentially explosive atmospheres (except for persons who will be subject to constant supervision)
- Maintain a record of complaints made about the technical standard of electrical work carried out, together with the details of the remedial action taken, if any, to resolve the complaints
- Have an appointed Principal Duty Holder

- Nominate one or more suitable Qualified Supervisors (HA) who meet the particular requirements detailed in this Guide. A Principal Duty Holder may also be nominated as a Qualified Supervisor (HA).
- The business must be able to demonstrate that all electrical work undertaken in hazardous areas will be under the effective supervision of one or more Qualified Supervisors (HA).

KEY ROLES WITHIN YOUR BUSINESS PRINCIPAL DUTY HOLDER

The Principal Duty Holder is the 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 are not subject to assessment by NICEIC. 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 registration 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 in hazardous areas to the Qualified Supervisor(s) (HA)
- Be responsible for ensuring that there are systems in place so that all work is carried out by competent persons who are adequately and appropriately supervised
- Be responsible for the maintenance of adequate training and experience records for persons assigned to carry out electrical work in potentially explosive atmospheres
- Ensure there are systems in place whereby the appropriate certificates and reports are issued for all completed electrical work

QUALIFIED SUPERVISOR (HAZARDOUS AREAS)

A Qualified Supervisor (HA) is an electrically competent person with specific responsibility for the safety, technical standard and quality of electrical work under their supervision in hazardous areas.

A proposed Qualified Supervisor (HA) will:

- Be directly employed by the business on a full-time basis
- Have at least two consecutive years' supervisory or managerial responsibility for the technical standard of electrical work in hazardous areas. In the case of a sole trader, evidence of carrying out hazardous area work over a two-year trading period will satisfy this requirement if the required managerial or supervisory experience has not been gained elsewhere
- Satisfy the hazardous area training and qualification requirements set out in tables 1 or 2
- Understand the Electricity at Work Regulations, current edition of BS 7671, and the British Standards Codes of Practice and guidance documents relevant to the range of electrical work undertaken in hazardous areas. Knowledge of hazardous area classification is also needed
- Understand the inspection, testing, verification, certification and reporting procedures for the range of electrical work undertaken in hazardous areas

A Qualified Supervisor (HA) in addition to the above requirements is responsible for:

- Ensuring that the results of inspection and testing of electrical work in hazardous areas are recorded correctly on the appropriate certificates or reports.
- Ensuring that the business premises, equipment, documentation and records are available for inspection when required.
- Safeguarding all unused NICEIC certificates and report forms for work in hazardous areas against loss, theft and misuse.



TRAINING REQUIREMENTS

With the introduction of the IECEx Certificate of Personal Competence, NICEIC now accept this qualification as an alternative to the CompEx qualifications previously required. Either or both of the units may be chosen.

See Table 2 for the relevant IECEx Personal Competence units that are required for the Hazardous Area work you undertake

TABLE 1 (COMPEX UNITS)

EX01	Preparation and installation of Ex 'd', 'e', 'n' and 'p' systems
EX02	Inspection and maintenance of Ex 'd', 'e', 'n' and 'p' systems
EX03	Preparation and installation of Ex 'i' systems
EX04	Inspection and maintenance of Ex 'i' systems
EX05	Preparation and installation of apparatus protected by enclosure for use in the presence of combustible dusts
EX06	Inspection and maintenance of apparatus protected by enclosure for use in the presence of combustible dusts
EX07	Preparation, installation and de-commissioning of electrical installations at filling stations
EX08	Inspection, testing and maintenance of electrical installations at filling stations
EX09	Preparation and installation of electrical installations within the water industry (Ex 'd', Ex 'e', Ex 'n', Ex 'p', Ex 'i' and dust)
EX10	Preparation and installation of electrical installations within the water industry (Ex 'd', Ex 'e', Ex 'n', Ex 'p', Ex 'i')
EX11	Preparation, installation, inspection and maintenance of mechanical installations in explosive atmospheres
EX12	Design of applications and systems for potentially explosive atmospheres

NICEIC will accept satisfactory completion of EX01, EX02, EX03 and EX04 units as meeting the training requirements for electrical work on filling stations and work within the water industry.

Note that satisfactory completion of the EX07 and EX08 units alone is unlikely to meet NICEIC training requirements for electrical installations in hazardous areas outside the scope of filling stations, due to the different explosion concepts likely to be involved.

Note that satisfactory completion of the EX09 and EX10 units alone is unlikely to meet NICEIC training requirements for electrical installations in hazardous areas outside the scope of the water industry, due to the different installation requirements.

TABLE 2 (IECX PERSONAL COMPETENCE UNITS)

UNIT EX 001	Apply basic principles of protection in explosive atmospheres - Limitation: Not applicable
UNIT EX 002	Perform classification of hazardous areas - Limitation: 3
UNIT EX 003	Install explosion-protected equipment and wiring systems - Limitation: 1, 2, 3, 4
UNIT EX 004	Maintain equipment in explosive atmospheres - Limitation: 1, 2, 4
UNIT EX 005	Overhaul and repair of explosion-protected equipment - Limitation: 1, 2, 4
UNIT EX 006	Test electrical installations in or associated with explosive atmospheres - Limitation: 3, 4
UNIT EX 007	Perform visual and close inspection of electrical installations in or associated with explosive atmospheres - Limitation: 3, 4
UNIT EX 008	Perform detailed inspection of electrical installations in or associated with explosive atmospheres - Limitation: 3, 4
UNIT EX 009	Design electrical installations in or associated with explosive atmospheres - Limitation: 3, 4
UNIT EX 010	Perform audit inspection of electrical installations in or associated with explosive atmospheres - Limitation: 3, 4

Limitation by: 1. Explosion technique, 2. Product type, 3. Group, 4. Voltage

Scope Limitations

Where Scope Limitations apply you must not exclude any area where work is being performed. The scope limitation might exclude working on Ex p equipment (Pressurised). That is acceptable provided you do not work on EX p equipment.

TRAINING REQUIREMENTS

Ongoing training commitment

As a minimum, all persons that may be engaged in electrical work in hazardous areas, other than those under constant supervision, will need to successfully complete the relevant training units as set out in tables 1 or 2 or an equivalent, every five years.

Training and experience requirements for persons responsible for inspecting and testing.

Persons other than Qualified Supervisors (HA) who have responsibility for inspecting and testing electrical installations in hazardous areas are required to:

- Have successfully completed, within the past five years, the training units set out in tables 1 or 2, as appropriate to the range of hazardous area work undertaken or
- Have successfully completed, within the past five years, the equivalent refresher courses for the training units set out in tables 1 or 2, as appropriate to the range of hazardous area work undertaken or
- Provide evidence of equivalent training, together with evidence of experience of electrical installations in hazardous areas gained over a minimum of three years

Persons accepted under this option will be required to successfully complete the training units set out in the tables, as appropriate to the range of hazardous area work undertaken, within one year of acceptance.

For the latter option, the business would need to demonstrate that you have an effective system of training to ensure that those persons undertaking inspection and testing have:

- An understanding of electrical standards and codes of practice relating to the selection, installation, maintenance and use of explosion protected apparatus
- A knowledge of methods used to maintain electrical integrity and explosion protection concepts
- A knowledge of inspection procedures which may be employed
- A knowledge of any special electrical inspection techniques which may be required
- Understanding of drawings and manufacturer's literature relevant to the equipment to be inspected

Training and experience records

Applicant businesses must be able to demonstrate, by means of documented training and experience records, that all persons engaged in work in hazardous areas, are competent to undertake the electrical work assigned to them. Such records will be subject to evaluation by the Assessor during both the application process and subsequent periodic assessment visits.

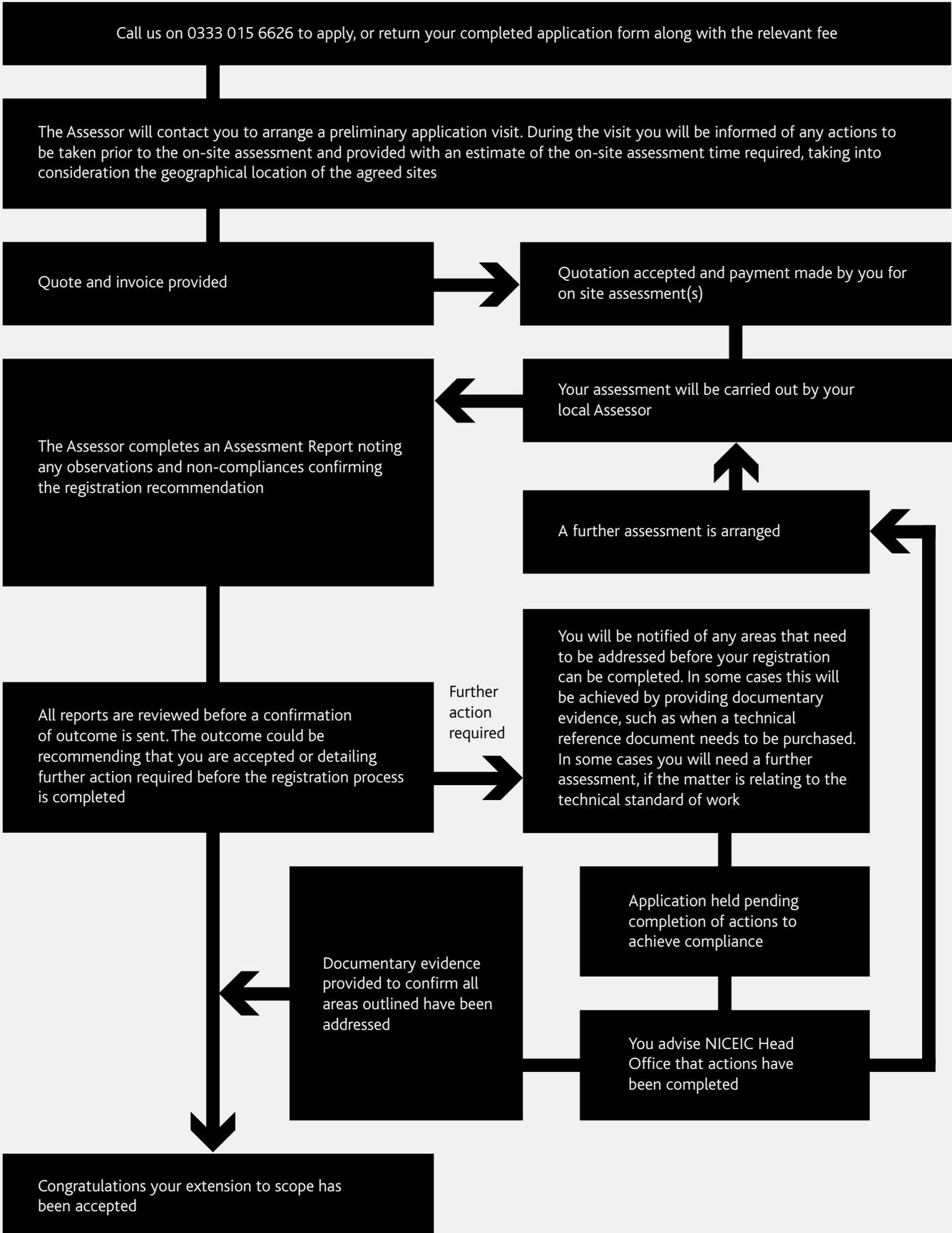
Training and supervision requirements for operatives

All operatives undertaking electrical installation work in hazardous areas are required to:

- Have successfully completed, within the past five years, the training units set out in tables 1 or 2, as appropriate to the range of hazardous area work undertaken or
- Have successfully completed, within the past five years, the equivalent refresher courses for the training units set out in tables 1 or 2, as appropriate to the range of hazardous area work undertaken or
- Be kept under **constant supervision** by a Qualified Supervisor (HA) or another person who satisfies the requirements for persons responsible for inspection and testing of electrical work in hazardous areas. 'Constant supervision' means direct contact at the site of the work on a daily basis or
- Be kept under **frequent supervision** by a Qualified Supervisor (HA) or another person who satisfies the training requirements for those persons responsible for inspection and testing of electrical work in hazardous areas. 'Frequent supervision' means direct contact at the site of the work on a weekly basis

For the latter option, the business would need to demonstrate that they have an effective system of training to ensure that those operatives undertaking electrical work in hazardous areas have an understanding of precautions to be taken to reduce the risk of explosions and records confirming that the operatives have at least one year's experience of working in hazardous areas.

THE REGISTRATION PROCESS



APPLICATION FOR EXTENSION

The following items need to be provided by the business to enable an application to be processed:

- A completed 'Application for an Extension to registration' form
- A separate 'Qualified Supervisor (HA) Application' form for each proposed Qualified Supervisor (HA) for electrical work in potentially explosive atmospheres
- Payment covering initial application fee, as appropriate

Please note when completing your application:

- A separate application is required for each contracting office seeking to extend the scope of registration to cover hazardous area work
- On receipt of the completed application forms and the appropriate fee, we will arrange to undertake the Preliminary Application visit



PRELIMINARY APPLICATION VISIT

A Preliminary Application Assessment visit normally lasts half a day. It will be conducted at the business' contracting office.

To get maximum value from a Preliminary Application visit, both the Principal Duty Holder and the proposed Qualified Supervisor(s) (HA) must be present to discuss the application with the Assessor.

During a Preliminary Application visit, the Assessor will review the extent to which the business and key personnel satisfy the requirements for the extension to registration and will:

- Explain the assessment criteria and process
- Explain the roles of the Principal Duty Holder and the Qualified Supervisor (HA)
- Review and confirm the range of hazardous area work undertaken by the business over the past 12 months, which will form the scope of the extension to registration
- Identify the range of work which will need to be evaluated on site, review the nature and locations of the possible sites to be visited, and discuss the accessibility of the work on those sites
- Discuss the programme and likely costs of the assessment process
- Review the training and experience of the proposed Qualified Supervisor(s) (HA)
- Review the system the business has in place to ensure the competence of all other persons that may be assigned to undertake electrical work in hazardous areas without constant supervision
- Discuss the requirement to provide appropriate standard certificates and reports to clients, and to give guidance where necessary on their completion
- Identify any significant likely non-compliances with the requirements for the extension to registration which the business will need to address prior to the assessment visit
- Provide any other general information and advice on the requirements for the extension to registration
- The proposed Qualified Supervisor(s) responsible for the work to be assessed will be required to be present throughout the on-site assessments

The Assessor, subject to the time available, will then:

- Review the details of all the business' hazardous area work in progress and completed within the previous year
- Draw up a plan for the on-site technical assessment of a representative sample of the business' hazardous area work, taking into account the location of the sites to be visited and any known access restrictions.
- Check possession of the relevant technical reference documents for the range and scale of hazardous area work undertaken
- Check that appropriate certificates and reports have been issued to clients
- Check the hazardous area training and experience of the proposed Qualified Supervisor (HA)
- Check the training and experience records of personnel assigned to hazardous area work
- Check the business' record of any complaints made by customers about the technical standard of the business' work in hazardous areas, together with the details of the remedial action taken to resolve them. (The record may be part of the complaints register maintained for the business' electrical work in non-hazardous areas)
- Check that risk assessments appropriate to undertaking electrical installation work in hazardous areas are available
- Check possession of adequate number of test instruments and test leads appropriate to the range and scale of electrical work undertaken
- Check records demonstrating that a system is in place to ensure the accuracy and consistency of test instruments used for certification and reporting purposes

The assessment will not cover matters relating to the basic electrical safety requirements of BS 7671, as the business' compliance with NICEIC Scheme Rules for electrical work in non-hazardous areas will have already been assessed under the NICEIC Approved Contractor assessment process.

At the end of the Preliminary Application Assessment visit, the Assessor will issue a checklist of the visit and a report identifying any non-compliances observed which require further action to be taken when the onsite assessment visit takes place.

Note: When the on-site assessment visit(s) is carried out at a protracted period after the Preliminary Application Assessment visit, some items may need to be shown to the Assessor again.



PREPARATION FOR SITE ASSESSMENT VISIT

To enable the business to gain the most benefit from the visit and to enable the assessment process to be successfully completed, it is important that each of the items are made ready for Assessment prior to the Assessor's arrival.

Plant and equipment

The Assessor will need to establish that the business has plant, tools and materials appropriate to the range and scale of the electrical work undertaken in hazardous areas.

Technical reference documents

The Assessor will need to check that, as a minimum, the business holds the latest edition of all appropriate technical reference documents at its place of business:

For electrical work in hazardous areas where the risk is due to the presence of flammable gas or vapour:

- BS EN 60079 Electrical equipment for explosive gas, vapour, mist or dust
- Part 10 - Classification of hazardous areas
- Part 14 - Electrical installations in hazardous areas
- Part 17 - Inspection and maintenance of electrical installations
- EEMUA Practitioners Handbook (Publication No 186)

For electrical work in the hazardous areas of filling stations:

- IP/APEA Guidance for the design, construction, modification and maintenance and decommissioning of filling stations

Installation certificates and reports issued to clients

The Assessor will review a sample of certificates, reports and schedules issued during the previous year, including records of the results of initial and periodic inspections of installations.

The business is to ensure it has issued the appropriate documentation to the person(s) requesting the work. Documentation such as a Minor Works certificate, Electrical Installation Certificate, a Electrical Installation Condition Report along with a schedule of inspections and a schedule of test results. These electrical certificates and reports should be accompanied by the appropriate hazardous area forms, as detailed in BS EN 60079-14+ or the IP/APEA Guide.

Training certificates - proposed Qualified Supervisor (HA)

The Assessor will need to check the originals of the hazardous training certificates of the proposed Qualified Supervisor (HA)

Competence of operatives

The Assessor will check the system (such as training and experience records) that the business uses to ensure that all operatives employed on electrical work in potentially explosive areas are either competent to undertake the work, or are placed under the supervision of a competent person whilst undertaking such work. 'Constant supervision' means direct contact at the site of the work on at least a daily basis.

Public liability insurance

Evidence of a minimum of £2 million cover must be provided to the Assessor for the range of work undertaken by the business in hazardous areas. Note that it is public liability insurance, not employers' liability insurance that needs to be checked.

List of electrical work

A detailed list of all hazardous area work completed by the business during the previous year, and of all work in progress, must be made available to enable the Assessor to select the samples of work to be assessed on-site.

The Assessor will select a suitable number of samples across the range of electrical work carried out to evaluate during the on-site assessments.

List of complaints about the technical standard of the business' work

A record of all complaints relating to your work in hazardous areas, together with the details of the remedial action taken to resolve them, must be available for the Assessor to examine.

Preparation for the on-site assessment visit(s)

The proposed Qualified Supervisor (HA) responsible for the work to be evaluated must be present throughout each on-site assessment.

Access arrangements

The proposed Qualified Supervisor (HA) will be expected to make adequate arrangements for access to the electrical work at each of the sites selected. Suitable equipment for this purpose is required to be provided by the applicant business. The Principal Duty Holder need not be present during on-site assessment visits.

Where access restrictions prevent the completion of the assessment plan within the period of time allocated, a further visit or visits may be necessary to complete the assessment. A fee is payable for any such additional visits required.

Competence of the proposed Qualified Supervisor (HA)

During the on-site assessments, the Assessor will expect the proposed Qualified Supervisor (HA) to demonstrate an in-depth appreciation of the requirements of the British Standards and Codes of Practice relevant to the range of hazardous area work undertaken by the business.

Specific demonstration of compliance with the requirements of BS 7671 will not normally be required.

The proposed Qualified Supervisor (HA) must take to site the records of the initial inspection and/or periodic inspection of the installations selected for assessment.

These electrical certificates and reports should be accompanied by the appropriate hazardous area forms, as detailed in BS EN 60079 – 14+ or the IP/APEA Guide.

The proposed Qualified Supervisor (HA) will be expected to carry out a close inspection* of parts of electrical installations selected by the Assessor to demonstrate compliance with the relevant standards. Where circumstances permit, a detailed inspection* may be required.

If the proposed Qualified Supervisor (HA) is not fully conversant with the requirements of the relevant standards for the range of hazardous area work undertaken, further training may be recommended and be re-assessed, before an extension to registration can be granted.

Assessment reports

The Assessor will issue an Assessment Report at the end of each assessment visit. The report will indicate the level of the business' compliance with the Scheme Rules. Any observed non-compliances with the NICEIC Scheme Rules will be recorded for action by the business.

*'Close inspection' and 'detailed inspection' are defined in BS EN 60079-14+

OUTCOME OF ASSESSMENT

Once your assessment has been completed, your Assessor 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

An extension of registration will be recommended by the Assessor if the business is compliant with the Scheme Rules. The scope of the extension will be detailed on the 'Extension to Registration' certificate.

Further action

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

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 (HA). In this instance your Assessor will request to see further examples of electrical work, and an additional fee would be chargeable. Your Assessor will be able to support you through this process to ensure you have everything in place for this additional assessment.

AFTER YOU ARE REGISTERED

A periodic assessment plan will need to be established, based on the range, scale and geographical spread of the hazardous area work undertaken. Periodic assessments are carried out in a similar manner to the application assessment visits, usually involving a visit to the contracting office and a number of on-site assessment visits.

Training and experience records will be subject to evaluation during each periodic assessment cycle.

An assessment report will be issued at the end of each periodic assessment visit. If a visit reveals non-compliances with the NICEIC Scheme Rules, including the particular requirements for hazardous areas, the business will be required to take appropriate action to rectify them. If the non-compliances are significant, this may involve the Assessor making a further visit to confirm that the necessary level of compliance has been achieved, an additional charge will be made for such re-assessment visits.

If the range, scale or geographical spread of the business' electrical work changes over the course of time allocated, the periodic assessment plan will be amended.

Approved Contractors are not precluded from undertaking any type of electrical work within their competence.

However, a business must not imply that it is approved when offering to carry out hazardous area work beyond the scope set out in its 'Extension to Registration' certificate.

If a type of hazardous area work included within the scope of an Approved Contractor's extension to registration is not available for assessment on consecutive occasions the NICEIC may, at its discretion withdraw approval for that type of work.



USEFUL CONTACT INFORMATION

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