

# *COMPETENT PERSON SCHEMES*

*YOUR GUIDE TO REGISTRATION*



*THE POWER BEHIND YOUR BUSINESS*



# **WELCOME** **THANK YOU FOR APPLYING** **TO BECOME PART OF NICEIC**

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

We have been assessing the competence of contractors throughout the construction industry for nearly sixty years.

Choosing to become NICEIC registered sets your business apart.

There are many benefits to becoming an NICEIC registered contractor, more 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.

We look forward to working with you and your business.

Yours Sincerely



Emma Clancy  
CEO, Certsure LLP



## **PURPOSE OF THIS GUIDE**

This guide is designed to help you through the application process for the Competent Person Schemes. It covers the process step by step, including sections on how to complete your application, how to prepare for your assessment and what happens once your business is registered.

If at any point you need any advice or assistance with any of the information contained in this guide, contact our friendly sales team on **0870 013 0458** who will be happy to help.

## **HOW TO APPLY**

**CALL US 0870 013 0458**

**EMAIL US [JOIN@NICEIC.COM](mailto:JOIN@NICEIC.COM)**

**WEBSITE [NICEIC.COM](http://NICEIC.COM)**

**WHITTING VALLEY ROAD  
OLD WHITTINGTON  
CHESTERFIELD  
DERBYSHIRE  
S41 9EY**





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# **BENEFITS OF JOINING NICEIC**

**OUR AIM IS TO PROVIDE THE WHOLE PACKAGE TO CONTRACTORS BY OFFERING MANY ADDED VALUE SERVICES TO MAKE YOUR LIVES EASIER.**

**REGISTERING WITH NICEIC WILL GIVE YOU ACCESS TO THE FOLLOWING:**

## **TOOLS TO BUILD YOUR BUSINESS**

- A free listing on [niceic.com](http://niceic.com)
- NICEIC and scheme logos for your company vehicles, stationery and website
- NICEIC personalised business stationery and photo ID cards available to order
- Free 24/7 business and legal helpline
- Your work covered by the Platinum Promise
- NICEIC contractors promoted to consumers and specifiers

## **TECHNICAL SUPPORT**

- Priority access to the technical helpline
- Free pocket guides
- Technical seminar events including our TechTalks and award winning Live events

## **TOOLS FOR YOUR TRADE**

- Free quarterly Connections magazine
- Access to Online Certification to certify and notify your work - [niceiconline.com](http://niceiconline.com)
- Discounted training courses
- Access to discounted products including workwear, tools, test equipment and industry-leading publications - [niceicdirect.com](http://niceicdirect.com)
- Exclusive insurance products
- Discounted vehicle leasing
- Discounted tool hire

## **PLATINUM PROMISE**



All customers of NICEIC registered contractors will be covered by the NICEIC Platinum Promise. Our Platinum Promise provides assurance to your customers that any work that has not been carried out in compliance with the building regulations will be rectified. The Platinum Promise lasts for six years from the date of work completion and covers up to a limit of £25,000 for any one installation. It provides consumers with extra peace of mind and gives NICEIC registered contractors a competitive edge over others.

## ***WHAT ARE COMPETENT PERSON SCHEMES?***

Competent Person Schemes (CPS) allow registered installers 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 builders 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:**

- Registered installers 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
- Those registered on the scheme will be 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
- Offers a complete solution to multi-disciplinary contractors and specialist companies, who in a single job undertakes 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



# ***YOUR ONE STOP SHOP FOR ALL BUILDING REGULATION REGISTRATIONS***

***PLEASE SEE BELOW AN EXAMPLE LIST OF NOTIFIABLE WORK:***

## ***OIL***

- Installation of an oil-fired combustion appliance
- Installation of an oil storage tank and the pipes connecting them to a combustion appliance

## ***SOLID FUEL***

- Installation of a solid fuel-burning combustion appliance

## ***PLUMBING***

- Installation of a sanitary convenience (sink, washbasin, bidet, fixed bath, shower or bathroom)
- Installation of a wholesome cold water supply
- Installation of a supply of non-wholesome water

## ***HEATING AND HOT WATER***

- Installation of a heating or hot water system, or its associated controls

## ***VENTILATION AND A/C***

- Installation of a mechanical ventilation or air conditioning system or associated controls
- Installation of an air conditioning or ventilation system

## ***DOORS AND WINDOWS***

- Installation, as a replacement, of a window, rooflight, roof window or door

## ***INSULATION***

- Installation of cavity wall insulation
- Installation of internal wall insulation and/or external wall insulation

## ***ELECTRICAL***

- Installation of an energy efficient lighting system or electric heating system, or associated electrical controls
- Installation of fixed low or extra-low voltage electrical installations
- Installation of fixed low or extra-low voltage electrical installations in dwellings

## ***MICROGENERATION***

Installation in a building of a system to produce electricity, heat or cooling which includes:

- Heat pumps; air source, ground source and water source
- Photovoltaic system (PV)
- Solar thermal system
- Wind turbine system
- Biomass
- Micro CHP appliance

The above 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.

# THE REGISTRATION PROCESS

CALL US ON **0870 013 0458** TO APPLY, OR RETURN YOUR COMPLETED APPLICATION FORM ALONG WITH THE APPLICATION FEE

We will send you a welcome pack to help you prepare for your assessment

We will contact you proposing a date for your assessment visit

Your assessment will be carried out by a local Assessor

Your Assessor will complete an assessment report during the visit, recommending that you are accepted or detailing further action required before the registration process is completed

Congratulations! You are now registered and can take advantage of all of the benefits of being an NICEIC Competent Person and start notifying your jobs via [www.niceiconline.com](http://www.niceiconline.com)

You will receive your Registration Pack and Certificate of Registration

A further assessment is arranged

Additional assessment needed

You will be notified of any areas that need to be addressed before your registration can be completed. In some cases this will be achieved by providing documentary evidence, such as when a technical reference document needs to be purchased. In some cases you will need a further assessment, if the matter is relating to the technical standard of work

Documentary evidence needed

Once the areas outlined have been addressed, you will need to provide documentary evidence

Further action required



## **REGISTRATION REQUIREMENTS CHECKLIST**

***LISTED BELOW IS A SUMMARY OF THE APPLICATION REQUIREMENTS FOR THE COMPETENT PERSON SCHEMES. EACH TECHNOLOGY HAS INDIVIDUAL SPECIFIC REQUIREMENTS.***

- Does the company hold copies or have access to the building regulations or other relevant standards?
- Does the company complete certification as detailed in the building regulations or other relevant standards?
- Does the company have a minimum of £2 million Public Liability Insurance and (where appropriate) Professional Indemnity Insurance / Employers Liability insurance?  

NICEIC Insurance Services are able to offer contractors highly competitive insurance prices. For more information call **0845 601 2376** or visit [niceic.com](http://niceic.com)
- Have systems and processes been implemented, specific to the company?
- Does the company have and maintain suitable tools and equipment for all installation work undertaken?
- Has the company completed an installation, for each of the technologies applied for which access has been agreed/ arranged for the assessment visit?

# STEP BY STEP GUIDE TO REGISTRATION

## STEP 1 APPLICATION

There are several different ways to apply to register with NICEIC:

- Call our team on **0870 013 0458**. We will take all of your details and initial application fee over the phone and get your application started
- Complete an application form and return to our sales team along with a cheque to cover the initial application fee

Please note when completing your application:

- A separate application must be made for each address from which work is arranged or carried out
- Subsequent annual fees are charged, either from the date of initial application or the date of certification dependent on the scheme applied for

Payment of the full balance is required at the time of application via credit card, cheque, direct debit or BACS transfer.

## SCHEME TRANSFER

To transfer from another scheme provider call us on **0870 013 0458**, we will need the following information:

- A signed scheme transfer document
- A copy of your current scheme registration certificate
- Written proof of your last assessment showing a successful outcome
- Contractors must also have a minimum of 6 weeks remaining on their current registration

All transfer contractors will have a visit at 6 months or at the point where their current scheme registration expires whichever is sooner.

Once received, we will review this information before contacting you to confirm if your transfer has been successful or if there are any outstanding items.



# **STEP BY STEP GUIDE** **TO REGISTRATION**

## **STEP 2** **THE ASSESSMENT**

Your assessment will usually last for a half day and will involve a visit to a sample of installation work, consistent with the range and scope that your business undertakes.

The assessment is your opportunity to show that the work you do complies with Building Regulations and the relevant safety standards. It is also a great opportunity for you to meet one of our highly skilled Assessors and ask any questions you might have about how NICEIC can help you achieve your business goals.

Your Assessor will begin the assessment at your business premises where the proposed Competent Person will need to be present. At this point your Assessor will need to establish that your business has premises, tools and materials appropriate to the range and scale of work undertaken, all details of which can be found in the 'How to prepare for your assessment' section in this guide.

The next stage of the assessment involves inspection of sample work undertaken by your business, to see how you have been interpreting and applying the requirements of the Building Regulations, other related Codes of Practice and British Standards.

The proposed Competent Person needs to be present at this point, and they will need to make adequate arrangements for access to the installation work at each of the sites or premises selected.

The Competent Person will need to demonstrate competence in installation and commissioning, including use of instruments, interpretation of results and completion of certification (where appropriate).

## **STEP 3** **OUTCOME OF ASSESSMENT**

Once your assessment has finished, your assessor will supply you with a report making one of the following recommendations. This report will be checked and a copy will be sent to you confirming one of the following outcomes:

### **ACCEPTANCE**

Following your successful assessment, we will send you a registration pack containing your certificate and information on how to notify your work. You will also be given authorisation to access the secure area of our website where you can access unrivalled technical information.

### **FURTHER ACTION**

In some cases a business may not satisfy all the requirements during the assessment, but your Assessor will talk you through what action you will need to take to progress your application. This is likely to be either:

**Providing documentary evidence** – you will need to confirm that you have addressed all matters that your Assessor has detailed in the Assessment Report, such as obtaining a technical reference document (approved document) before your registration can be completed. This can be done by posting or emailing documentary evidence to our Head Office.

**An additional assessment** – a further assessment will be required if the matter relates to the technical standard of the work or the responsibilities of the proposed Competent Person. Additional assessment time will also be needed if the Assessor is unable to see examples of all the measures you want to self certify. Your Assessor will be able to support you through this process to ensure you have everything in place for this additional assessment.

# **HOW TO PREPARE FOR YOUR ASSESSMENT**

**TO ENSURE YOU ARE FULLY PREPARED FOR YOUR ASSESSMENT, PLEASE HAVE THE FOLLOWING IN PLACE:**

## **PREMISES AND EQUIPMENT**

Your Assessor will visit you at your business premises and will need to ensure that you have the necessary tools and materials appropriate to the range and scale of installation work that your company carries out.

## **TECHNICAL REFERENCE DOCUMENTS**

Your Assessor will need to review the technical reference documents that your business owns or has access to, to ensure that they are appropriate to the range and scale of work you undertake. As a minimum, you must have access to the latest edition of each of the following documents:

- Relevant Building Regulations documents
- Directives being adhered to i.e. water regulations

## **TEST INSTRUMENTS**

Your business must have an adequate number of serviceable test instruments appropriate to the range and scale of work that you undertake, for example a flue gas analyser.

This equipment needs to be made available to your Assessor during your assessment and used during the onsite inspection by the proposed Competent Person.

## **TRAINING QUALIFICATIONS**

Your Assessor will need to check the proposed Competent Persons qualifications and training certificates during the assessment so please ensure that these are available.

## **PUBLIC LIABILITY INSURANCE**

Your Assessor will need to see a copy of your business' Public Liability Insurance during the assessment. The insurance must cover the range of work that you undertake and be a minimum of £2 million. NICEIC Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call **0845 601 2376** or visit [niceic.com](http://niceic.com)

## **RECORD OF COMPLAINTS**

Every business is required to keep a log of any complaints made about the technical standard of work they have installed, along with the remedial action taken. This log will need to be made available to your Assessor during the assessment, an example can be downloaded from our website [niceic.com](http://niceic.com)



# ***AFTER YOU ARE REGISTERED***

For all our schemes, once you have become registered you must demonstrate your company is continuing to work to the technical standards and scheme rules. Your company will therefore be subject to ongoing surveillance.

The Competent Person Schemes require a periodic assessment with you.

This assessment will consist of an onsite assessment for each technology. The installation will be chosen based on a review of the work notified and the records reviewed by the Assessor at your assessment.

For more information or to apply for any of our schemes call **0870 013 0458** or click [join@niceic.com](mailto:join@niceic.com)

# NOTIFYING YOUR WORK

## NOTIFYING WORK

Competent Persons undertaking installation work in dwellings are required by the Building Regulations to notify this work to local authority building control. Details of notifiable work need to be provided to NICEIC within 25 days of completion of the work.

Once successfully registered, 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.

## NOTIFYING WORK IS NOW EVEN EASIER WITH NICEIC'S NEW ONLINE NOTIFICATION SYSTEM.

- Free access for all NICEIC Contractors – no software, licence or support costs
- Instantly notify jobs to Building Control
- Use on multiple platforms – PC, tablet and smartphone

## REGISTERING AN ACCOUNT



To notify your work please visit [niceiconline.com](http://niceiconline.com)

You can register a new account by following these simple steps:

1. Select the **Register link** from the login page. Enter your NICEIC registration number and postcode and click the Register button

**Note: You must have completed the registration process with NICEIC before you can access NICEIC Online Notification**

2. Once you have registered you will receive an email asking you to verify your account. Make sure you check your spam folder just in case the email was sent there by mistake
3. The email contains a link and a four digit verification code. Simply click the link and enter the code to verify your account
4. Once you have selected **Activate my account** you will be able to login using the new username and password you have created

If you already have a user account, current logins will allow access to notify under all schemes.

## 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](mailto:accounts@certsure.com)

If you don't wish to pay for notifications by Direct debit invoices will be payable within 30 days.

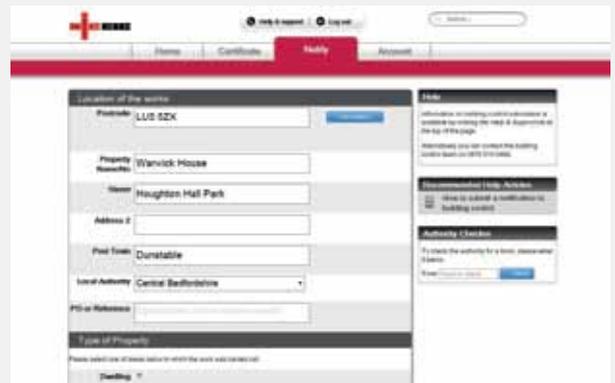
## CREATING A NEW USER



**Note: Only a Competent Person will have access rights to create a new user**

1. To create a new user select the **Account** tab
2. Select **Create user** and complete each field of the form
3. Click **Create account user** to submit. The new user will be sent an email containing their login details and a link to the NICEIC Online Notification website

## NOTIFYING BUILDING CONTROL



Click on the **Notify** tab and then select **Create Notification**, use the Postcode lookup to complete the installation address which will then automatically populate the correct Local Authority. Select Type of Property.

Enter Date and Details of Works followed by Descriptors of the Work Undertaken and Work Type if applicable. Confirm if work is subject to a Green Deal Plan and enter your Registration Number.

Before notifying Building Control you can confirm the details to be printed onto the compliance certificate and have the option to order a duplicate copy to a different address.

Please note: When the installation is at a new build we recommend directing the compliance certificate to your own office address.



***USEFUL CONTACT INFORMATION***

***SALES***

***0870 013 0458***  
***JOIN@NICEIC.COM***

***CUSTOMER SERVICE***

***0870 013 0382***  
***CUSTOMER.SERVICES@NICEIC.COM***

***TRAINING***

***0870 013 0389***  
***TRAININGINFO@NICEIC.COM***

Head office: NICEIC Part of Certsure LLP, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

***THE POWER BEHIND YOUR BUSINESS***

