



**COMPETENT PERSON SCHEME
GUIDE**

THE POWER BEHIND YOUR BUSINESS

NICEIC
REGISTERED
INSTALLER

WELL KNOWN & HIGHLY RESPECTED

NICEIC is the market leading certification body for the MCS Contractor, Competent Person and Approved Contractor Schemes.

There are many benefits to becoming an NICEIC certified contractor, details 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.

NICEIC is the leading industry voice of Technical Excellence, with over 65 years heritage.

Platinum Promise

Put simply, our Platinum Promise is protection for your customers. If an NICEIC certified contractor carries out work that falls within their scope of certification but it turns out to be non-compliant – and they then stop trading – then we will step in. At no extra cost to the customer, we will employ another contractor to rectify the non-compliant work. Subject to the Platinum Promise Conditions & Exclusions.



TOOLS TO BUILD YOUR BUSINESS

A LISTING ON
NICEIC.COM

NICEIC AND SCHEME
LOGOS

for your business vehicles,
stationery and website



OPPORTUNITY

to become registered
with TrustMark -

TRUSTMARK.ORG.UK

NICEIC personalised business
stationery and photo
ID cards

AVAILABLE
TO ORDER



**NICEIC
CONTRACTORS**

promoted to
consumers and
specifiers

OPPORTUNITY

to become registered with
Which? Trusted Traders -

**TRUSTEDTRADERS.WHICH.
CO.UK/FOR-TRADERS**

TECHNICAL SUPPORT

**PRIORITY
ACCESS**
to the
technical
helpline

FREE
downloadable
pocket
guides 

Access to
free
CPD
accredited
Webinars

Technical seminar
EVENTS



FREE
quarterly
CONNECTIONS
magazine

EACH YEAR WE:

**SUPPORT OVER
480,000**

consumers find
a contractor

**TRAIN
OVER 11,000
INDIVIDUALS**



**COVER OVER
12,500**

businesses with tailored
insurance policies



TOOLS FOR YOUR TRADE

ACCESS
to Online
Certification
to certify
and notify
your work -
NICEICONLINE.COM

**CLASSROOM,
VIRTUAL
CLASSROOM
AND IN-HOUSE
TRAINING
COURSES
AVAILABLE**

**NICEIC
INSURANCE SERVICES**
able to offer certified contractors

10% DISCOUNT

on contractor insurance,
a free insurance Health Check
and highly competitive rates -
NICEICINSURANCE.COM

**WELCOME OVER
15,000**



individuals to events & webinars

ASSIST WITH OVER

70,000
technical
queries through
our helpline 

ACCESS
to discounted products including workwear
and industry-leading publications -
SHOP.NICEIC.COM

CONTENTS

Scheme Overview	04
Building Regulations Registrations	05
Application Process	10
Application Requirements	11
Preparation for your Assessment	11
Notifying your work	12
After you are certified	13
What is TrustMark?	13

SCHEME OVERVIEW

Competent Person Schemes (CPS) allow certified businesses who are competent in their field, to self-certify certain types of building work as compliant with the requirements of the Building Regulations in England and Wales.

Competent Person Schemes help to tackle the problem of unqualified tradespeople by raising standards in the industry and enabling consumers to identify competent installers. They also allow building control bodies to concentrate their resources on areas of higher risk.

These schemes offer benefits to both the building industry and consumers:

- Certified businesses save time by not having to notify in advance and use a building control body (i.e. a local authority or a private sector approved inspector) to check/inspect their work
- Businesses certified on the scheme are able to self-certify their work online. NICEIC will then issue a certificate to the customer and advise the relevant local authority that work has taken place, reducing the paperwork for you
- The schemes offer a complete solution to multi-disciplinary businesses and specialist businesses, who in a single job may undertake installations covered by several different Building Regulations
- The schemes cover work carried out in domestic and non-domestic premises
- Consumers will benefit from lower prices as building control charges will not be passed on.

BUILDING REGULATION REGISTRATIONS

Please see below what work certification can cover and what is notifiable.

Cavity and Solid Wall Insulation in an Existing Building

Work undertaken in respect of cavity wall, internal wall, external wall and hybrid insulation installation, in buildings 18 meters and under. (not including the insulation of demountable-clad buildings).

Notifiable work

- Install cavity wall insulation
- Install internal solid wall insulation
- Install external solid wall insulation system
- Install hybrid solid wall insulation

For certification on our insulation scheme, examples of the Approved Documents you may be assessed against are Approved Documents F and L.*

Oil installation

Work undertaken on oil appliances, including liquid biofuels.

Notifiable work

- Install an oil storage tank
- Install oil supply pipework
- Installation of an oil fired boiler
- Install an oil-fired room heater, stove or cooker
- Install a non-masonry flue/chimney system
- Install a flue liner

For certification on our oil scheme, examples of the Approved Documents you may be assessed against are Approved Documents J and L* and other guides such as the Domestic Building Services Compliance Guide.

Solid Fuel Appliance Installation

Work undertaken on solid fuel appliances, other than a biomass appliance.

Notifiable work

- Install a solid fuel dry fuel room heater, stove or cooker
- Install a solid fuel wet boiler, room heater, stove or cooker
- Install a solid fuel stove with warm air distribution system
- Install a solid fuel dry open fire
- Install a non-masonry flue/chimney system
- Install a flue liner

For certification on our solid fuel scheme, examples of the Approved Documents you may be assessed against are Approved Documents J, F and L* and other guides such as the Domestic Building Services Compliance Guide.

Heating and Hot Water Systems

Work undertaken on hot water storage systems, heating systems and heat recovery devices such as wastewater heat recovery.

Notifiable work

- Install a hot water system without storage
- Install an unvented hot water storage vessel
- Install a vented hot water storage vessel
- Install a heating system
- Install an extension to an existing heating system
- Install a waste water heat recovery device
- Install a flue gas heat recovery device

For certification on our heating and hot water systems scheme, examples of the Approved Documents you may be assessed against are Approved Documents G, J and L* and other guides such as the Domestic Building Services Compliance Guide.

Plumbing and Water Supply Systems

Work undertaken on wholesome and softened wholesome water supply, non-wholesome water (not involving work on shared or underground drainage) as well as work on toilets, sinks, washbasins, fixed baths, showers or bathrooms in dwellings.

Notifiable work

- Install/replace sanitary ware
- Install water efficient taps (Non replacement only)
- Install a water efficient shower (Non replacement only)
- Install wholesome cold water supply
- Install a supply of non-wholesome water to a sanitary convenience

For certification on our plumbing and water supply systems scheme, examples of the Approved Documents you may be assessed against are Approved Documents G and L* and other guides such as the Domestic Building Services Compliance Guide.

Microgeneration Installations

Work undertaken on heat pumps, solar thermal and solar PV.

Notifiable work

- Install a solar thermal system
- Install an air source heat pump
- Install a ground source heat pump
- Install a water source heat pump
- Install a photovoltaic system

For certification on our Microgeneration scheme, examples of the Approved Documents you may be assessed against are Approved Documents A, G, E and L.*

Ventilation and Air-conditioning System Installations

Work undertaken on ventilation, heat recovery and airconditioning systems in dwellings and non-dwellings.

Notifiable work

- Install an air conditioning system in a non-dwelling
- Install a mechanical ventilation system in a non-dwelling
- Install a mechanical installation heat recovery system in a non-dwelling
- Install an air conditioning system in a dwelling
- Install a mechanical ventilation system in a dwelling
- Install a mechanical ventilation heat recovery system in a dwelling

For certification on our ventilation and air-conditioning schemes, examples of the Approved Documents you may be assessed against are Approved Documents F and L* and other guides such as the Domestic Building Services Compliance Guide and the Ventilation Compliance Guide.

Electrical Installations - Dwellings

Work undertaken in dwellings, which covers the installation of new circuits as well as work on existing electrical installations.

Notifiable work (England)

- Circuit alteration or addition in a special location
- Install one or more new circuits
- Install a replacement consumer unit
- Rewire of all circuits
- Partial rewire
- New full electrical installation (new build)

Notifiable work (Wales)

- Circuit alteration or addition in a special location
- Install one or more new circuits
- Install a replacement consumer unit
- Rewire of all circuits
- Partial rewire
- New full electrical installation (new build)
- Install a new circuit for ELV lighting within a dwelling
- Install a new circuit for electrical heating
- Installation of a generator (excluding microgeneration)
- Circuit alteration or addition in a kitchen
- Install electrical lighting and/or power outdoors
- Install control wiring including that of fire/security/heating/cooling/ventilation
- Upgrade of alteration to means of earthing

For certification on our electrical scheme for work in dwellings, examples of the Approved Documents you may be assessed against are Approved Documents A, B and P.*

Electrical Installations - Buildings other than Dwellings

Work undertaken in buildings other than dwellings, which covers the installation of lighting or electrical heating systems.

Notifiable work

- Installation of non-domestic energy efficient lighting
- Installation of non-domestic energy efficient electrical heating system

For certification on our electrical scheme for work in buildings other than dwellings, examples of the Approved Documents you may be assessed against are Approved Documents L.*

This notifiable list is not comprehensive and is subject to change. If you are in any doubt you should contact your local building control body or competent person scheme for advice.

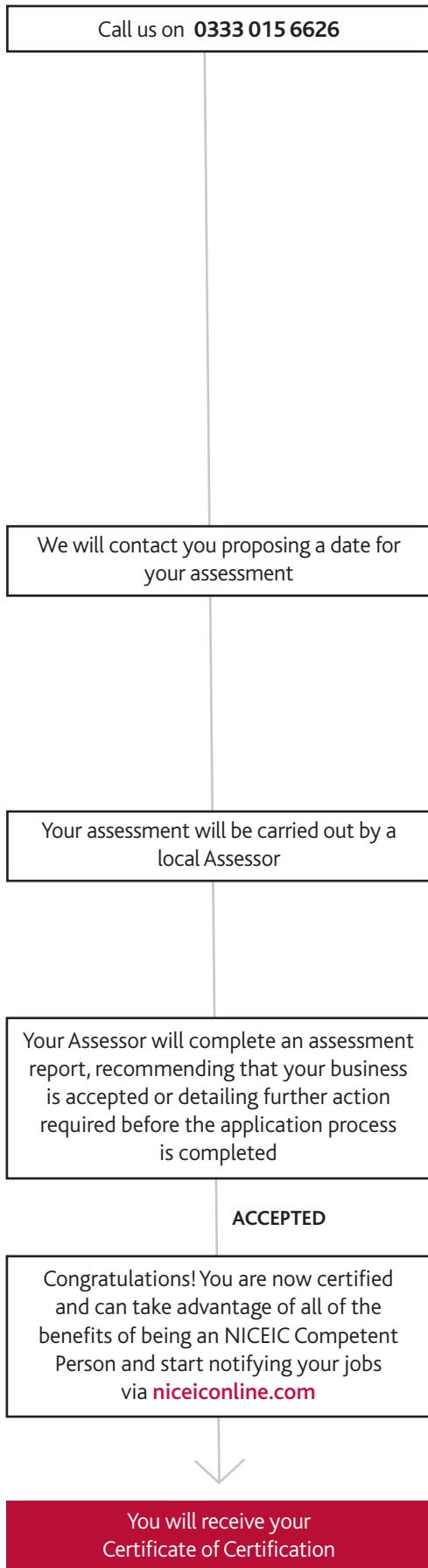
Competence Requirements

Applicants to the Competent Persons Scheme for any of the above types of work need to demonstrate competence mapped to the Minimum Technical Competence requirements published by the Department of Leveling Up, Housing and Communities. (<https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised#minimum-technical-competence-mtc-requirements-for-competent-person-schemes>). Qualifications to a national vocational standard Level 2 or above would be expected.

* Approved Documents can be found [here](#)

APPLICATION PROCESS

Route 1



Route 2



*An example: NICEIC Certification's Domestic Ventilation Certificate of Competence which is mapped to ISO/EN 17024 and industry technical standards. More details can be found at niceic.com/contractor/training

FURTHER ACTION REQUIRED

APPLICATION REQUIREMENTS CHECKLIST

Listed below is a summary of the application requirements for the Competent Person Schemes. Each technology has individual specific requirements

- Does the business hold copies or have access to the Building Regulations?
- Does the business complete certification and/or commissioning detailed in the building regulations or other relevant standards?
- Does the business have a minimum of £2 million Public Liability Insurance and (where appropriate) Professional Indemnity Insurance / Employers Liability insurance. This insurance must cover the range of work that you undertake. NICEIC Insurance Services are able to offer contractors highly competitive insurance prices. For more information call 0333 015 6629 or visit our [insurance website](#)
- Does the business have and maintain suitable tools and equipment for all installation work undertaken?
- Has the business completed an installation, for each of the type of work applied for which access has been agreed/ arranged for the assessment?

PREPARATION FOR YOUR ASSESSMENT

The assessment of the Competent Person Scheme comprises of two parts:

1. Assessment of the documentation used by the business

The business will be assessed against the below requirements:

Your business must operate robust management systems and processes, please have the following in place.

- Have an individual responsible for the business's certification and all activities relating to Compliance with the Building Regulations (usually a business owner or director)
- Have a health and safety policy that identifies risks associated with installation(s)
- Have a process for identifying and resolving product and process non-conformities
- Maintain records for a minimum of 6 years
- Operate a complaints process
- Have a system for ensuring and recording all equipment is calibrated and maintained
- Ensure all product storage and transportation is conducted safely and in accordance to manufacturer's instructions
- Ensure and record all employees and subcontractors competence and training
- Have a process for assigning work to the appropriate staff and supervising their work (including subcontractors)
- Demonstrate management of subcontractors, if applicable
- Ensure work is inspected and verified by the appropriate competent person
- Have a process for notifying that installations meet the requirements of Building Regulations

- Ensure work is undertaken by competent persons and in compliance with the Building Regulations relevant to the country(ies) in which the company operates
- Be competent to Mandatory Technical Competence requirements
- Provide access to records or previous and current installation work

2. On-site Assessment

The business needs to demonstrate it can install the measures it is applying/certified for. This is established through an on-site assessment, the installation should:

- Be within reasonable driving distance from the office of the company (30 minutes drive)
- Have been pre-arranged with the customer to ensure access and permission
- Have a risk assessment to ensure the safety of all personnel
- Be accompanied by the operative that was responsible for the installation work
- Have one example of each measure installed; it is preferable if more than one measure is located at the same site
- Be the business's own work that they take full responsibility for, which includes any liabilities for non-conformances

Outcome of Assessment

At the end of your assessment, the assessor will make one of the following recommendations:

Recommended - Your business will be recommended for certification if your document system and installation work are compliant.

Further action required - Your business will be notified of any areas that need to be addressed. In some cases you will need an additional half day or full day assessment, dependent on whether the matter relates to your office, installation or both. Alternatively, only supporting evidence may need to be supplied for a remote assessment.

Not recommended - Your business did not comply with the requirements of the scheme at either the office or on-site.

The recommended outcome of your assessment will then be reviewed by a different assessor who will grant certification if you have been successful.

More information on our Competent Person Scheme can be found on our [website](#).

NOTIFYING YOUR WORK

Competent Persons undertaking installation work are required by the Building Regulations to notify specified work to local authority building control.

Once successfully certified, our simple online notification service will allow you to easily submit these details. We will then notify building control and send your customer a Building Regulations Compliance Certificate on your behalf, confirming that the work complies with the relevant Building Regulations.

For more information on NICEIC's Online Certification visit our [website](#).

Details of notifiable work need to be provided to NICEIC within 25 days of completion of the work.

Payment of Notifications

If you haven't already completed a direct debit mandate you can request one by emailing our accounts team at accounts@certsure.com If you don't wish to pay for notifications by Direct debit invoices will be payable within 30 days.

AFTER YOU ARE CERTIFIED

As a Competent Certified Business you must demonstrate that you are continuing to comply with NICEIC Scheme Rules and that technical standards are being maintained.

We will ensure this by undertaking assessments with you on a regular basis, normally every year.

WHAT IS TRUSTMARK?



TrustMark is a not for profit organisation, licenced by Government and supported by consumer protection. NICEIC are approved to carry the TrustMark logo and recruit reliable and trustworthy businesses onto the TrustMark register. This enables TrustMark and its scheme operators to provide reputable businesses to consumers, improve sector standards and tackle related issues such as better enforcement.

For more information on TrustMark please visit www.trustmark.org.uk

As a TrustMark Operator, we are able to award TrustMark to our certified businesses for the following trades:

- Electrical Contractors - installing to BS 7671
- MCS Registered Technologies
- PAS 2030 Registered Technologies






Recent updates to the ECO Legislation (The Electricity and Gas (Energy Company Obligation) (Amendment) Order 2019) comes into force 1st January 2020. The changes mandate that all PAS2030 Installers seeking payment through ECO will need to be approved for the measures held on a TrustMark approval in addition to the PAS 2030 certification. All work when complete will need to be notified to the Property Portal and OFGEM will confirm these details prior to the authorisation of any payment for work undertaken. The data held within this portal will also be used to calculate the accurate delivery of % surveillance on the scheme.

FOR MORE INFORMATION OR TO ACCESS ANY OF OUR SERVICES CONTACT US NOW:

Telephone 0333 015 6626 **Email** renewablesadmin@certsure.com

Post Warwick House, Houghton Hall Park, Houghton Regis, Bedfordshire, LU5 5ZX

Online niceic.com

-  [@officialniceic](https://www.instagram.com/officialniceic)
-  [linkedin.com/company/niceic](https://www.linkedin.com/company/niceic)
-  [@officialNICEIC](https://twitter.com/officialNICEIC)
-  [facebook.com/NICEIC](https://www.facebook.com/NICEIC)
-  [youtube.com/c/niceic1](https://www.youtube.com/c/niceic1)

THE POWER BEHIND YOUR BUSINESS

