

INDIVIDUAL GAS FITTING OPERATIVES

SCHEME RULES

1 INTRODUCTION

This document contains the Scheme Rules applied by NICEIC Certification in the operation of the UK gas industry's 'Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives'. A definition of terms used throughout this document is given in section 3. The document contains details about how to obtain Certification by undergoing Assessment at an Assessment Centre approved by NICEIC Certification, within the scope of accreditation awarded by the United Kingdom Accreditation Service (UKAS).

From the 1st April 2010 the Gas Safe Register has taken over the registration of gas engineers in United Kingdom, Isle of Man and Guernsey, See section 16.

2 SCOPE

These Scheme Rules cover the steps necessary for the Certification of an Individual by NICEIC Certification. These Scheme Rules apply only to Assessment and Certification and not to any training which may have been undertaken prior to the Assessment. The Scheme will assess an Individual's competence to carry out gas work safely. The Scheme is not intended to assess an Individual's competence in other areas of work, which are often undertaken within the complete range of work activity. Appendix 1 lists non-gas safety legislation and other requirements that are outside the scope of the Scheme. Employers, employees and the self-employed should recognise the responsibilities and duties they have under all the legislation that encompasses their range of work.

3 DEFINITIONS

Assessment - The activity that an Individual must complete to demonstrate competence (see section 6 for details).

Assessment Centre - A location approved by NICEIC Certification where assessment can be undertaken.

Assessor - A person approved and registered by NICEIC Certification who is qualified to supervise Assessments.

Certification - The issue of a certificate of competence following successful Assessment.

Individual - A person applying for Assessment/Certification, undergoing Assessment or in receipt of certificate(s).

NICEIC Certification - NICEIC Certification is part of Certsure LLP, accredited by UKAS for operating the Scheme described herein.

Scheme - The Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives (ACS), as described in the Gas Safety (Installation and Use) Regulations.

Scheme Rules - means this document; the Certification Body's Scheme Rules, updated from time to time; the current version is available on the NICEIC website.

UKAS - The United Kingdom Accreditation Service, the organisation recognised by the UK Government as the national body for accrediting certification bodies such as Certsure LLP.

4 **POLICY STATEMENTS**

It is the policy of Certsure that impartial Assessment shall be open to any and all Individuals meeting the Scheme entry requirements (see section 6) regardless of race, colour, creed, nationality, ethnic origin, gender, marital status, religion, sexuality, political belief, disability or age.

The Scheme shall be available to Individuals both with and without preparatory training.

It is the policy of Certsure to take all reasonable steps to offer methods of Assessment that cater for the needs of Individuals with learning and physical difficulties. Individuals are invited to indicate any special needs that they wish to be taken into consideration at the time of application. Each declared situation will be considered on an individual basis.

5 **SCHEME CRITERIA**

The criteria that define Assessments are produced at a national level and approved by the Strategic Management Board (SMB). The Scheme is modular in design and the number and nature of modules available are subject to periodic change.

A current list of modules is available on request. The current scope of UKAS accreditation can be obtained via the UKAS web site listed as Certsure LLP Trading as NICEIC Certification (see page 6 for contact details). Modules are grouped into general work sectors, comprising:

- Domestic Natural Gas
- Commercial (Non Domestic)
- Liquefied Petroleum Gas (LPG)
- Emergency Service Provider/Meter installer

For Individuals working in multiple sectors, modules known as changeover Assessments are available to avoid re-assessing common areas where competence has already been proven. The combining of modules allows Assessment to be tailored to an Individual's needs.

Individuals applying for the first time under this scheme will undertake an initial assessment, however, for those individuals who are renewing their competence/certificate(s) they may be eligible to undertake a re-assessment process.

For advice regarding the appropriate modules required to cover the work activities of an individual, contact should be made with the local Assessment Centre, contact details for local centers can be found at www.niceic.com/niceiccertification.

6 **APPLICATION**

All formal applications shall be made on the application form provided, which must be complete in all its details before Certification can be processed. Renewal of a certificate can be taken up to six months prior to the expiry of existing certificate, without the loss of any time on an existing certificate. To take advantage of this initiative, operatives will be able to take expiring ACS assessments up to six months prior to the expiry date of existing certification. The expiry date of the new certificate will be five years plus the remaining time period on the expiring certificate. Note if the period is greater than six months the certificate issued will be have an expiry date of five years only from the date of completion of the assessment.

The application form requires a declaration of category for the Individual making the application. The category of individual as defined by the current ACS Guidance Note 8.

7 **ASSESSMENT**

The Scheme comprises a number of gas-safety Assessments, which can be tailored to reflect an Individual's area of work. Each Assessment is subdivided into elements that reflect the competence that an Individual is required to demonstrate in accordance with Assessment criteria. The Assessment(s) require an Individual to complete practical and/or written assessments dependent upon the modules selected. Where necessary, Individuals may be asked oral questions posed by an Assessor.

Individuals must comply with instructions given to them at the Assessment Centre regarding conduct and safety and must abide by any documented requirements, including the following:

- I. General conduct
- II. Provision of tools and equipment necessary to undertake any required practical Assessment. In the event that an Individual provides his/her own material, then these will be subject to approval by the Assessor prior to use

- III. Provision of protective clothing and safety equipment necessary for the Assessments attempted. In the event that an Individual provides his/her own protective clothing and safety equipment, then these will be subject to approval by the Assessor prior to use
- IV. Provision of reference documentation, industry or legislative source publications or material adapted or adopted from training programmes or other sources provided they require gas safety knowledge to be used to select necessary information, to enable the answering of 'open book' questions. In the event that an Individual provides his/her own material, then these will be subject to approval by the Assessor prior to use
- V. Provision by the Assessment Centre of full instructions to enable the completion of both written and practical Assessments
- VI. In the event that an Individual does not satisfy the full range of criteria required by an Assessment, a partial re-assessment may be allowed, covering only those elements or tasks where Assessment was incomplete. Assessment Centres shall advise such Individuals to the areas where re-assessment may be necessary

Note: With the agreement of the Individual taking assessment, the transmission of results to NICEIC Certification and subsequent Certification may be delayed, dependant on the assessment being taken, which are:

- Initial assessment, by up to a maximum of 3 months after registration until all assessments attempted are completed (after 3 months the Individual will be required to retake any incomplete Assessments)
- Re-assessment by up to a maximum of 30 working days after registration until all assessments attempted are completed (after 30 working days the Individual will be required to retake any incomplete Assessments)

8 CERTIFICATION

The Assessment Centre will indicate to Individuals the provisional outcome of their Assessment within 10 working days of the completion of the Assessment. This indicated result will still be subject to verification, following which records will be transmitted to NICEIC Certification. Assessment Centres may only recommend Certification, the final decision rests with Certsure t/a NICEIC Certification. In the event that the recommendation for Certification is not accepted, NICEIC Certification and the Assessment Centre will work to resolve any issues within 10 working days of receipt of the recommendation and the Assessment Centre shall inform the Individual of any outcome other than Certification.

Certsure t/a NICEIC Certification will endeavour to provide successful Individuals with Certification within 15 working days of the receipt of correctly completed paperwork from the Assessment Centre. Certificates of competence issued contain the following details: the scope of the Certification; the Individual's full name; certificate number; national insurance number; date of birth; a description of each Assessment; the expiry date of the Certification; the certificate holders signature; and a clear warning statement that the certificate is only valid when presented on original paper. Photocopied certificates are not evidence of competence and should not be accepted as such.

The certificate remains at all times the property of Certsure, its display or use being subject to extant Certification.

Replacement or duplicate certificates can be obtained from NICEIC Certification. A fee, paid in advance and in line with current Certification fees will be charged by NICEIC Certification in the event of any such request.

Unless Certsure t/a NICEIC Certificate has a specific formal arrangement with an employer or any other third party, certificates will be issued directly to the Individual assessed. Where employer agreements exist, they will specifically require that original certificates must be issued to the certificated Individual.

9 SUSPENSION OR WITHDRAWAL OF CERTIFICATION

Certsure reserves the right to suspend or withdraw Certification upon evidence of a breach of the Scheme Rules, or of misuse of the NICEIC Certification logo. NICEIC Certification may prescribe corrective actions to remedy the breach with a time limit for implementation, normally one month. If, after one month, implementation of corrective actions have not been completed instigation of withdrawal procedures will commence. We may, suspend with immediate effect, your Certificate from the Register if:

- (a) You have failed to cooperate with complaint resolution; or
- (b) You have made any willful misrepresentation in connection with your certification; or
- (c) You have performed any act which, in Our opinion, is contrary or prejudicial to Our objectives or reputation; or
- (d) You have made use of the Certificate or Our Trade Marks, Logos or Certification Mark in a manner which, in Our opinion, is likely to bring Us into disrepute.
- (e) the above is not exhaustive.

Upon receiving written notification of the withdrawal of Certification, howsoever determined, the Individual shall forthwith: cease use and distribution of any stationary, advertising or literature bearing the NICEIC Certification logo; return to NICEIC Certification appropriate certificates; cease carrying out work within the scope of Certification that has been withdrawn; and follow any other instructions included in the written notification. Withdrawal of an Individual's Certificate(s) will be made public via identification in suitable industry publications and details will be submitted to Gas Safe Register.

Individuals have the right of appeal to Certsure t/a NICEIC Certification as described in section 11 below.

10 COMPLAINTS

Individuals may make a complaint concerning this Scheme to the Assessment Centre attended or to NICEIC Certification. Complaints will be investigated, reported, resolved and the results of any investigation will be communicated in writing to the Individual. Complaint procedures shall be in place at each Assessment Centre and NICEIC Certification and shall be made available to any Individual on request.

11 APPEALS

- (1) You may make an appeal against any decision made by Us to refuse your application for certification or to cancel your certificate. The grounds for appeal must be sent to Us, in writing, by Royal Mail signed for service, within fourteen days of the date of the notification of the decision.
- (2) We shall make a ruling within a reasonable time scale on the appeal submitted. No person who participated in making the decision being disputed shall participate in Our consideration of your appeal.
- (3) If You do not accept Our ruling, You may make a final written appeal which will be heard by an appeals committee. The appeal and grounds for appeal including all supporting documentation must be sent to Us, by Royal Mail signed for service, within twenty eight days of notification of the ruling.
- (4) The appeal committee shall be made up of individuals who have had no prior involvement with the decision under appeal and We shall notify You of the composition of the appeal committee as soon as practical after they have been appointed.
- (5) The appeal committee shall have full powers to:
 - a) uphold the appeal and either to reverse or modify the decision appealed against, subject to any conditions that the appeal committee may apply;
 - b) to reject the appeal;
 - c) in the absence of any order by the appeal committee to the contrary, each party shall bear its own costs.
- (6) The decision of the appeal committee shall be final, conclusive and binding on Us and You. Full details of the appeals process is outlined within the Certsure Appeals Leaflet which is available upon request.

12 GENERAL CONDITIONS

Certification is subject to the Scheme Rules. Certsure t/a NICEIC Certification reserves the right to carry out verification as deemed necessary to confirm continuing satisfactory performance, or to act upon evidence received concerning lack of competence. Certification does not discharge or lessen an Individual's responsibilities, statutory or otherwise.

Certsure will not be responsible for any losses or alleged losses incurred by any individual, company or organisation where scheme rules are not met.

We reserve the right for relevant parties for example UKAS to accompany our employees and agents on assessment visits.

13 USE OF LOGOS AND MARKS

- (1) You are entitled to a Certificate of Registration incorporating a Certification number and, for so long as it is certified, to advertise that fact.
- (2) You shall at all reasonable times be prepared to produce your Certificate for assessment by Our appointed representative upon request.
- (3) We are the owner of the Our Trade Marks. All right, title and interest in Our Trade Marks including any reputation and goodwill.

- (4) You shall not mislead that you are competent in scope not included within the Certificate issued, You shall not imply by the use of advertisements, business stationery, invoices, certificates or report forms etc bearing Our Trade Marks, Our Logos or Our Registration Mark that You are approved by Us for that work.
- (5) If your certificate is removed, your license to confirm competence will cease with immediate effect and You will retain no rights to make claims of competence.
- (6) If your Certificate has been suspended or cancelled from the Register You shall not exhibit or cause the Certificate of Competence (or any copy) to be exhibited anywhere.
- (6) If your Certificate has been suspended or cancelled from the Register You shall immediately destroy the Certificate of Competence. Certification does not allow the use of the logos either of NICEIC Certification or that of UKAS unless under a formal agreement for such use. The scope of Certification of an Individual must be available to members of the public. Through this Scheme, information about an Individual's Certification may be given either by Certsure t/a NICEIC Certification or by the registrar and shall be limited to facts concerning the scope of Certification.

14 DATA PROTECTION

- (1) NICEIC will handle your data in accordance with GDPR Legislation. Data will be stored for certification and registration purposes.
- (2) NICEIC may keep and use personal data (such as contact details) about officers and the business and employees of the business for all purposes that NICEIC requires properly to maintain the Register and to ensure compliance with the Rules, including, but not limited to, the disclosure to third parties of the identity of such officers and employees.
- (3) Unless the officers the business and employees of the business request otherwise, NICEIC may, from time to time, authorise the dissemination to such persons of sales and marketing materials relating to any services that NICEIC believes would be of interest to them. Such dissemination may be made by NICEIC or by other persons authorised by it. You can update your personal communication preferences via our website, search 'Preference Centre' on www.niceic.com.
- (4) NICEIC reserves the right to conduct a credit check on the business.

15 FEE STRUCTURE

Fees for Assessment and Certification will be levied by the Assessment Centre and must be paid in full. Non payment to the centre may result in an individuals assessment results being held at the centre.

The cost of any complaint investigations or appeals by an Individual shall be borne by the Individual where the complaint or appeal is not upheld by Certsure under these Scheme Rules.

16 GUIDANCE ON REGISTRATION

Individuals working within the scope of the Gas Safety (Installation and Use) Regulations should note that gas work must not be carried out by any Individual unless that Individual is both registered (either by a sole trader or via their employer) with Gas Safe Register™ and in possession of a valid certificate of competence covering the work area concerned.

When issuing a certificate of competence, NICEIC Certification shall download the scope of Certification to the Gas Safe Register to update their National Database of Gas Fitting Operatives. Individuals should contact Gas Safe Register for information regarding the issue of an identification card or an update of that card to cover new areas of Certification.

Note: An individual holding an ACS certificate may still be refused registration by Gas Safe Register. Applicants should also seek guidance from the Gas Safe Register on their full requirements of registration.

17 PROFESSIONAL CONDUCT

In order to provide the best service. We are committed to the wellbeing of our customers and employees. We expect individuals using our services and premises to treat others with courtesy and respect. Verbal abuse, harassment and violence towards our employees is unacceptable and We will not hesitate to take action which could lead to prosecution and/or removal of certification/services.

18 ***LAW AND JURISDICTION***

The Certification process and the validity, construction and performance of these Scheme Rules shall be governed by English Law. The invalidity or unenforceability of any provision of these Scheme Rules and conditions shall not affect the validity or enforceability of any other provision, and any invalid or unenforceable provision shall be severable.

CONTACT DETAILS

NICEIC Certification
Whitting Valley Road
Old Whittington
Chesterfield
S41 9EY
Tel: 01246 269 048
Email: certification@niceiccertification.com
Website: www.niceic.com/otherservices/niceiccertification

USEFUL CONTACT DETAILS

Gas Safe Register
PO Box 6804
Basingstoke
RG24 4NB
Tel: 0800 408 5500
Website: www.gassaferegister.co.uk

APPENDIX 1 LEGISLATION AND REQUIREMENTS OUTSIDE THE SCOPE OF THE SCHEME

This appendix lists legislation and requirements that lie outside the scope of this Scheme and which are not covered by competency assessment. The list is not definitive but is intended to provide guidance to the breadth of work of gas fitting operatives where relevant qualifications and training should be encouraged.

- Gas Safety (Management) Regulations
- Health and Safety at Work etc Act
- Electricity at Work Regulations
- Electricity Supply Regulations
- British Standards 7671 (IEE Wiring Regulations)
- Construction (Design & Management) Regulations
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Management of Health and Safety at Work Regulations
- Provision of Work Equipment Regulations
- Manual Handling Operations Regulations
- Workplace Regulations
- Personal Protective Equipment (PPE) at Work Regulations
- Construction (Head Protection) Regulations
- Noise at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Control of Asbestos at Work Regulations
- Control of Lead at Work Regulations
- Water Supply (Water Fittings) Regulations
- Water Byelaws (Scotland)
- Building Regulations (beyond gas safety)
- Factories Act
- Gas Meter Regulations
- Gas Quality Regulations
- Boiler (Efficiency) Regulations
- The Pressure Systems (Safety) Regulations 2000
- The Gas Meters (Information on Connection and Disconnection) Regulations 1996
- OFGEM Approved Meter Installer (OAMI)

Certsure t/a NICEIC Certification

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