

# ***PAS 2030 INSTALLER SCHEME***

***YOUR GUIDE TO REGISTRATION***



***THE POWER BEHIND YOUR BUSINESS***

**ELECSA**

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

ELECSA is part of the market leading certification services across the construction industry and if you are now offering to diversify into the energy efficiency market we can help you achieve certification for PAS 2030.

There are many benefits to becoming an ELECSA registered contractor, more of which can be found inside. The ELECSA brand is known and trusted by consumers and specifiers. Registration not only demonstrates your skills and professionalism, it also gives you peace of mind that our products and services are the best in the industry.

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 assessment process to achieve PAS 2030 certification. It covers the process step by step, including sections on how to complete your application for registration, how to prepare for your assessment, and what happens once you are 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 **0333 240 7870** who will be happy to help.

## **HOW TO APPLY**

**CALL US 0333 240 7870**

**EMAIL US [ENQUIRIES.ELECSA@CERTSURE.COM](mailto:ENQUIRIES.ELECSA@CERTSURE.COM)**

**WEBSITE [ELECSA.CO.UK](http://ELECSA.CO.UK)**

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





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# BENEFITS OF JOINING ELECSA

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

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

## TOOLS TO BUILD YOUR BUSINESS

- ELECSA and scheme logos for your company vehicles, stationery and website
- ELECSA personalised business stationery and photo ID cards available to order
- Free 24/7 business and legal helpline
- Your work covered by the Platinum Promise
- ELECSA contractors promoted to consumers and specifiers
- Opportunity for free registration onto the Competent Persons Scheme for all PAS 2030 Installers if registration conditions are met
- Opportunity to become registered with Which? Trusted Traders – [trustedtraders.which.co.uk/fortraders](https://www.trustedtraders.which.co.uk/fortraders)

## 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 - [elecsa.co.uk](https://www.elecsa.co.uk)
- Discounted training courses
- Access to discounted products including workwear, tools, test equipment and industry-leading publications - [shop.elecsa.co.uk](https://shop.elecsa.co.uk)
- Exclusive insurance products
- Discounted vehicle leasing

## PLATINUM PROMISE



All customers of ELECSA registered contractors are covered by the ELECSA 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 or installation standards 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 ELECSA registered contractors a competitive edge over others.

# THE REGISTRATION PROCESS

CALL US ON 0333 240 7870 TO APPLY, OR APPLY AT [SHOP.ELECSA.CO.UK](http://SHOP.ELECSA.CO.UK)

Payment of the full balance on application via credit card, cheque, direct debit or BACS transfer

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

Accepted

Congratulations! You are now registered and can take advantage of all of the benefits of being an ELECSA PAS 2030 Installer

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, the registration process will continue

Further action required

# REGISTRATION REQUIREMENTS CHECKLIST

## OPERATING PROCEDURES ASSESSMENT

**THE COMPANY MUST OPERATE ROBUST MANAGEMENT SYSTEMS AND PROCESSES. THE COMPANY WILL BE ASSESSED AGAINST THE RELEVANT REQUIREMENTS OF PAS 2030. YOUR COMPANY MUST:**

- |  |  |
|--|--|
| <input type="checkbox"/> Have an individual responsible for the company's certification and all activities relating to PAS 2030 (usually a business owner or director) | <input type="checkbox"/> Have a process for assigning work to the appropriate staff and supervising their work (including subcontractors)  |
| <input type="checkbox"/> Have a health and safety policy that identifies risks associated with the installation of energy efficiency measures                          | <input type="checkbox"/> Demonstrate management of subcontractors if applicable  |
| <input type="checkbox"/> Have a process for identifying and resolving product and process non-conformities   | <input type="checkbox"/> Ensure work is inspected and verified by the appropriate competent person   |
| <input type="checkbox"/> Maintain records of activities relating to PAS 2030   | <input type="checkbox"/> Have a process that details the work specific tasks which should be undertaken for each installation  |
| <input type="checkbox"/> Operate a complaints process that manages issues relating to the PAS 2030   | <input type="checkbox"/> Have a process for managing any changes in specification that will change the installation process  |
| <input type="checkbox"/> Have a process for ensuring and recording all equipment is calibrated and maintained  | <input type="checkbox"/> Have a process for declaring that installations meet the requirements of PAS 2030   |
| <input type="checkbox"/> Ensure all product storage and transportation is conducted safely and in accordance to manufacturer's instructions                            | <input type="checkbox"/> Ensure work is undertaken by competent persons and in compliance with the Building Regulations relevant to the country(ies) in which the company operates |
| <input type="checkbox"/> Ensure and record all employees and subcontractors competence and training  |  |

## ON-SITE ASSESSMENT

**THE COMPANY NEEDS TO DEMONSTRATE IT CAN INSTALL ENERGY EFFICIENCY MEASURES. THIS IS ESTABLISHED THROUGH AN ON-SITE ASSESSMENT. THE ON-SITE ASSESSMENT SHOULD:**

- |  |  |
|--|--|
| <input type="checkbox"/> Be within reasonable driving distance from the office of the company (30 minutes drive) | <input type="checkbox"/> Be accompanied by the operative that was responsible for the installation work                          |
| <input type="checkbox"/> Have been pre-arranged with the customer to ensure access and permission                | <input type="checkbox"/> View one example of each measure; it is preferable if more than one measure is located at the same site |
| <input type="checkbox"/> Have a risk assessment to ensure the safety of all personnel                            |  |

# STEP BY STEP GUIDE TO REGISTRATION

## STEP 1: APPLICATION

There are a number of different ways to apply to register with ELECSA:

- Call our team on **0333 240 7870**. We will take all of your details and initial application fee over the phone and get your application started
- Apply online at [shop.elecsa.co.uk](http://shop.elecsa.co.uk)
- Complete an application form and return to our sales team along with a cheque to cover the initial application fee

When we receive your application we undertake some background checks to verify the information provided. We will then schedule an assessment date as soon as possible. The length of assessment is dependent on the size and geographical spread of your work as well as the number and type of measures applied for.

## STEP 2: THE ASSESSMENT

This consists of two parts.

### Office assessment

To assess the management system used by the company is compliant to the requirements of PAS 2030.

### On-site assessment

To assess an installation for each type of measure applied for.

## STEP 3: OUTCOME OF ASSESSMENT

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

**Recommended** – Your company will be recommended for registration if your management system and installation work are compliant.

**Recommended on submission of evidence** – Your company did not fulfill all the assessment requirements, however identified issues are minor and can be addressed through the submission of evidence.

**Not Recommended** – Your company did not comply with the requirements of the scheme on either the office or on-site assessment. The results of your assessment will then be reviewed by a different assessor who will grant certification if you have been successful.



## ALREADY AN APPROVED MCS INSTALLER?

Approved Installers on the Microgeneration Certification Scheme (MCS) have already shown that they have met many of the quality system and competency requirements of the PAS 2030 scheme and can therefore streamline entry into PAS 2030 using the MCS 023 route.

To find out how you can use this route to become a PAS 2030 Installer please see page 10 for more information.

# WHAT IS THE GREEN DEAL?

**THE GREEN DEAL WAS INTRODUCED BY THE DEPARTMENT OF ENERGY AND CLIMATE CHANGE TO HELP CONSUMERS AND COMPANIES REDUCE THEIR ENERGY CONSUMPTION THROUGH THE INSTALLATION OF ENERGY EFFICIENCY MEASURES ON EXISTING BUILDINGS.**

A Green Deal plan allows for the installation of energy efficiency measures without any upfront cost. Instead the costs are collected through the energy bill, and are paid for by the energy savings that are generated from their use. How the Green Deal works can be broken down into 5 simple steps. Please see the flow chart below to understand the processes involved in undertaking a Green Deal Plan.

## **PROPERTY ASSESSMENT**

The Energy Assessor undertakes an assessment of the property to identify its potential for energy efficiency improvement through the installation of measures.



## **MEASURE RECOMMENDATIONS**

The report provided by the Energy Assessor recommends which energy efficiency measures would be most suitable and identifies if grants are available under schemes such as the Energy Company Obligation (ECO).



## **LOW INTEREST LOANS**

The customer receives an attractive finance solution for the installation of energy efficiency measures by contacting the Green Deal finance company.



## **INSTALLATION**

A PAS 2030 Installer will install the energy efficiency measures. The measures span from insulation and boiler replacement to microgeneration and efficient lighting.



## **ENERGY SAVINGS**

Energy savings will start as soon as a measure is installed. The measures will help to protect consumers from future energy bill rises, especially those in fuel poverty.





## **THE OPPORTUNITIES IN PAS 2030?**

**THERE ARE TWO KEY FUNCTIONS WHICH CREATE OPPORTUNITIES TO ENABLE YOUR BUSINESS TO OPERATE IN PAS 2030.**

### **PAS 2030 INSTALLER UNDER GREEN DEAL FINANCE**

The PAS 2030 Installer is the installation company at the forefront of delivering the energy efficiency measures.

It is likely the Green Deal Installer already installs some of the measures available under the Green Deal and therefore little or no additional training will be required to meet the competency criteria as an Installer.

The Green Deal Installer will be certified against the PAS 2030 standard, which also enables your customers to access ECO funding.

### **ACCESS TO ECO**

Our PAS 2030 Installer certification demonstrates compliance against the standard PAS 2030 and enables you to take advantage of the business opportunities that PAS 2030 presents.

In addition to this, certification also enables you to access funding for your customers under the Energy Companies Obligation (ECO) such as Affordable Warmth and CERO.

### **WHAT IS ECO?**

ECO is a requirement placed on the energy companies to improve the energy efficiency of the UK and reduce fuel poverty. Funding is available to vulnerable households in priority areas and can be used for insulation and heating upgrades.

### **EACH HOME COUNTS**

Also known as Bonfield review, the Review proposes a Quality and Standards Framework for home energy efficiency and renewable energy measures which includes:

- Creation of a Quality Mark against which all those engaged in design and installation of measures will be assessed and certified against;
- Establishing a Consumer Charter to ensure consumers receive excellent customer service, and access to redress procedures when things go wrong;
- Establishing a Code of Conduct for companies operating in the home renewable energy and energy efficiency sector;
- Establishing technical Codes of Practice and standards for the installation of home renewable energy and energy efficiency measures (PAS2030 is the first)

## **MCS 023** **ROUTE TO REGISTRATION**

**APPROVED INSTALLERS ON THE MICROGENERATION CERTIFICATION SCHEME (MCS) HAVE ALREADY SHOWN THAT THEY HAVE MET MANY OF THE PROCESSES AND COMPETENCY REQUIREMENTS OF THE PAS 2030 SCHEME.**

To streamline the process of entry into PAS 2030 for existing MCS registrants, the standard MCS 023 was released. This explains specific requirements a company must demonstrate it has implemented to become a PAS 2030 Installer for microgeneration technologies.

You can be assessed to become a PAS 2030 Installer using the MCS 023 route in two different ways:

### **ROUTE 1 - REMOTE ASSESSMENT**

Send in supporting evidence that demonstrates your business has incorporated the requirements of MCS 023 into your office systems. An ELECSA Assessor will then review the submitted documentation remotely. If the outcome is successful, you will be registered as an MCS 023 Installer.

This option does incur an administration charge, but enables you to achieve registration as soon as possible.

**The MCS 023 standard which details the requirements you need to meet, can be found on the official Microgeneration Certification Scheme website under the Installer standards section.**

[microgenerationcertification.org/mcs-standards/installer-standards](http://microgenerationcertification.org/mcs-standards/installer-standards)

### **ROUTE 2 - ANNUAL ASSESSMENT**

You may choose to be assessed against MCS 023 at your next annual MCS visit. Your MCS Assessor will cover the MCS 023 requirements in your quality system and if successful, you will be registered as an MCS 023 Installer.

This option will not incur any charge, but you will have to wait until your MCS annual assessment is scheduled.

#### **PLEASE NOTE:**

This route will only provide certification for the MCS technologies that you are already approved to install. If you wish to be registered for additional PAS 2030 measures, you will be required to have an on-site assessment to cover all of the additional measures you wish to install and an office assessment against PAS 2030.

## **AFTER** **YOU ARE REGISTERED**

As a PAS 2030 Installer you must demonstrate that you are continuing to comply with ELECSA Scheme Rules and that technical standards are being maintained.

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



***USEFUL CONTACT INFORMATION***

***SALES***

***0333 015 6626***

***ENQUIRIES.ELECSA@CERTSURE.COM***

***TRAINING***

***0333 015 6627***

***ENQUIRIES.ELECSA@CERTSURE.COM***

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

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