



Electrical Scheme Guide

Well known and highly trusted

NICEIC is the UK's leading certification body for the electrical contracting industry and wider building services sector with over 37,000 certified businesses.

- The NICEIC brand is 13 times more recognisable with consumers than any other electrotechnical scheme provider.
- On average, NICEIC Contractors complete 16 more notifiable jobs every year.
- NICEIC certification is a key specification requirement for Local Authorities and Housing Associations.
- 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 business carries out work that falls within their scope of certification but it turns out to be non-compliant – and they have ceased trading – then we will step in. At no extra cost to the customer, we will employ another business 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 UD 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

**Exclusive
Access**
to the
technical
helpline

FREE
Technical Pocket
Guide
App



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free
CPD
accredited
Webinars

In 2022 we:

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117,000
consumers find
a contractor

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Individuals



Covered Over
13,000
businesses with tailored
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to Online
Certification
to certify
and notify
your work -
niceiconline.com

Classroom,
Virtual
Classroom
and In-house
Training
Courses
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**NICEIC
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able to offer certificated contractors

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on contractor insurance,
a free insurance Health Check
and highly competitive rates -
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individuals to live & on-demand
events & webinars

Assisted with Over

70,000

technical
queries through
our helpline

Access
to discounted products including workwear
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Overview

This Scheme Guide sets out the minimum requirements to be met by a business in order to be recognised by NICEIC as technically competent to undertake the design, construction, maintenance, verification and/or inspection and testing of one or more of the work categories listed below.

Electrical installations up to and including 1000V AC or 1500V DC

- Dwellings covered by BS 7671 (as amended)
- Other than dwellings covered by BS 7671 (as amended)
- Dwellings covered by BS 7671 (as amended) and undertaken as a necessary adjunct to or arising out of other work in England & Wales (Defined Scope for Approved Document P - Electrical Safety)

Periodic Inspection and Testing

- Dwellings
- Other than dwellings

Scheme Options

The NICEIC Approved Contractor Scheme certification is for businesses undertaking design, installation, commissioning and maintenance of electrical installations to BS 7671.



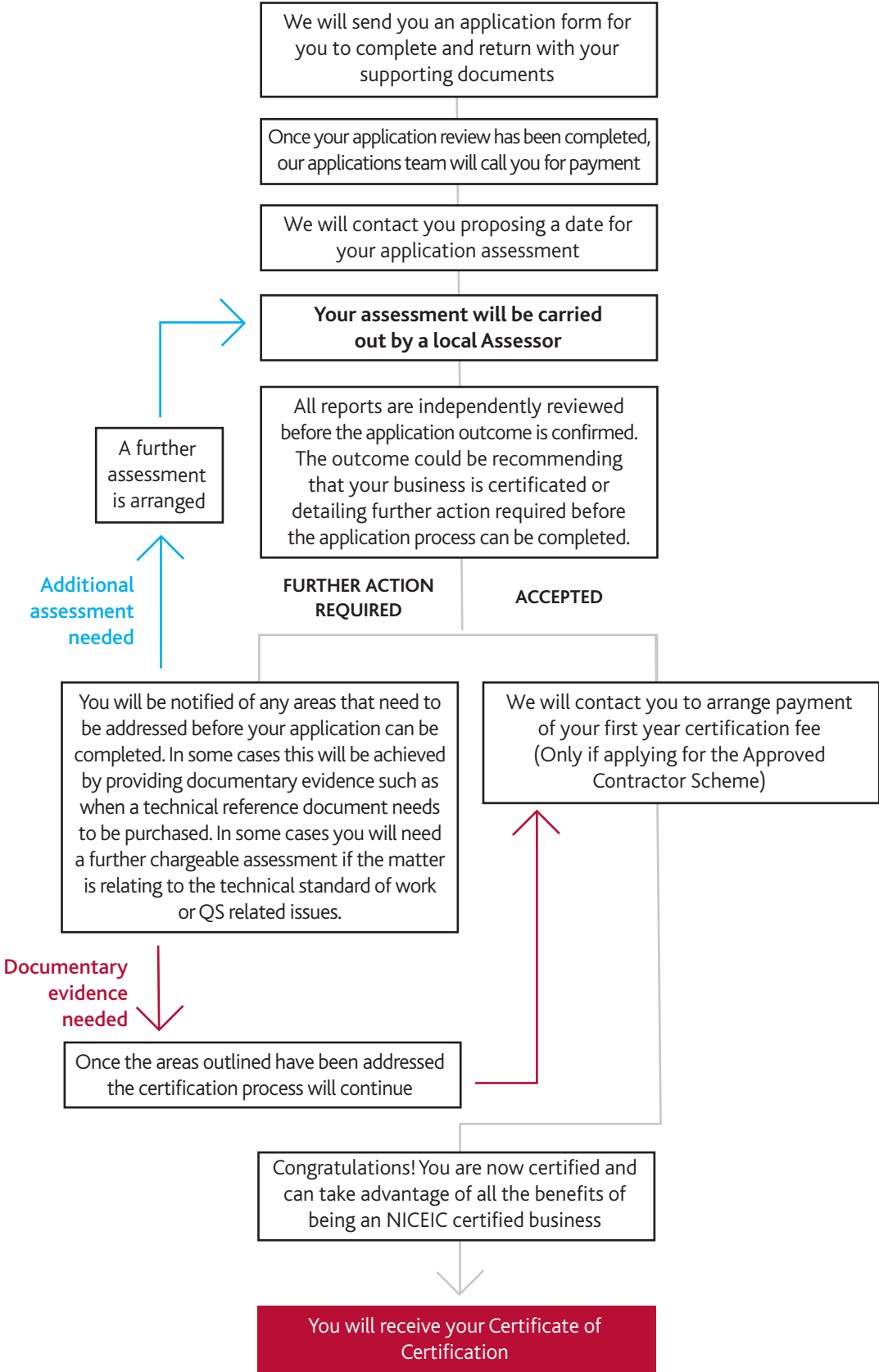
The NICEIC Domestic Installer Scheme certification is for businesses who are solely completing electrical installations within the scope of 'Part P' of the Building Regulations in England & Wales to enable them to self-certify their work.





Application Process

Call us on **0333 015 6626** to apply



Application for Certification

A business seeking certification will be required to complete and submit the application form to NICEIC, pay an application fee and undergo an assessment in accordance with the requirements contained within this guide and the scheme rules.

A fully completed application must be signed by the Principal Duty Holder (PDH) on behalf of the business for each contracting office that requires certification.

Note: A PO Box address is not acceptable as a contracting office address.

You are not permitted to use our Name, Marks or logos until certification has been achieved. Use outside of Certification may mean your application is discontinued.

Full details of the PDH and of each Proposed Qualified Supervisor (QS) is required to be submitted with the application, confirming the proposed QS(s) for the category(s) of work for which the business is to be assessed.

Click [here](#) for Principal Duty Holder & Qualified Supervisor Roles & Responsibilities.

Click [here](#) for Acceptable QS qualifications - Approved Contractor Scheme

Click [here](#) for Acceptable QS qualifications - Domestic Installer Scheme



Assessment Checklist

As part of the assessment process NICEIC will assess a number of areas to ensure the business is managing electrical work effectively, these areas are detailed as follows:

Scheme Rules

A business directly carrying out electrical work, and wishing to be assessed by NICEIC must adhere to the relevant scheme rules and where the business's resources and electrical work are subsequently assessed and found to meet the scheme rules, the business may be granted Certification.

Insurance

- £2 million public liability insurance - appropriate to the risk, nature, scope and scale of work undertaken
- £250k Professional Indemnity Insurance (For Approved Contractor's undertaking Periodic Inspection and/or businesses wanting Rented Sector Scheme certification)

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 certified 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

The business will be required to hold the following records as appropriate to the range, scale, geographical spread and categories of electrical work undertaken:

- All electrical work carried out together with the specifications, drawings, certificates, reports and other relevant documents relating to that work for a minimum period of 6 years, or as otherwise contractually required, including work in-progress; and
- Installations notified as compliant with the Building Regulations; and
- Demonstrating the accuracy and consistency of test instruments held or hired (not borrowed). Click [here](#) for Safety Through Accuracy of Test Instruments guidance; and
- Demonstrating that all employed persons, which includes subcontractors, are competent and adequately supervised to undertake electrical work. Click [here](#) for Additional Guidance for Demonstrating Competence of Employed Persons; and
- Relevant qualifications, training (including Continuing Professional Development) and experience for all employed persons undertaking electrical work. Click [here](#) for Additional Guidance for Demonstrating Competence of Employed Persons; and
- All complaints received over the previous 6 years about the technical standard, safety and functionality of electrical work, and details of actions taken to resolve. Example complaints record can be downloaded [here](#); and

- Written Health & Safety policy statement and risk assessments as appropriate.
- A guide to preparing a Health & Safety policy can be downloaded [here](#); and
- Safe Isolation procedures and re-energisation of installations; and
- Copy of business stationery.

Technical Reference Documents

The business will, as a minimum, be required to have access to the current version (including all amendments) of:

- BS 7671 Requirements for Electrical Installations (IET Wiring Regulations)
- The Electricity at Work Regulations 1989. Guidance on Regulations HSR25 <http://www.hse.gov.uk/pubns/books/hsr25.htm>; and
- All Building Regulations Approved Documents and/or Technical Standards relevant to the work undertaken by the business
 - http://www.planningportal.co.uk/info/200135/approved_documents
 - <http://www.gov.scot/policies/building-standards/monitoring-improving-building-regulations/>
 - <https://gov.wales/topics/planning/buildingregs/approved-documents/?lang=en>
 - <http://www.buildingcontrol-ni.com/regulations>
 - <https://www.gov.je/PlanningBuilding/LawsRegs/Technical/Pages/12ElectricalSafety.aspx>
- Electrical test equipment for use on low voltage electrical systems HSE Guidance Note GS38 (as amended). <http://www.hse.gov.uk/pubns/books/gs38.htm>

Test Equipment

For all low voltage electrical work, the business will be required to hold the following test instruments as a minimum:

- Insulation resistance test instrument; and
- Continuity test instrument; and
- Voltage indicating instrument* (together with means of securing for safe isolation); and
- Earth fault loop impedance test instrument; and
- Residual current device test instrument; and
- Suitable split test leads for both the phase/earth loop impedance test instrument and the residual current device test instrument.

Two or more of the functions of the above instruments may be combined in a single instrument.

In addition, the business will be required to hold additional test instruments particular to the scope, range and scale of work being assessed.

*Voltage indicating equipment does not require calibration.

Assessment Duration: How long could it take?

Assessment durations are units of time required to undertake a robust assessment to enable NICEIC to make a decision on compliance with the relevant scheme rules.

For NICEIC Approved Contractors the assessment duration will generally take up to 6 hours (2 units) of assessment time.

For NICEIC Domestic Installer's the assessment duration will generally take up to 3 hours (1 unit) of assessment time.

It is important the samples of work are within a local area to allow the Assessor time to travel to all sites and back to your contracting office within the allocated time, if this isn't possible then an additional chargeable assessment will be required.

Note - if we cannot see sufficient work types for assessment or we are unable to complete the assessment in the allocated time you may need additional chargeable assessments.

The Assessment: On the Day

The Assessor will start the assessment at your contracting office address. The Assessor will review your office systems, documents and equipment to ensure it is appropriate to the range and scale of electrical work your business carries out. The Principal Duty Holder (PDH) will need to be present for the opening and closing meetings of the assessment.

The Qualified Supervisor(s) (QS) will be required to be present throughout the assessment and accompany The Assessor to the sites selected for assessment.

The Assessor will select a sufficient sample of electrical work reflective of the range, scale and scope of electrical work undertaken to assess.

The following arrangements and preparation will need to be made:

- A sample of work representative of the category(s) for which an application has been made or certification granted, that the business has completed in the last 12 months (Approved Contractors - The Assessor may look at one job in progress)
- All work should have the appropriate certificate or report issued by the business
- Access to the electrical work at each site
- Provide suitable transport for the Assessor, to and from the selected site(s)
- Suitable equipment (hand tools, step ladder, PPE etc.) to access the installation
- Provide a list of work in progress and completed within the last 12 months.

You must notify us in advance if special requirements are needed to gain access to site(s); e.g. security clearance, passport, driving licence etc.

(Note all Assessors will carry standard PPE inclusive of hard hat, safety footwear and HiViz). Any items over and above these required for site access need to be provided or advised in advance).

Click [here](#) for Type of Work Required for Assessment.

Click [here](#) for Principal Duty Holder & Qualified Supervisor Roles & Responsibilities.

What will the Qualified Supervisor (QS) be assessed on?

The Assessor will assess the QS and collect demonstrable evidence that the core elements of the current industry recognised Craft Qualifications are being met.

The Assessor will require unhindered access to the electrical work to enable the QS to be assessed on the following:

- Competence in electrical installation practices
- Aware of their supervisory responsibilities and their responsibility for the technical standard of the business's electrical work
- Well versed in the inspection, testing, verification and certification procedures for the range of electrical work undertaken by the business
- Well versed in the reporting procedures for the range of electrical work undertaken by the business
- Electrical Certification, including:
 - answering verbal questions relating to recorded values and the verification of those values; and
 - awareness of electrical terminology and associated measurement units.
- Explain the design process for new circuits as well as where applicable/relevant additions and alterations
- Demonstrate safe isolation and re-energisation of installed circuits and electrical equipment
- Demonstrate correct selection and erection of wiring systems applicable to the installation type, including termination of armoured cable, installation of conduit, trunking, tray systems and the like
- Knowledge of associated Building Regulations and applicable industry standards
- Be able to identify potential problems and faults associated with electrical work and explain methods employed to diagnose and rectify faults including:
 - RCD tripping
 - Open circuits
 - High resistance values
 - Circuit design
 - Prospective fault current
 - Shock protection
 - Phase sequence/rotation

Approved Contractor Scheme - Periodic Inspection work

The following additional requirements will apply where the business carries out Periodic Inspections of electrical installations.

Samples of completed Electrical Installation Condition Reports (EICR'S) will be required for assessment.

The QS will be expected to demonstrate an understanding of BS 7671 and its requirements for reporting on existing electrical installations.

Observational skills to recognise departures from current regulations and correctly assigning industry agreed coding of severity against these observations must be demonstrated.

Examples of Periodic Inspection work put forward for assessment will be recently completed to enable a site assessment to assess the completion of the EICR and how it relates to the installation inspected.

| Programme time | Assessment activity | Specific items |
|----------------------|---|---|
| At agreed start time | Introductions/ Opening meeting | Present for the meeting will be the Assessor, Qualified Supervisor and Principal Duty Holder |
| Office Assessment | Complete review of scheme criteria | Assessment of: <ul style="list-style-type: none"> • Qualifications • Insurances • Publications • Technical References • Use of Certification logo(s) • Complaints Log • Health & Safety Policy Statement • Risk Assessments as appropriate • Safe Isolation and re-energisation of installation procedures • Test Equipment • Electrical Certificates & Reports • Test Instrument Accuracy System • Systems for notifying work requiring Building Regulation compliance • Qualifications, training, experience & CPD of electrical employed persons • Employed person competence and supervision |
| Site Assessment | Assessment of sites for electrical work sample selected by Assessor | Site assessments of representative examples of work undertaken by your business, within the last 12 months, to see how you have been interpreting and applying the requirements of BS 7671 and Building Regulations and Standards. The Qualified Supervisor will need to demonstrate safe isolation and re-energisation, competence in inspection and testing, including use of instruments, interpretation of results and completion of certification and adequacy of supervision. |
| Final Undertaking | Close out meeting | Closing meeting with Qualified Supervisor and Principal Duty Holder |

Assessment Outcomes

The Assessment Report will indicate the outcome of the assessment and make one of the following recommendations to our Head Office for validation:

Pass - Certification will be recommended if the business is compliant with the scheme requirements.

Evidence required - Evidence must be provided to confirm that all non-compliances, as recorded on the report, have been remedied.

Reassessment required - One or more major non-compliances were recorded at the assessment. A reassessment is necessary to confirm that adequate procedures have been put in place to prevent non-compliances occurring and to check all non-compliances noted at the original assessment have been remedied.

Additional assessment required - Further assessment time required possibly due to range, scale and scope of works carried out or additional Qualified Supervisor assessment time.

The majority of additional assessment outcomes are due to insufficient representative examples of work put forward for assessment. Click [here](#) for Type of Work Required for Assessment.

Notifying your Work - Domestic Installer Scheme Only

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](#).

Payment of Notifications

You can choose to pay by Direct Debit, to set this up please call us on 0333 015 6625. Alternatively, if you choose to pay by another method, your certification invoices will be due immediately.

After You Are Certified

In order to give assurance that the business is continuing to comply with the requirements of the relevant scheme rules, the business will require surveillance assessments, normally at annual intervals.

For NICEIC Approved Contractors the first surveillance assessment will be a full day / up to 6 hours (2 units) of assessment time and this will incur an additional assessment fee.

A surveillance assessment will also be required when a Qualified Supervisor ceases to be employed in that capacity and the suitability of the proposed replacement is to be assessed in accordance with the relevant scheme rules.






Note - Additional chargeable surveillance assessments may be required if substantiated complaints or evidence of poor practice have been received by NICEIC. It could also lead to suspension/cancellation of Certification.

For more information or to access any of our services contact us now:

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