

# Enterprise Application for registration for Certification of Electrical Installations in Scotland

Please read the Rules Relating to Registration for Certification of Electrical Installations in Scotland and the Certification of Construction (Electrical Installations to BS7671) Scheme guide before completing this form. Available via www.SBSC.uk.net

## 1 Business

Trading title of business <small>(exactly as shown on business stationery)</small>	
Total number of employees	Do you carry out electrical installation work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	
Post Town:	Postcode:
Country:	Telephone No:
Mobile No:	Fax No:
Email:	

## 2 Details of proposed or Approved Certifiers employed

The enterprise employs:

Approved Certifiers*	Registration numbers	Names (in BLOCK CAPITALS)
Total quantity <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Proposed Certifiers*	Applicant numbers	Names (in BLOCK CAPITALS)
Total quantity <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Notes: The enterprise must employ at least one proposed or Approved Certifier of Construction (Electrical Installations to BS 7671). One Certifier of Construction Application form must be attached for each proposed Certifier.

\* If there are more Certifiers employed than there are spaces available above, please provide details of additional Registration/Applicant numbers and names on a separate page and attach to this application.

## 3 Details of past/present registration with Certification of Construction (Electrical Installations to BS 7671) Scheme

The enterprise has/has not\* previously been registered and is/is not\* currently registered with BSD as an Approved Body for Certification of Construction (Electrical Installations to BS 7671) \*delete wording which does not apply  
 If the enterprise has been, or is, registered please complete these details:

Trading title registered	<input type="text"/>	Date registration commenced	<input type="text"/>
Registration no.	<input type="text"/>	Date registration cancelled	<input type="text"/>

## 4 Equipment

The following items are held, and will be available at the time of assessment:

Access equipment	<input type="checkbox"/>	Plant and tools	<input type="checkbox"/>	Transport	<input type="checkbox"/>
------------------	--------------------------	-----------------	--------------------------	-----------	--------------------------

## 5 Test instruments held by the business

The following test instruments are held, and will be available at the time of assessment (✓) as appropriate

Insulation resistance Yes  Phase earth fault loop impedance Yes  Residual current device Yes   
Continuity Yes  Fused test leads Yes  Voltage indication Yes

Other instruments (please describe)

## 6 Insurance Details

Public liability: Name of Insurance company   
Amount of cover  Policy expiry date (month/year)    
Employers' liability: Name of Insurance company   
Amount of cover  Policy expiry date (month/year)

## 7 Technical reference documents available to proposed/Approved Certifiers

The latest edition of the following technical reference documents are available to Certifiers:

BS 7671 Requirements for Electrical Installations  IEE Guidance Note 3 or NICEIC Inspection, Testing and Certification book  Access to Technical Handbooks Domestic and/or Non-domestic

### Other reference documents to be available if certifying other designations within the Scheme

BS 5839 Part 1 Fire detection and alarm systems for buildings  BS 5839 Part 6 Fire detection and alarm systems for buildings  BS 5266 Emergency lighting

Other reference documents (please describe)

## 8 Notice of assessment visit

If you are not an NICEIC Approved Contractor or Conforming Body, following receipt of this application the local Area Engineer will write to you making an appointment for a full day visit. This date will normally be at least five weeks from receipt of the application. If you are willing to accept an earlier appointment, please indicate this below.

I am/am not\* willing to accept an appointment with less than five weeks notice. (\*delete the words which do not apply)

## 9 Declaration and payment

On behalf of the above business, I hereby apply for registration with the NICEIC for the Certification of Construction (Electrical Installations to BS 7671) Scheme applicable in Scotland. I confirm that the business intends to certify compliance of electrical installation work with building regulations. I have read and agree, on behalf of the business, to comply with the NICEIC Rules Relating to Registration for Certification in Scotland. I understand that the application fee is not refundable.

I wish to pay the application fee by cheque/credit or debit card\* (delete word which do not apply)

I enclose a cheque made payable to NICEIC for £  Cheque No.

Or please debit my: Visa  MasterCard  Maestro/Switch  Solo  Delta

Card No:

Expiry date:  Valid from:  Issue no:  Authorisation code: (NICEIC USE ONLY)

Name (in BLOCK CAPITALS)  Signature  Date

Position in relation to the above business:  Principal / Partner / Director / NICEIC Principal Duty Holder / NICEIC Qualified Supervisor / Sole Trader / Other\*  
\*delete the positions which do not apply

Please return this form to the Operations Administration Department at the address overleaf.

### Data Protection Act 1998

This information is collected, processed and stored to adhere with the UK Data Protection Act 1998. Information will be held and used throughout the NICEIC Group and may, from time to time be used to send you marketing information relating to products or services we feel you may be interested in. Please confirm that you would be happy to receive this information:

By fax:  By e-mail:  By telephone:  Please tick here if you would prefer not to receive marketing information from the NICEIC Group

Please tick here if you would prefer not to receive marketing information from carefully selected third parties