

# CERTIFICATION COORDINATOR DECLARATION

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 niceic.com

## 1 BUSINESS

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

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 REQUIREMENTS OF CERTIFICATION COORDINATOR

A Certification Coordinator is responsible for ensuring the Approved Body that employs them fulfils and maintains the conditions under which it was approved. The Certification Coordinator shall:

- act as the contact point for the Approved Body;
- be present, as required, for assessments by the NICEIC;
- only countersign Certificates of Construction on behalf of the Approved Body that employs them;
- not countersign Certificates of Construction for any period during which the Approved Body that employs them, but does not employ an Approved Certifier of Construction;
- advise the NICEIC of any changes of Approved Body details or Approved Certifiers;
- act in accordance with the Scheme code of conduct.

#### 4 **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.