

APPROVED CONTRACTOR SCHEME

*YOUR GUIDE TO REGISTRATION
IN SCOTLAND*



THE POWER BEHIND YOUR BUSINESS



WELCOME **THANK YOU FOR APPLYING** **TO BECOME PART OF NICEIC**

NICEIC is the UK's leading voluntary regulatory body for the electrical contracting industry. We have been assessing the competence of electrical contractors for nearly sixty years and currently maintain a roll of more than 26,000 registered contractors.

Choosing to become NICEIC registered sets your business apart. Our electrical contractors are assessed on a regular basis to ensure high standards.

There are many benefits to becoming an NICEIC registered contractor, more of which can be found inside, and in addition to the services we provide we promise to work hard at promoting your business to consumers, householders and specifiers of electrical work.

We look forward to working with you and your business.

Yours Sincerely



Emma Clancy
CEO, Certsure LLP



PURPOSE OF THIS GUIDE

This guide is designed to help you through the registration process for the NICEIC Approved Contractor Scheme in Scotland. It covers the process step by step, including sections on how to complete your application for registration, how to prepare for your assessment, and what happens once you are registered. Also included in this guide are the requirements for your business, and the added value services that NICEIC can offer you.

Registration is straightforward but if at any point you need some advice or assistance just contact our friendly scheme sales team on **0870 013 0458** who will be happy to help.

WHAT IS THE APPROVED CONTRACTOR SCHEME?

NICEIC's Approved Contractor Scheme is for electrical contractors undertaking design, installation, commissioning and maintenance of electrical installations to BS 7671. The scheme is open to any electrical contractor or contracting organisations who can demonstrate their competence to perform electrical installation work in accordance with BS 7671. Applicants may include: Electricians working on commercial, industrial or domestic installations, testing and inspecting, street lighting installers, security systems installers, or any other contractors with a scope of work covered by BS 7671.

HOW TO APPLY

CALL US 0870 013 0458

EMAIL US JOIN@NICEIC.COM

WEBSITE NICEICSCOTLAND.COM

**WHITTING VALLEY ROAD
OLD WHITTINGTON
CHESTERFIELD
DERBYSHIRE
S41 9EY**





CONTENTS

<i>BENEFITS OF JOINING NICEIC</i>	<i>4</i>
<i>THE REGISTRATION PROCESS</i>	<i>5</i>
<i>REGISTRATION REQUIREMENTS CHECKLIST</i>	<i>6</i>
<i>STEP BY STEP GUIDE TO REGISTRATION</i>	<i>7</i>
<i>HOW TO PREPARE FOR YOUR ASSESSMENT</i>	<i>10</i>
<i>KEY ROLES WITHIN YOUR BUSINESS</i>	<i>12</i>
<i>SUITABLE QUALIFICATIONS FOR A QUALIFIED SUPERVISOR</i>	<i>13</i>
<i>AFTER YOU ARE REGISTERED</i>	<i>15</i>

BENEFITS OF JOINING NICEIC

OUR AIM IS TO PROVIDE THE WHOLE PACKAGE TO CONTRACTORS BY OFFERING MANY ADDED VALUE SERVICES TO MAKE YOUR LIVES EASIER, AT A CLEAR, CONSISTENT AND HIGHLY COMPETITIVE PRICE.

REGISTERING WITH NICEIC WILL GIVE YOU ACCESS TO THE FOLLOWING:

TOOLS TO BUILD YOUR BUSINESS

- A free listing on niceic.com
- NICEIC and scheme logos for your company vehicles, stationery and website
- NICEIC personalised business stationery and photo ID cards available to order
- Free 24/7 business and legal helpline
- Your work covered by the Platinum Promise
- Ability to join the NICEIC Certification of Construction (electrical installations to BS 7671) scheme
- NICEIC contractors promoted to consumers and specifiers
- Opportunity to become registered with TrustMark - trustmark.org.uk

TECHNICAL SUPPORT

- Priority access to the technical helpline
- Free pocket guides
- Technical events
- Advice and guidance from your local Assessor at your assessment

TOOLS FOR YOUR TRADE

- Free quarterly Connections magazine
- Access to Online Certification to certify your work - niceiconline.com
- Discounted training courses
- Access to discounted products including workwear, tools, test equipment and industry-leading publications - niceicdirect.com
- Exclusive insurance products
- Discounted vehicle leasing
- Discounted tool hire

PLATINUM PROMISE



All customers of NICEIC registered contractors are covered by the NICEIC Platinum Promise. Our Platinum Promise provides assurance to your customers that any work that has not been carried out in compliance with the building regulations will be rectified. The Platinum Promise lasts for six years from the date of work completion and covers up to a limit of £25,000 for any one installation. It provides consumers with extra peace of mind and gives NICEIC registered contractors a competitive edge over others.

THE REGISTRATION PROCESS

CALL US ON 0870 013 0458 TO APPLY, OR RETURN YOUR COMPLETED APPLICATION FORM ALONG WITH THE RELEVANT FEE

We will write to you proposing a date for your assessment visit

Prior to your assessment, visit niceic.com to help you prepare

Your assessment will be carried out by your local Assessor

Your Assessor will complete an assessment report during the visit, recommending that you are accepted or detailing further action required before the registration process is completed

Following your successful assessment, we will contact you to arrange payment of your first year registration fee

Congratulations! You are now registered and can take advantage of all of the benefits of being an NICEIC Approved Contractor

You will receive a UKAS accredited Certificate of Registration

As an electrical contractor working in Scotland once you have registered to become an Approved Contractor you will also be qualified* to join the NICEIC Certification of Construction (electrical installations to BS 7671) Scheme for no extra cost**. This scheme allows qualified, experienced, and reputable electrical contractors to certify that their work complies with the building regulations without the need for detailed scrutiny of designs or inspections by local authorities. Certification of Construction is an optional procedure for the implementation of building regulations in Scotland and is only relevant to work that requires a building warrant. More information will be made available during the registration process.

A further assessment is arranged

Additional assessment needed

You will be notified of any areas that need to be addressed before your registration can be completed. In some cases this will be achieved by providing documentary evidence, such as when a technical reference document needs to be purchased. In some cases you will need a further assessment, if the matter is relating to the technical standard of work

Documentary evidence needed

Once the areas outlined have been addressed, you will need to provide documentary evidence

Further action required

* Where a suitable Scottish Building Regulation Qualification (SBRQ) is held.
** Other fees may be applicable if additional assessments are required.

REGISTRATION REQUIREMENTS CHECKLIST

LISTED BELOW IS A SUMMARY OF THE REGISTRATION REQUIREMENTS FOR THE APPROVED CONTRACTOR SCHEME. THIS GUIDE WILL EXPLAIN THE REQUIREMENTS IN MORE DETAIL AND CONTAINS USEFUL ADVICE ON HOW YOU CAN ENSURE YOU ARE FULLY PREPARED FOR YOUR ASSESSMENT.

To be eligible for registration with NICEIC, your business must:

- Be directly engaged in electrical installation work
- Have premises and equipment appropriate to the range and scale of electrical work you undertake, including test instruments suitable for carrying out the range of tests required by BS 7671
- Maintain a record of the ongoing accuracy and consistency of test equipment used for certification and reporting purposes
- Have at least £2 million Public Liability Insurance in the registered trading name

NICEIC Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call **0845 601 2376** or visit niceic.com
- Hold current editions of BS 7671 and other technical reference documents relevant to the range and scale of electrical work you undertake
- Make available for inspection sufficient completed electrical work across the range you typically undertake. The work should comply with BS 7671 and relevant codes of practice
- Employ competent persons to undertake electrical work who are appropriately supervised
- Maintain a record of complaints made about the technical standard of electrical work carried out by your business, together with details of the remedial action taken
- Appoint an appropriate person as a Principal Duty Holder and nominate one or more Qualified Supervisors
- Have a written Health and Safety Policy Statement and carry out risk assessments as appropriate
- Submit an application for each address from which electrical installation work is arranged or carried out

STEP BY STEP GUIDE TO REGISTRATION

STEP 1 APPLICATION

There are several different ways for you to apply to register with NICEIC:

- Call our team on **0870 013 0458**. We will take all of your details and initial application fee over the phone and get your application started, or
- Complete an application form and return to our sales team along with a cheque to cover the initial application fee, or
- Complete an application form at a trade show or event and pay your initial application fee on the day

Please note when completing your application:

- The initial application fee is non-refundable
- NICEIC considers the main address from which electrical contracting work is undertaken to be the business 'Head Office'. Any other address from which the business undertakes electrical work is designated a 'Branch'. For a business to become registered with NICEIC, a separate application must be made for each address from which electrical work is arranged or carried out

Once registration is approved the registration fee becomes payable in full.



STEP BY STEP GUIDE TO REGISTRATION

STEP 2 THE ASSESSMENT

Your assessment will usually last for a full day and will involve a visit to your business premises as well as an on-site visit to inspect a minimum of three samples of electrical installations, consistent with the range and scope that your business undertakes.

The assessment is your opportunity to show that the work you do complies with the Rules Relating to Enrolment, and the national safety standard BS 7671. It is also a great opportunity for you to meet one of our highly skilled engineers and ask any questions you might have about how NICEIC can help you achieve your business goals.

Your Assessor will begin the assessment at your business' trading address, and both the Principal Duty Holder and proposed Qualified Supervisor will need to be present for the opening meeting where the assessment process will be explained. At this point your Assessor will need to establish that your business has premises, tools and materials appropriate to the range and scale of work undertaken, all details of which can be found in the 'How to prepare for your assessment' section of this guide.

The second stage of the assessment involves inspection of installation samples of electrical work undertaken by your business, to see how you have been interpreting and applying the requirements of BS 7671 and other related Codes of Practice and British Standards. Only the proposed Qualified Supervisor needs to be present at this point, and they will need to make adequate arrangements for access to the electrical work at each of the sites or premises selected.

The Qualified Supervisor will need to demonstrate competence in inspection and testing, including use of instruments and interpretation of results.

Following the onsite assessment, a short closing meeting will take place back at the business premises, where your Assessor will complete the assessment report.

STEP 3 OUTCOME OF ASSESSMENT

Once your assessment has finished, 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

Following your successful assessment, we will contact you to arrange payment of your first year registration fee.

You will then be successfully registered as an NICEIC Approved Contractor, and a UKAS Accredited Certificate of Registration will be on its way to you. You will also be given the log in details for the secure area of our website where you can access unrivalled technical information.

FURTHER ACTION

In some cases a business may not satisfy all Rules Relating to Registration 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, such as purchasing a technical reference document, before your registration can be completed. This can be done by posting or emailing documentary evidence to NICEIC.

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. In this instance your Assessor will wish 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.



HOW TO PREPARE FOR YOUR ASSESSMENT

TO ENSURE YOU ARE FULLY PREPARED FOR YOUR ASSESSMENT, PLEASE HAVE THE FOLLOWING IN PLACE:

PREMISES AND EQUIPMENT

Your Assessor will visit your office, be that at home or a business premises, to check that you have sufficient systems and processes in place to keep a record of your work and the clients you deal with. Your Assessor will also need to ensure that you have the necessary tools and materials appropriate to the range and scale of electrical installation work that your company carries out.

Your company letterhead will also need to be checked, as will your Health and Safety Policy. Guidance from the HSE on health and safety policies is available to download from niceic.com.

TECHNICAL REFERENCE DOCUMENTS

Your Assessor will need to 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, hse.gov.uk
- Scottish Building Regulations, free to download from the Scottish Government website, gov.scot

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

- BS 5839 Part 1: and/or Part 6: for Fire Alarm Installations
- BS 5266 Part 1: for Emergency Lighting Installations
- NICEIC Inspection, Testing and Certification or IET Guidance Note 3 – Inspection and Testing
- NICEIC Site Guide
- Code of Practice for In-service Inspection and Testing of Electrical Equipment

All of these documents are available to buy from niceicdirect.com

TEST INSTRUMENTS AND LEADS

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. This equipment needs to be made available to your Assessor during your assessment. They will then need to be taken and used during the onsite inspection by the proposed Qualified Supervisor. As a minimum, the business will need to have one or more instruments that can test the following:

- Voltage Indication
- Insulation Resistance
- Continuity
- Earth Fault Loop Impedance
- Residual Current Devices

Your Assessor will also need to ensure that you have a system in place to ensure the ongoing accuracy and consistency of test instruments used for certification and reporting. A 'Test instrument accuracy record' template can be downloaded from niceic.com.

We have a large range of test instruments and leads available to buy from niceicdirect.com.

MORE INFORMATION ON OUR APPROVED CONTRACTOR SCHEME CAN BE FOUND ON OUR WEBSITE NICEIC.COM

INSTALLATION CERTIFICATES 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 issued
- If appropriate, a sample of EICRs issued
- If appropriate, certificates and reports for any fire alarm, emergency lighting, portable appliance testing or other similar electrical work undertaken by the business

TRAINING CERTIFICATES

Your Assessor will need to check the original versions of the proposed Qualified Supervisor's qualifications and training certificates, and take a copy for NICEIC records. Please check page 13, 'Suitable qualifications', for further information.

PUBLIC LIABILITY INSURANCE

Your Assessor will need to see evidence of your business' Public Liability Insurance during the assessment, which must be a minimum of £2 million cover in the current trading name for the range of work that you undertake. Please note, it is Public Liability Insurance, not Employers' Liability Insurance that needs to be checked.

NICEIC Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call **0845 601 2376** or visit niceic.com

RECORD OF COMPLAINTS

Every business is required to keep a log of any complaints made about the technical standard of electrical work they have installed, 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 our website niceic.com

LIST OF ELECTRICAL WORK

A detailed list of all electrical work completed by your business during the previous 6 months, and all of the work in progress, will need to be made available to your Assessor.

ACCESS AND TRANSPORT ARRANGEMENTS

Your Assessor will usually select a minimum of 3 samples of electrical installation work carried out to inspect for the assessment.

Your Assessor will accompany the proposed Qualified Supervisor to each of the sites selected to inspect. The following arrangements will need to be made in advance:

- 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

KEY ROLES WITHIN YOUR BUSINESS

A PRINCIPAL DUTY HOLDER AND QUALIFIED SUPERVISOR MUST BE APPOINTED BY YOUR BUSINESS. IN SMALLER COMPANIES, THIS MAY BE THE SAME PERSON.

PRINCIPAL DUTY HOLDER

A Principal Duty Holder is a 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 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 enrolment 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 to the Qualified Supervisor
- Ensure that all work undertaken or arranged is carried out by competent persons who are appropriately supervised
- Ensure that the appropriate certificates and reports are issued for all completed electrical work

QUALIFIED SUPERVISOR

A Qualified Supervisor is an electrically competent person with specific responsibility for the safety, technical standard and quality of electrical installation work under their supervision.

A QUALIFIED SUPERVISOR IS RESPONSIBLE FOR:

- Ensuring that the results of inspection and testing are recorded correctly on the appropriate certificates or reports
- Ensuring that the business' premises, equipment, documentation and records are available for inspection when required by NICEIC
- Safeguarding all unused NICEIC forms of certification and reporting any loss, theft or misuse

A PROPOSED QUALIFIED SUPERVISOR WILL:

- Be directly employed by the business on a full-time basis
- Have at least two consecutive years supervisory or managerial responsibility for the standard of electrical installation work. In the case of a sole trader, a two year trading period will satisfy this requirement if the appropriate managerial or supervisory experience has not been gained elsewhere
- Satisfy the technical training and/or experience requirements as detailed on page 13, 'Suitable qualifications'
- Understand the Electricity at Work Regulations, current edition of BS 7671, and the Codes of Practice and guidance documents relevant to the range of electrical work undertaken
- Understand the inspection, testing, verification, certification and reporting procedures for the range of electrical work undertaken

SUITABLE QUALIFICATIONS FOR A QUALIFIED SUPERVISOR

***YOUR ASSESSOR WILL NEED TO CHECK
QUALIFICATIONS DURING THE ASSESSMENT VISIT,
SO PLEASE ENSURE YOU HAVE YOUR ORIGINAL
CERTIFICATES AVAILABLE.***

From 6th April 2013 the technical competence requirements changed for proposed Qualified Supervisors.

There are now six different routes satisfying the requirements for a proposed Qualified Supervisor for NICEIC's Approved Contractor Scheme, including on-site assessment, off-site assessment, a mixture of both and the gaining of appropriate qualifications.

The routes allow flexibility for individuals who hold older qualifications or have been a Qualified Supervisor within the past two years, to be assessed by NICEIC, as well as allowing a route for individuals who can provide auditable evidence of their knowledge and experience of undertaking electrical work.

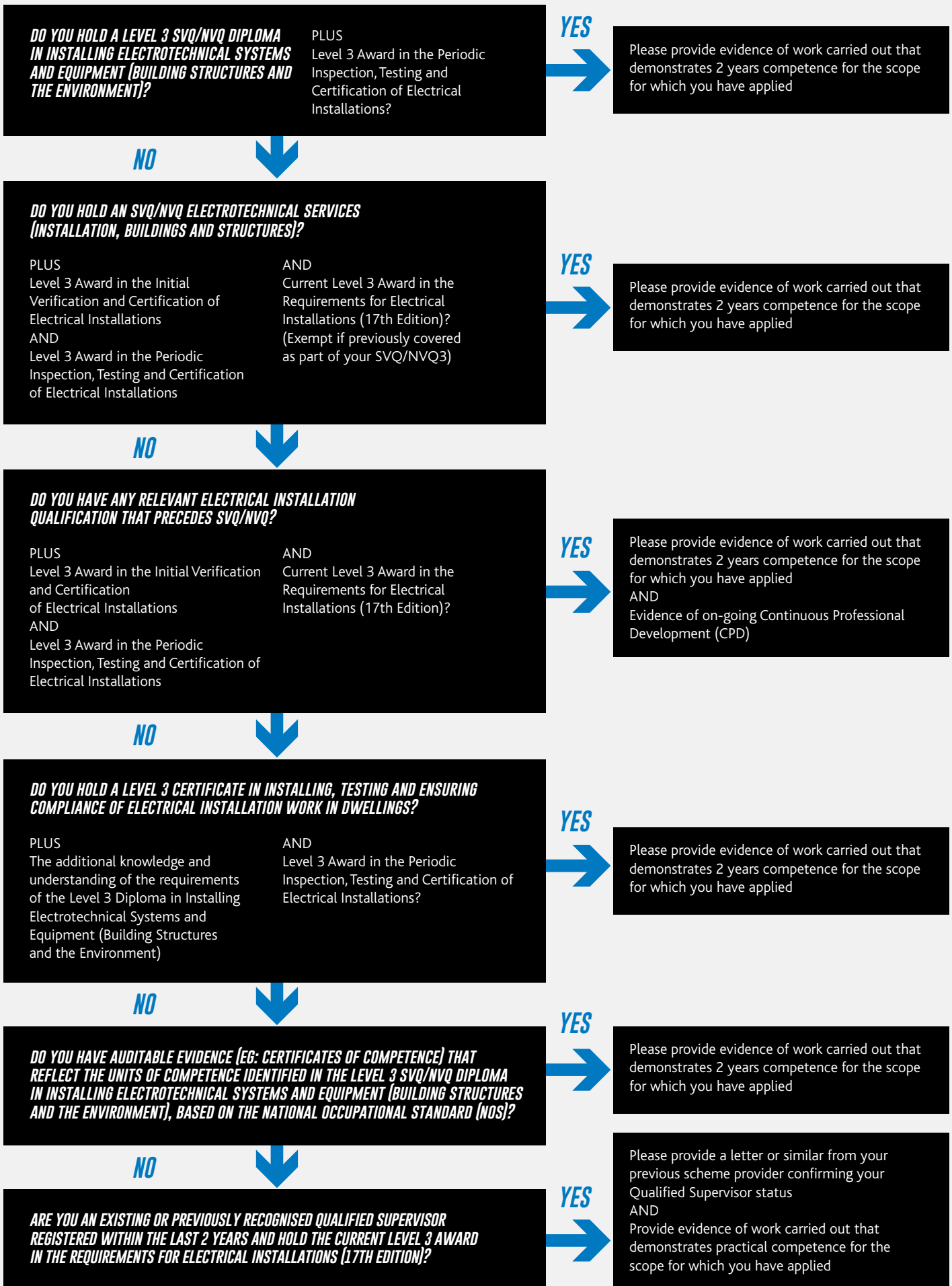
To see which route is most appropriate for you please take a look at the flow diagram overleaf.

If you have any questions regarding training qualifications or any other part of the enrolment process simply contact us on **0870 013 0458** and we will be happy to help.

***TEL: 0870 013 0458
EMAIL: JOIN@NICEIC.COM
WEB: NICEIC.COM***



SUITABLE QUALIFICATIONS FOR A QUALIFIED SUPERVISOR



If you are unsure whether you hold these qualifications or simply do not hold any of the above qualifications, please contact a member of the sales team on **0870 013 0458**.

AFTER YOU ARE REGISTERED

As an Approved Contractor you must demonstrate that you are continuing to comply with NICEIC Rules Relating to Registration and that technical standards are being maintained.

We ensure this by undertaking a periodic assessment with you each year, and will be in touch usually 12 months after your initial assessment to arrange this.

Our annual fee includes the provision for a half day periodic assessment visit, if however, the nature of your business is such that additional time for assessment is required, an additional fee will be charged. Your Assessor will discuss this with you during your initial assessment.

We look forward to welcoming you to NICEIC.



USEFUL CONTACT INFORMATION

SALES

***0870 013 0458
JOIN@NICEIC.COM***

CUSTOMER SERVICE

***0870 013 0382
CUSTOMER.SERVICES@NICEIC.COM***

TRAINING

***0870 013 0389
TRAININGINFO@NICEIC.COM***

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

THE POWER BEHIND YOUR BUSINESS

