

# SCOTTISH BUILDING STANDARDS APPROVED BODY

Please read the Scheme Rules for Certification of Electrical Installations in Scotland before completing this form.  
Additional information available at [www.SBSC.uk.net](http://www.SBSC.uk.net)

## 1 BUSINESS

Trading Title of Business:  
(exactly as shown on business stationery)

Total number of employees

Do you carry out electrical installation work?  Yes  No

Address:

Post Town:

Postcode:

Country:

Telephone No:

Mobile:

Email:

## 2 DETAILS OF CERTIFICATION COORDINATOR

Surname:

Forename:

### Declaration

I confirm that I meet the requirements of a Certification Coordinator as detailed in the NICEIC Rules Relating to Registration for Certification of Electrical Installations in Scotland. I have been appointed in that position by the above business. I have read and agree to comply with the Rules.

Signed:

Date:

Position(s) in relation to the above business:  Principal  Partner  Director  NICEIC Principal Duty Holder

NICEIC Qualified Supervisor  Sole Trader  Other

## 3 PROPOSED OR APPROVED CERTIFIERS EMPLOYED

Number of **Approved Certifiers** employed by the Enterprise\*

Name (in BLOCK CAPITALS):

Registration No.

Name (in BLOCK CAPITALS):

Registration No.

Number of **Proposed Certifiers** employed by the Enterprise\*

Name (in BLOCK CAPITALS):

Registration No.

Name (in BLOCK CAPITALS):

Registration No.

Notes: The Contractor 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.

#### 4 **PAST/PRESENT REGISTRATION WITH CERTIFICATION OF CONSTRUCTION (BS7671)**

The Contractor has previously been registered:  Yes  No

The Contractor is currently registered with BSD as an Approved Body for Certification of Construction (Electrical Installations to BS 7671)  Yes  No If the enterprise has been, or is, registered please complete these details:

Trading Title Registered:

Date Registration Commenced:

Registration No.

Date Registration Cancelled:

#### 5 **TEST INSTRUMENTS HELD BY THE BUSINESS**

The following test instruments are held, and will be available at the time of assessment

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

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  
 IET 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):

## 9 **DECLARATION**

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 Certification in Scotland Scheme Rules. I understand that the application fee is not refundable.

I wish to pay the application fee by:  Cheque  Credit card  Debit card

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

## 10 **DATA PROTECTION**

We shall ensure that all data is handled in accordance with all relevant data protection legislation, including the General Data Protection Regulation (GDPR).

YES

I understand I will be sent an email from Certsure LLP detailing how I can set my communications preferences.

This will allow you to control what marketing communications you receive from us. Once you receive access to the Communications Preference Centre, you can opt in for all or just some marketing communications.