

PART P ***SCHEME***

YOUR GUIDE TO REGISTRATION



THE POWER BEHIND YOUR BUSINESS

ELECSA

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

ELECSA is an authorised Part P competent persons scheme for contractors working on electrical installations in domestic properties.

Choosing to become ELECSA registered sets your business apart. Our electrical contractors are assessed on a regular basis to ensure high standards.

There are many benefits to becoming an ELECSA 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 of electrical work.

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 registration process for the ELECSA Part P Scheme. 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. Also included in this guide are the requirements for your business, and the added value services that ELECSA can offer you.

If at any point you need some advice or assistance just contact our friendly team on **0333 240 7870** who will be happy to help.

WHAT IS THE PART P SCHEME?

ELECSA's Part P Scheme enables you to cost effectively self certify applicable work in accordance with the Building Regulations. We are an authorised Part P competent persons scheme provider for contractors working on electrical installations in domestic properties.

HOW TO APPLY

CALL US 0333 240 7870

EMAIL US ENQUIRIES.ELECSA@CERTSURE.COM

WEBSITE ELECSA.CO.UK

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





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BENEFITS OF JOINING ELECSA

OUR AIM IS TO PROVIDE THE WHOLE PACKAGE TO OUR CUSTOMERS 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

- A free listing on elecsa.co.uk
- 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 to become registered with TrustMark - trustmark.org.uk
- Opportunity to become registered with Which? Trusted Traders - trustedtraders.which.co.uk/for-traders

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

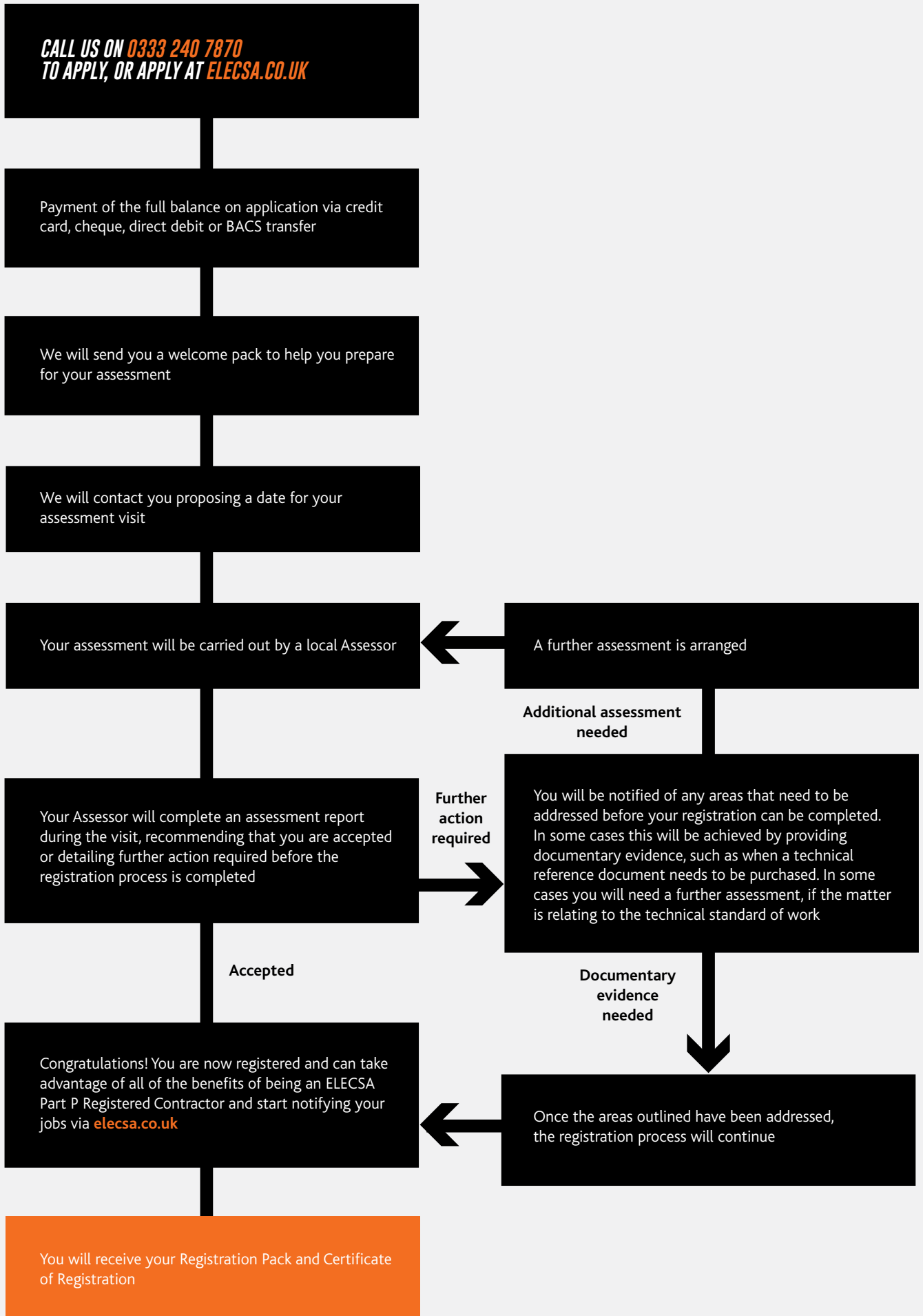
- Free quarterly Connections magazine
- Access to Online Certification to certify and notify your work - elecsa.co.uk
- Discounted training courses
- Access to discounted products including workwear, tools, test equipment and industry-leading publications - shop.elecsa.co.uk
- Exclusive insurance products
- 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



REGISTRATION REQUIREMENTS

CHECKLIST

TO BE ELIGIBLE FOR REGISTRATION WITH ELECSA, YOUR BUSINESS MUST:

- Be directly engaged in Domestic Electrical Work
- Have a written Health and Safety Policy Statement and carry out risk assessments as appropriate
- Have premises and equipment appropriate to the range and scale of electrical work you undertake, including test instruments suitable for carrying out the range of tests required by BS 7671
- Have a safe isolation procedure in place
- Maintain a record of the ongoing accuracy and consistency of test equipment used for certification and reporting purposes
- Make available for assessment sufficient examples of domestic electrical installation work completed with appropriate certification in the previous 12 months by the business* applying for registration. The work must be within 30 minutes travelling distance of your trading address, be representative of the day-to-day activities of the business and comply with BS 7671, Approved Document P and relevant codes of practice. It also needs to be substantial enough to allow the Assessor to make an objective assessment of the competence of your Qualified Supervisor(s) and that an adequate supervisory system is in place. In addition, it must be able to be de-energised and isolated at the time of the assessment to allow dead tests to be safely demonstrated
- Have a minimum of £2 million Public Liability Insurance in the registered trading name

ELECSA Insurance Services are able to offer contractors highly competitive rates on Public Liability Insurance. For more information call **0333 015 6629** or visit elecsa.co.uk
- Hold current edition of BS 7671, HSR25 (E@WR89) and other technical reference documents relevant to the range and scale of electrical work you undertake
- Be or employ competent persons to undertake electrical work who are appropriately supervised
- Maintain a record of complaints made about the technical standard of electrical work carried out by your business, together with details of the remedial action taken. A sample complaints form is available from elecsa.co.uk
- Appoint one or more Qualified Supervisors as required

*It is advisable to arrange access to a selection of sites where you have undertaken work applicable to the scheme, albeit all sites may not be visited/inspected on the day of your assessment. For your initial application completed work on your own premises may be acceptable, but for on-going registration, work on your own premises will not be accepted.

SCHEME TRANSFER

To transfer from another scheme provider call us on **0333 240 7870**, we will need the following information:

- A copy of your current scheme registration certificate
- Written proof of your last assessment showing a successful outcome

We will send you a scheme transfer document to sign.

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.

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



STEP BY STEP GUIDE TO REGISTRATION

STEP 1: APPLICATION

There are several different ways for you to apply to register with ELECSA:

- Call our team on **0333 015 6626**. We will take all of your details over the phone and get your application started
- Apply online at **elecsa.co.uk**
- Complete an application form and return to our sales team along with a cheque to cover the initial application fee (if applicable)

See our current fee sheet for applicable fees associated with an application.

FULL SCOPE

The scope of work covers the full range of domestic electrical installation work. This is appropriate for those businesses that carry out electrical installation work as the main part of their business. All businesses wishing to be registered as full scope must supply examples of work including:

- Complete rewire
- New circuit
- Installation of a new or replacement of an existing consumer unit

ELECTRICAL INSPECTION CONDITION REPORTS (EICR'S)

These are not covered by Domestic Installer registrants. Contractors wishing to provide these will need to apply to the NICEIC Approved Contractor scheme.

STEP 2: THE ASSESSMENT

Your assessment will usually last for a half day and will involve a visit to inspect a representative sample of your electrical 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 the Scheme Rules for Part P and the IET Wiring Regulations BS 7671. It is also a great opportunity for you to meet one of our highly skilled Assessors.

Your Assessor will begin the assessment at your business trading address where the proposed Qualified Supervisor 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 of this guide.

The next stage of the assessment involves inspection of samples of electrical work undertaken by your business, to see how you have been interpreting and applying the requirements of BS 7671 and other related Codes of Practice and British Standards. The proposed Qualified Supervisor needs to be present at this point, and they will need to make adequate arrangements for access to the electrical work at any site or premises selected prior to your assessment visit.

The electrical supply at any site assessment will have to be switched off. The inspection will normally start at the origin of installation, and will include a check of the earthing and bonding arrangements. Your Assessor will continue by carrying out sample checks of other parts of the electrical installation.

The Qualified Supervisor will need to demonstrate competence in inspection and testing, including use of instruments, interpretation of results and completion of certification.

STEP 3: OUTCOME OF ASSESSMENT

Once your assessment has finished, your Assessor will make one of the following recommendations. The report will then be internally verified and a letter will be sent to you confirming your assessment outcome.

ACCEPTANCE

Following your successful assessment, we will send you a registration pack containing your certificate, a van sticker and information on how you should notify your work. Once registered you will also be able to set up your login details for [elecsa.co.uk](https://www.elecsa.co.uk) and the secure area of our website where you can access unrivalled technical information.

FURTHER ACTION

In some cases a business may not satisfy all Scheme Rules during the assessment, but the Assessor will explain 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 (BS 7671, Approved Document P, Electricity at Work Regulations, etc.) 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 electrical work or the responsibilities of the proposed Qualified Supervisor. In this instance the Assessor will wish to see further examples of electrical work which will incur an additional fee.



HOW TO PREPARE FOR YOUR ASSESSMENT

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 electrical installation work that your business carries out.

Your business letterhead will also need to be checked, as will your Health and Safety Policy, risk assessment and safe isolation procedures. Guidance from the HSE on health and safety policies and risk assessments is available to download from elecsa.co.uk

TECHNICAL REFERENCE DOCUMENTS

Your Assessor will need to review the technical reference documents that your business owns 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:

- BS 7671 – Requirements for Electrical Installations (IET Wiring Regulations) This document is available to buy from shop.niceic.com/elecsa
- The Electricity at Work Regulations 1989. Guidance on Regulations. This document is available as a free download from the HSE website hse.gov.uk
- Approved Document Part P, available to download for free at planningportal.gov.uk

SITES FOR ASSESSMENT

In advance of your assessment you will need to arrange adequate access to sufficient representative samples of domestic electrical work completed by the business. The work should comply with BS 7671 and relevant codes of practice, and must have been undertaken in the previous 12 months and within 30 minutes travelling distance of each other and the business' office.

Don't forget, the work needs to be substantial enough to allow the Assessor to make an objective assessment of your competence and some of the work presented for assessment must be certified and energised.

TEST INSTRUMENTS AND LEADS

Your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of electrical work that you undertake.

This equipment needs to be made available to your Assessor during your assessment and used during the onsite inspection by the proposed Qualified Supervisor. As a minimum, the business will need to have one or more instruments that can test the following:

- Voltage
- Insulation Resistance
- Continuity
- Earth Fault Loop Impedance
- Residual Current Devices

The Assessor will also need to review your record of ongoing accuracy and consistency of the test equipment used for certification and reporting purposes. An example can be downloaded from elecsa.co.uk

Suitable (GS38) leads will need to be available for the above relevant test instruments.

INSTALLATION CERTIFICATES ISSUED TO CLIENTS

In order to demonstrate how you have complied with BS 7671 your Assessor will need to review the following certificates and reports during your assessment:

- A sample of electrical installation certificates issued during the previous 12 months
- Evidence that you have complied with the requirements of the Building Regulations when notifying installation work

TRAINING QUALIFICATIONS

Your Assessor will need to check the proposed Qualified Supervisor's qualifications and training certificates during the assessment so please ensure that these are available. Please check pages 12 & 14 'Suitable qualifications', for further information.

MORE INFORMATION ON OUR PART P REGISTERED CONTRACTOR SCHEME CAN BE FOUND ON OUR WEBSITE ELECSA.CO.UK

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. Please note, it is Public Liability Insurance that needs to be checked and Employer's Liability to a minimum of £5 million if also applying for TrustMark.

ELECSA Insurance Services are able to offer contractors highly competitive rates on Insurance. For more information call **0333 015 6629** or visit elecsa.co.uk

RECORD OF COMPLAINTS

Every business is required to keep a log of any complaints made about the technical standard of electrical work they have undertaken, along with the remedial action taken.

This log will need to be made available to your Assessor at each periodic assessment. An example can be downloaded from elecsa.co.uk

ASSESSMENT CANCELLATION

If you cancel your planned assessment visit you may be charged a cancellation fee in line with the current fee sheet. Businesses that cancel or decline planned visits on more than two occasions may have their applications cancelled and will need to reapply.



KEY ROLES

WITHIN YOUR BUSINESS

A PRINCIPAL DUTY HOLDER AND QUALIFIED SUPERVISOR MUST BE APPOINTED BY YOUR BUSINESS. IN SMALLER COMPANIES, THIS MAY BE THE SAME PERSON.

PRINCIPAL DUTY HOLDER

A Principal Duty Holder is a person appointed by the business with responsibility for the maintenance of the overall standard and quality of the electrical installation work undertaken. Principal Duty Holders also have a responsibility to ensure that employees are competent to carry out the range of work required of them. Although Principal Duty Holders will need to be present for the first part of the assessment and the closing meeting, they are not assessed on their technical ability.

AN APPOINTED PRINCIPAL DUTY HOLDER WILL:

- Have responsibility for all matters relating to registration and be the main point of contact
- Be a full-time manager or employee of the business
- Have responsibility for health and safety and other legal requirements relating to the range of electrical work the business undertakes
- Be responsible for the assignment of electrical work to the Qualified Supervisor
- Ensure that all work undertaken or arranged is carried out by competent persons who are appropriately supervised
- Ensure that the appropriate certificates and reports are issued for all completed electrical work

QUALIFIED SUPERVISOR

A Qualified Supervisor is an electrically competent person with specific responsibility for the safety, technical standard and quality of electrical installation work under their supervision.

A QUALIFIED SUPERVISOR IS RESPONSIBLE FOR:

- Ensuring that the results of inspection and testing are recorded correctly on the appropriate certificates or reports
- Ensuring that the business' premises, equipment, documentation and records are available for inspection when required by ELECSA
- Safeguarding all unused ELECSA forms of certification and reporting any loss, theft or misuse

A PROPOSED QUALIFIED SUPERVISOR WILL:

- Be directly employed by the business on a full-time basis
- Have at least two consecutive years supervisory or managerial responsibility for the standard of electrical installation work. In the case of a sole trader, a two year trading period will satisfy this requirement if the appropriate managerial or supervisory experience has not been gained elsewhere
- Satisfy the technical training and/or experience requirements as detailed on page 13, 'Suitable qualifications'
- Understand the Electricity at Work Regulations, current edition of BS 7671, and the Codes of Practice and guidance documents relevant to the range of electrical work undertaken
- Understand the inspection, testing, verification, certification and reporting procedures for the range of electrical work undertaken

SUITABLE QUALIFICATIONS FOR A QUALIFIED SUPERVISOR

***YOUR ASSESSOR WILL NEED TO CHECK
QUALIFICATIONS DURING THE ASSESSMENT VISIT,
SO PLEASE ENSURE YOU HAVE YOUR ORIGINAL
CERTIFICATES AVAILABLE.***

There are five different routes satisfying the requirements for a proposed Qualified Supervisor, including on-site assessment, off-site assessment, a mixture of both and the gaining of appropriate qualifications.

The routes allow flexibility for individuals who hold older qualifications or have been a Qualified Supervisor within the past two years, assessed by ELECSEA, as well as allowing a route for individuals who can provide auditable evidence of their knowledge and experience of undertaking electrical work.

To see which route is most appropriate for you please take a look at the flow diagram overleaf.

If you have any questions regarding training qualifications or any other part of the registration process simply contact us and we will be happy to help.

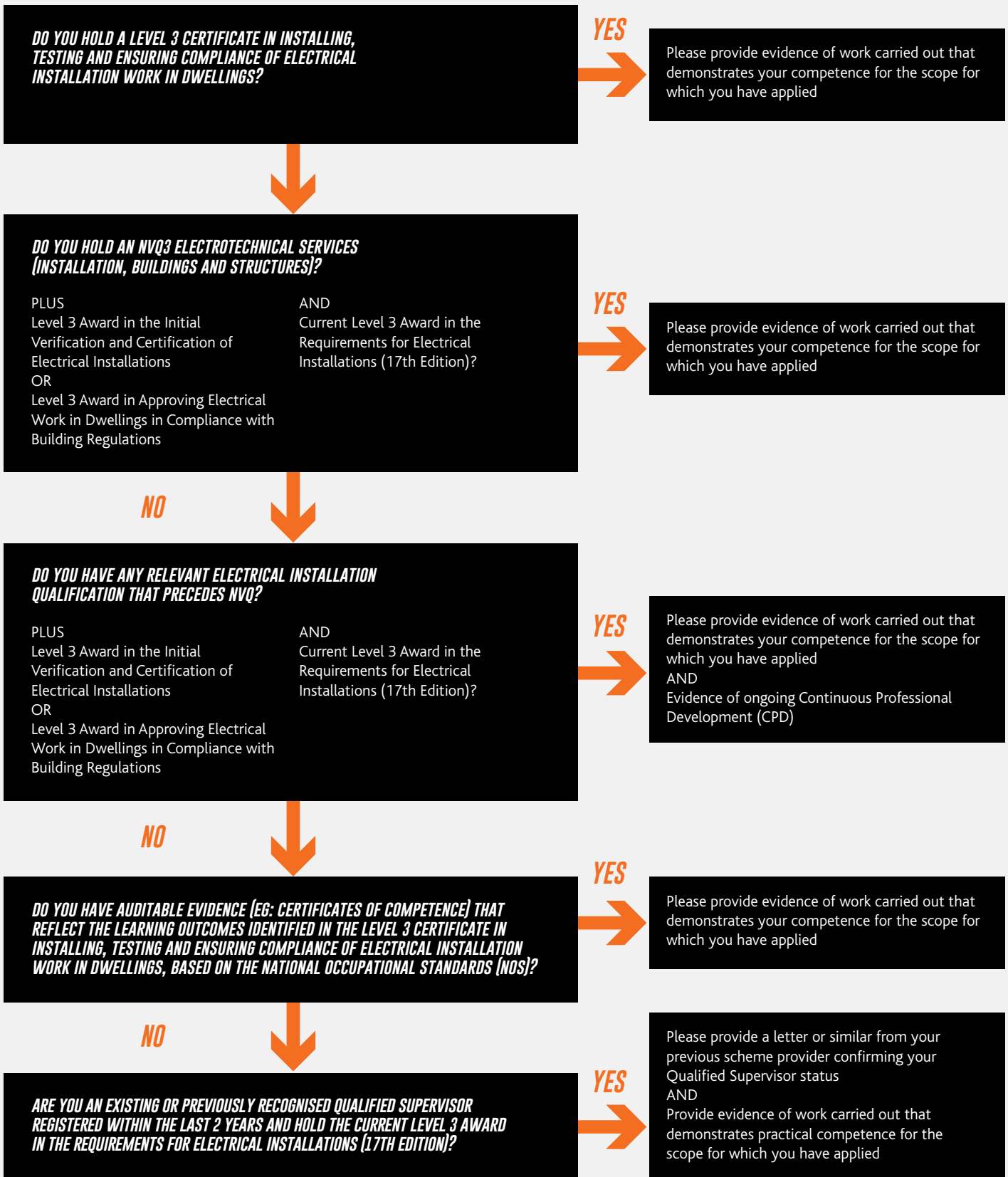
***TEL
0333 240 7870***

***EMAIL
ENQUIRIES.ELECSEA@CERTSURE.COM***

***WEB
ELECSEA.CO.UK***



SUITABLE QUALIFICATIONS FOR A QUALIFIED SUPERVISOR



If you are unsure whether you hold these qualifications or simply do not hold any of the above qualifications, please contact a member of our team on **0333 240 7870** to discuss your options.

AFTER YOU ARE REGISTERED

As a Part P Registered Contractor you must demonstrate that you are continuing to comply with the Rules for Registration and that technical standards are being maintained.

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

NOTIFYING WORK

Part P Registered Contractors undertaking electrical installation work in dwellings are required by of the Building Regulations to notify relevant work to local authority building control. Once successfully registered, our simple online notification service, elecsaonline.com, 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.



USEFUL CONTACT INFORMATION

SALES

0333 015 6626

ENQUIRIES.ELECSA@CERTSURE.COM

CUSTOMER SERVICE

0333 240 7870

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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