

# PAS 2030 Installer Scheme

## Assessment Guidance

All contractors are subject to an assessment of their business operating procedures and installation standards against the current PAS 2030 standard and the scheme requirements. This will generally commence at your business address.

### Preparation for the Assessment

The assessor will begin the assessment at your place of business. The assessment will normally last a full day, the Nominee must be available throughout. The Competent Operative(s) will be expected to be in attendance at the site assessments and adequate arrangements for access to the sites arranged in advance. Where it is not possible to complete the assessment in the allocated time, further assessment will be required to demonstrate your business's compliance with the scheme.

A fee may be payable for any such additional assessments. To enable your business to gain the most benefit from the assessment, and for the assessment process to be successfully completed as quickly as reasonably possible, it is important that you are fully prepared and have the following available:

### Policy and Procedures

Full supported access to your business's operating procedures and supporting documents. The assessment will include a review of your:

- Pre-Installation building surveys
- Method statements
- Design specifications mapped to PAS 2035
- Equipment and tools handling and storage
- Installation instructions to operatives
- Intermediate inspections
- People training and competency
- Subcontractor agreements, outsourced activity contracts and records
- Documents and records
- Process management
- Internal audits, corrective and preventative actions
- Complaints procedure and records
- Claims of compliance

### Technical Reference Documents

The assessor will need to establish the business holds the latest edition of any relevant technical reference documents at your place of business, such as:

- PAS 2030
- Building Regulations
- Knowledge of PAS 2035

Note: these documents can be held in hard copy or electronic links.

### Test Instruments and Equipment

Sufficient, relevant, safe and usable test instrument need to be available for review by the assessor, and subsequently for use on site by the Competent Operative(s).

Suitable plant and equipment for the assessment, such as hand tools, step ladder etc.

## Insurance

The business has a minimum of £2 million Public Liability Insurance and where appropriate Professional Indemnity Insurance/Employers liability insurance. Insurance must be appropriate to the risk, nature, scope and scale of work undertaken. Insufficient Public Liability Insurance will prevent a site assessment being carried out. This could be insufficient financial cover, business name(s), address etc.

NICEIC Insurance Services offer NICEIC certificated business's 10% discount on contractor insurance, a free, no obligation insurance Health Check and highly competitive rates - Visit our insurance [website](#) for more information

## Records of all Work Completed

A detailed list of all PAS 2030 installations completed by the business (including all ECO), all work in progress and in pipeline must be made available to the assessor. The assessor will sample from the range of files made available; against the standards and scheme requirements to evidence compliance.

## Complaints

A record of all complaints made against the business together with details of the remedial action taken to resolve them, is to be available for the assessor to examine.

## Health & Safety

Evidence your business has Health and Safety policies and procedures, including risk assessment, to ensure all installations are conducted safely must be demonstrated to the assessor.

## Access and Transport Arrangements

The Competent Operative(s) will be expected to make adequate arrangements for access to installation work at each of the premises selected, and to accompany the assessor to each of those premises.

Suitable transport and equipment (test instruments, hand tools, step ladder etc.) for this purpose are required to be provided by the business.

## Assessment Outcome

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 management 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 dependant 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.

## The Assessment

The length of your assessment will be agreed prior to the assessment date. It would be appreciated if a room/area could be made available for use by the assessment team. Access to photocopying/ printing facilities would also be advantageous.

We will require full access to the Operating Procedures and to a minimum of one installation per measure. We require these sites to be within a 30 minutes travelling distance of the office, if the sites are too far we may not be able to cover all of the assessment requirements and this could result in additional, chargeable assessment time. We will require that the Nominee is available for the duration of the assessment and the Competent Operative(s) for each measure is available on-site.

At the site assessment, installations selected should consist of:

- A sample visual assessment of installation work against the requirements of the PAS 2035 Design, relevant annex of PAS 2030, the manufacturer's requirements and the Building Regulations
- A review of pre installation building survey, design, method statement and installation/ handover pack for the work carried out to assess if it is complete, appears correct, is meaningful, and reflects the true state of the installation
- The Competent Operatives ability to demonstrate they understand the installation requirements of the relevant technology
- Competence records mapped to relevant Annex

During the assessment it is possible that some non-conformances may be identified. As such it is important your Nominee is available to formally accept any such non-conformances and agree any remedial action required.

The assessor will complete an Assessment Report which will indicate the level of the business' compliance with the scheme requirements.

For the full scheme standards we are assessing against please refer to the PAS 2030 document and the relevant annexes.

The programme below identifies the assessment schedule.

<b>Programme time</b>	<b>Assessment activity</b>	<b>Specific items</b>
At agreed start time	Introductions	Await arrival of assessment team (normally 1 person)
Opening meeting		Assessor & Nominee
Office Assessment	Assessment of operating procedures to show compliance with PAS 2030	<p>A sample of the below procedures and records will be assessed:</p> <ul style="list-style-type: none"> <li>• Method statement</li> <li>• Pre installation building surveys</li> <li>• Design specification</li> <li>• Equipment and tools, handling and storage</li> <li>• Installation instructions to operatives</li> <li>• Intermediate inspections</li> <li>• People Training and competency</li> <li>• Engagement of subcontractors</li> <li>• Installation control</li> <li>• Documents and record keeping</li> <li>• Process management</li> <li>• Internal audit, corrective and preventative action</li> <li>• Complaints procedure</li> <li>• Interaction with customers</li> <li>• Claims of compliance</li> <li>• Health and Safety</li> <li>• Insurance</li> <li>• Risk Assessment</li> </ul>
	Lunch and Travel	
Site Assessment	On-site assessment of Installation(s)	Compliance with relevant Specifications and Building Regulations where applicable
	Collate report	Assessor
Closing meeting		Issue any non-conformances and agree action plan and time frames

## **Cancellation of an Assessment**

All certificated PAS 2030 businesses are subject to surveillance, should you know of any dates that are not available in advance of a booking, please let us know to prevent the need to cancel assessments once scheduled. Once your booking confirmation is received it is suggested that you confirm or decline this date to avoid cancellation costs where possible.

We are keen for your assessment to take place on a date that suits you and if you provide us with enough notice we can reschedule. You will know yourself how frustrating it is when your own customers cancel appointments at the last minute and how costly this can be to your business; therefore if you cancel within 21 days of the assessment you will be charged a fee for each half day cancelled.

Businesses that repeatedly cancel, decline, are not present or fail planned assessment will have their certification reviewed against the schemes requirements; this may result in the suspension or commencement of action against your business.

## **Surveillance Requirements**

Surveillance under PAS 2030 is a minimum of an at-location assessment of the office and sites representative of the scope of certification, with additional site assessments based on the % of work undertaken. Calculated based on a review of the completed work undertaken and the measures which the business has installed and is certificated for.

The requirements for surveillance are stipulated within PAS 2031 with details of the % requirements. Costs associated are contained within the scheme fee sheet available at [niceic.com](http://niceic.com). Site assessments are required to be delivered at installations at a variety of stages including; pre-installation building survey, mid and post installation.