NICEIC DOMESTIC INSTALLER

Domestic Installer Scheme

Your guide to registration



Welcome. Thank you for applying to become part of NICEIC.



NICEIC is the UK's leading voluntary regulatory body for the electrical contracting industry. We have been assessing the competence of electrical contractors for over fifty years and currently maintain a register of more than 25,000 contractors.

Choosing to become NICEIC 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 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 of electrical work.

We look forward to working with you and your business.

Yours Sincerely



Emma Clancy, Chief Executive Officer, NICEIC

Purpose of this guide

This guide is designed to help you through the registration process for the NICEIC Domestic Installer 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 NICEIC can offer you.

Registration is straightforward but if at any point you need some advice or assistance just contact our friendly team on **0870 013 0458 (Option 1)** who will be happy to help.

What is the Domestic Installer Scheme?

NICEIC's Domestic Installer Scheme enables you to cost effectively notify applicable work in accordance with Part P of the Building Regulations. We are an authorised Part P competent persons scheme provider for contractors working on electrical installations in domestic properties. This guide explains the registration process, qualification requirements and the assessment process.

How to apply

Call us
0870 013 0458
(Option 1)

Email us
join@niceic.com

Website
www.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 our customers 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 Quality Mark to prove to your clients that your business works to industry standards
- All customers of NICEIC registered contractors will be covered by the NICEIC Platinum Promise outlined below
- A listing on **www.niceic.com**
- NICEIC logos for your company vehicles, stationery and website to promote your business
- NICEIC photo ID cards and personalised business stationery available to purchase
- Opportunity to become registered with Trustmark, the Government backed initiative to help consumers find competent, honest tradespeople – **www.trustmark.org.uk**
- Access to free commercial and legal advice 24 hours a day, seven days a week, from DAS Business Law

Technical support

- Priority access to the NICEIC Technical Helpline – electrical engineers with years of experience in the industry who can help resolve any technical queries you may have
- Free pocket guides – handy technical reference cards to carry with you on-site
- Technical seminar events including TechTalks and NICEIC Live

Tools for your trade

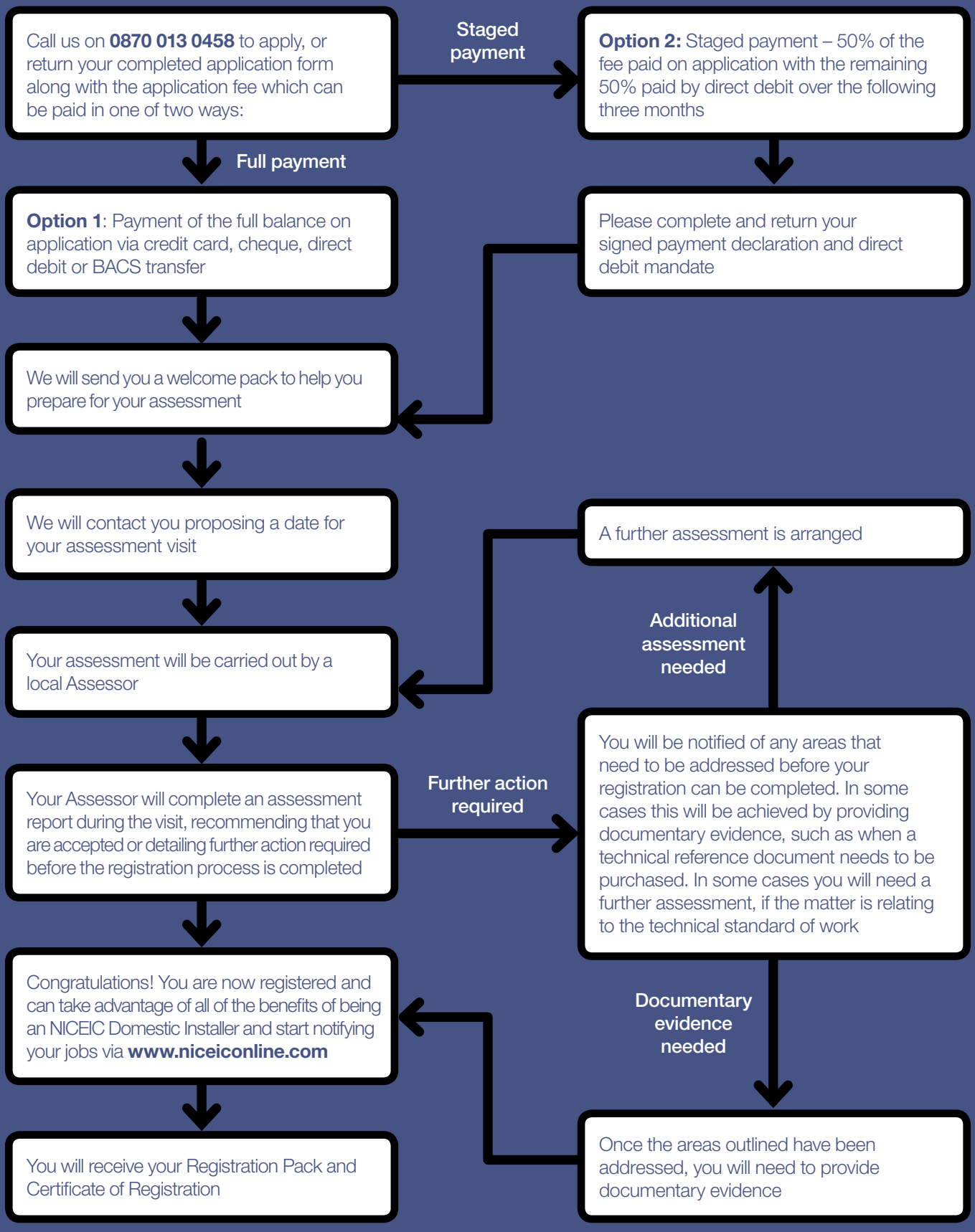
- Exclusive access to NICEIC Online Certification – a simple, streamlined and cost-effective way to certify and notify work. Take a look at **www.niceiconline.com**
- Competitive prices for training, insurance and industry leading publications and DVDs
- Workwear, tools, test equipment and much more available from NICEIC Direct – **www.niceicdirect.com**
- Free subscription to Connections – an informative quarterly magazine



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 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.

The registration process



Registration requirements checklist

Listed below is a summary of the registration requirements for the Domestic Installer Scheme. This guide will explain the requirements in more detail and contains useful advice on how you can ensure you are fully prepared for your assessment.

To be eligible for registration with NICEIC, your business must:

- [ ] Be directly engaged in Domestic Electrical Work
- [ ] 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
- [ ] Maintain a record of the ongoing accuracy and consistency of test equipment used for certification and reporting purposes
- [ ] Have at least £2 million Public Liability Insurance
- [ ] Hold current editions of BS 7671 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
- [ ] Appoint one or more Qualified Supervisors as required
- [ ] Have a written Health and Safety Policy Statement and carry out risk assessments as appropriate
- [ ] Submit an application for each address from which electrical installation work is arranged or carried out
- [ ] 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 traveling distance of your trading address, be representative of the day to day activities of the business and comply with BS 7671 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.

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.

Step by step guide to registration

Step 1
Application

Scheme transfers

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

- Written confirmation of your request to transfer
- Evidence of your current registration, including expiry date
- A copy of your last assessment report
- The date of your original assessment
- Evidence of your training qualifications (copies of certificates)
- Evidence of £2m Public Liability insurance cover

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.

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

- Call our team on 0870 013 0458. We will take all of your details 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 (if applicable)

Please note when completing your application:

A separate application must be made for each address from which electrical work is arranged or carried out.

Subsequent annual fees are charged from the date you apply for the Domestic Installer Scheme, not from the date you are successfully registered onto the scheme.

Ways to pay:

Choose from our two different payment options:

Option 1: Payment of the full balance on application via credit card, cheque, direct debit or BACS transfer

Option 2: Staged payment:

50% of fee paid on application with the remaining 50% paid over the following three months

Full Scope or Defined Scope?

The Domestic Installer Scheme has been approved to register installers to Full Scope or Defined Scope for domestic electrical installation work in accordance with Part P of the Building Regulations.

The scopes of registration are:

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
- Installation of a new, or replacement of an existing, consumer unit
- New Circuit

Defined Scope

The scope of work is limited to electrical installation work in connection with, or ancillary to, some other non-electrical work.

Examples of work/installations that fall within the scope of Defined Scope:

- Plumbing
- Conservatories
- Kitchen, bathroom and bedroom
- CCTV
- Security systems
- Extractor fans
- Gas heating
- Garden installations
- Loft conversions
- Maintenance
- Telecommunications
- Air conditioning
- Oil-fired heating
- Swimming pools
- Extensions
- Stair lifts
- Door/gate entry
- Spa baths
- Solid fuel heating

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 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 Rules for Registration of Domestic Installers, and the IET Wiring Regulations BS 7671. 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 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 with the consumer unit, and will include a check of the earthing and bonding arrangements. The 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. You will also be given the log in details for the secure area of our website where you can access unrivalled technical information.

Further action

In some cases a business may not satisfy all Rules for Registration during the assessment, but the 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 (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. 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 electrical installation work that your company carries out.

Your company 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 **www.niceic.com**

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)
- Memorandum of Guidance on the Electricity at Work Regulations 1989. This document is available as a free download from the HSE website **www.hse.gov.uk**

✔ **Both of these documents are available to buy from www.niceicdirect.com**

- Approved Document Part P, available to download for free at **www.planningportal.gov.uk**

Sites for Assessment

In advance of your assessment you will need to gain 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 **www.niceic.com**

Suitable (GS38) leads will be 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
- If appropriate, certificates for fire alarm or other similar electrical work undertaken by the business in 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 page 13, 'Suitable qualifications', for further information.

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 Employers Liability to a minimum of £10 million if also applying for TrustMark.

NICEIC Insurance Services are able to offer contractors highly competitive rates on Insurance.
For more information call **0845 601 2376** or visit **www.niceicinsurance.com**

Assessment Cancellation

If you cancel your planned assessment visit you may be charged a proportion of the associated costs. Businesses that cancel or decline planned visits on more than two occasions may have their applications/registrations cancelled and will need to reapply.

Record of complaints

Every business is required to keep a log of any complaints made about the technical standard of electrical work they have installed, 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 **www.niceic.com**

Notifying work

Domestic Installers undertaking electrical installation work in dwellings are required by Part P of the Building Regulations to notify relevant work to local authority building control. Details of the notifiable work need to be provided to NICEIC within 25 days of completion of the work.

Once successfully registered, our simple online notification service, **www.niceiconline.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.



Role of the 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 acceptable and recorded correctly on the appropriate certificates
- Ensuring that the business' premises, equipment, documentation and records are available for inspection when required by NICEIC
- Safeguarding all unused NICEIC 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
- 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.

From 6th April 2013 the technical competence requirements changed for proposed Qualified Supervisors.

From this date there are now 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 NICEIC, as well as allowing a route for individuals who can provide auditable evidence of their knowledge and experience of undertaking electrical work.

For compliance with Building Regulations in Scotland, we have the NICEIC Certifier of Construction Scheme.

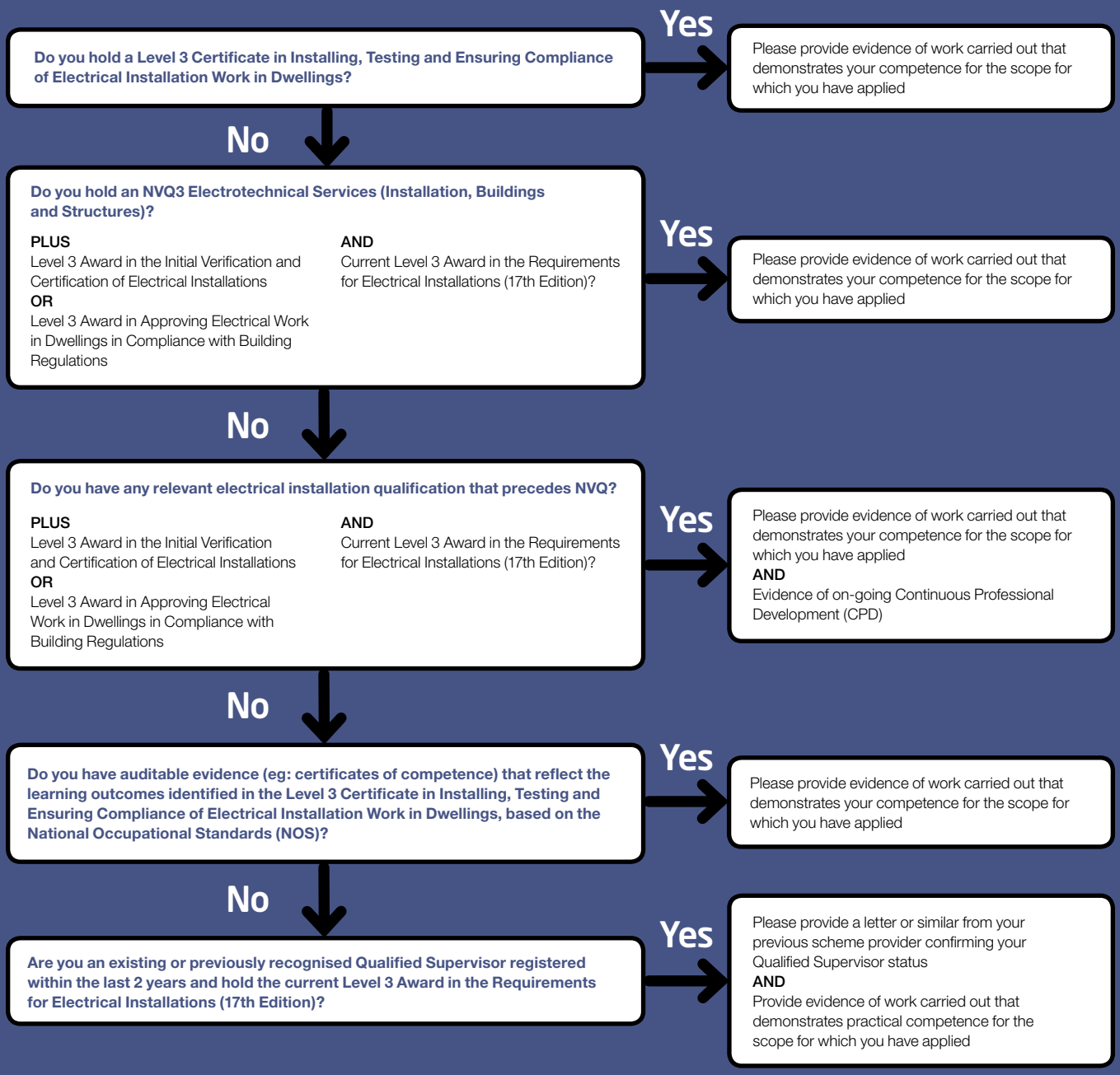


To see which route is most appropriate for you please take a look at the flow diagram overleaf.

If you have any questions regarding training qualifications or any other part of the registration process simply contact us on **0870 013 0458** and we will be happy to help.

Tel: **0870 013 0458**
Email: **traininginfo@niceic.com**
Web: **www.niceic.com**

Suitable qualifications for a Qualified Supervisor



If you hold a 17th edition qualification but do not hold a craft qualification then you will need to complete the Certsure Knowledge Assessment or obtain the relevant industry standard qualifications

Domestic Installer Assessment – summary of visit

The information below outlines what happens on the day of your assessment. Timings are approximate and are given as an indication of the format of the assessment.

- Introduction of Assessor and opening meeting with the Qualified Supervisor(s) (QS) at your company address. 10 minutes.

- Review of scheme criteria (qualifications, insurance, publications & technical references held, company letterhead, complaints log, Health and Safety Policy Statement, risk assessments, safe isolation procedures, test equipment calibration etc). 30 minutes

- Review of randomly selected electrical certificates and reports. 10 minutes

- Site assessment; 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 QS will need to demonstrate competence in inspection and testing, including use of their instruments, interpretation of results & completion of certification. 2 ½ hours

A minimum of one site is required, selected by the Assessor at the opening meeting - it is advisable for a selection of sites to be made available.

Note: Any site should be within 30 minutes of your office address. Please call the office in advance of the assessment if the sites do not meet this requirement.

- Closing meeting conducted with the Qualified Supervisor. 10 minutes



After you are registered

As a Domestic Installer 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.

For your initial application completed work on your own premises may be acceptable, however for on-going registration, work on your own premises will not be accepted for your assessment visit.

Our annual fee includes the provision for a half day periodic assessment visit, if however, the nature of your business is such that additional time for assessment is required, an additional fee will be charged. Your Assessor will discuss this with you during your initial assessment.

We look forward to welcoming you to NICEIC!

Useful contact information:

Customer Service
0870 013 0382
customerservice@niceic.com

Technical Helpline
0870 013 0391
technicalhelpline@niceic.com

Training
0870 013 0389
traininginfo@niceic.com

Building Compliance
0870 013 0462
enquiries@niceic.com

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