


 **NICEIC.** The sign of a serious professional.

Electrical scheme assessment

Guidance and checklist

 Helping you prepare for a
successful NICEIC assessment.

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Introduction

We know your time is important. So whether you're applying to gain certification for the first time or completing a surveillance assessment, this guide will help you know what to expect, the steps involved and explain the terminology we use.

Your assessment is a fundamental part of your business's certification with NICEIC. It allows your business to display the NICEIC brandmark with pride knowing that your business has met the high standards that people expect from NICEIC-certified businesses.

It's your chance to show that your business:

- has insurances, documentation and records in place to support you and your customers
- carries out work that complies with the relevant industry standards.

It also gives you an opportunity to ask your assessor any technical questions you might have.

This assessment guide and checklist explains how to book and fully prepare, including what to have ready to show your assessor, as well as some top tips to ensure a successful outcome.

**Anyone can carry a toolbox.
Only the best carry our badge.**



Your assessment

Assessments are not one size fits all.

Ideally, the samples of work in all the work categories you undertake should be within a local area, so the assessor has time to travel to all sites and back to your contracting office within the allocated time. If this isn't possible, an additional chargeable assessment will be required.

For businesses certified with the NICEIC Domestic Installer Scheme, the assessment will generally take up to 3 hours*.



For businesses certified with the NICEIC Approved Contractor Scheme, the assessment will generally take up to 6 hours. However, due to certain factors*, some businesses may require more assessment time.



If we cannot see sufficient representative work for assessment, or if we are unable to complete the assessment in the scheduled duration, you may require additional chargeable assessments.

*Factors such as the number of work categories your business undertakes, the geographical spread of work and the number of Qualified Supervisors may impact the assessment duration.

Booking your application assessment

Once your online application, insurance and qualifications documents have been validated and payment made, we will contact you to agree a suitable assessment date.

Booking your surveillance assessment

- Eight weeks before your assessment is due, we will send you an email asking you to get in touch with our scheduling team to arrange a mutually acceptable date.
- Remember: without regular assessments your business risks losing its certification.
- Missed the email? Contact us and we can get your date booked in.

Important

If anything significant has changed since your last assessment – such as your Principal Duty Holder (PDH) or Qualified Supervisor (QS) leaving the business, or the electrical work categories you undertake differing – please contact us so we can update the details we hold and ensure the appropriate assessment is scheduled.

On the day

Your assessor will need to meet two key people: your Principal Duty Holder (PDH) and your Qualified Supervisor(s) (QS). In some businesses the same person can fulfil both positions.

Your assessor will start the assessment at your contracting office address. They will review your office management systems; including documents, records and equipment to ensure it is appropriate to the range and scale of electrical work your business carries out.

Assessment activity	Specific items
Introductions / opening meeting at agreed start time	Present for the meeting will be the assessor, Principal Duty Holder (PDH) and Qualified Supervisor(s) (QS).
Office based assessment: complete review of scheme criteria	<p>Assessment of:</p> <ul style="list-style-type: none"> • insurances • applicable technical reference documents and publications • use of certification logo(s) • complaints log • health and safety policy statement • risk assessments as appropriate • safe isolation of installation procedures • test instruments • electrical certificates and reports • test instrument consistency and on-going accuracy • systems for notifying work requiring building regulation compliance • qualifications, training, experience and continuing professional development for all employed persons undertaking electrical work • employed person competence and supervision.
Site assessment: assessment of sites for work sample selected by Assessor	<p>Site assessments of representative examples of work undertaken by your business within the last 12 months, to review how you have been interpreting and applying the requirements of BS 7671 and Building Regulations and Standards.</p> <p>The Qualified Supervisor will need to demonstrate safe isolation, plus competence in inspection and testing, including use of instruments, interpretation of results and completion of certification as well as demonstrating effective supervision.</p>
Close-out meeting	Closing meeting with Principal Duty Holder (PDH) and Qualified Supervisor (QS).

Your 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 completed by the business within the last 12 months that is representative of the scope of work – to include EV, PV and EESS, where relevant – for which an application has been made or certification granted. For Approved Contractors, the assessor may select a job currently 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 your 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 since the initial or last surveillance assessment.

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 hi-vis. Any items over and above these required for site access need to be provided or advised in advance.

Helpful documents

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

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

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

Your assessor will assess the business's compliance against the scheme rules and requirements, including the competence of the QS(s) and collect demonstrable evidence that the core elements of the current industry-recognised requirements are being met.

Your assessor will require unhindered access to the electrical work to enable your QS to be assessed on the following:

- Competence in electrical installation practices.
- Awareness of their supervisory responsibilities and their responsibility for the technical standard of the business's electrical installation work.
- The level of understanding of the inspection, testing, verification and certification procedures for the range of electrical work undertaken by the business.
- How well versed they are in the reporting procedures for the range of electrical work undertaken by the business.
- Ensuring the results of the verification process are accurately recorded on all Electrical Certification issued, including:
 - Electrical Installation Certificates (EICs)
 - Electrical Installation Condition Reports (EICRs)
 - Minor Electrical Installation Works Certificates (MEIWCS).

- Explaining the design process for new circuits as well as where applicable/relevant additions and alterations.
- Demonstrating safe isolation and re-energisation of installed circuits and electrical equipment.
- Demonstrating 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.
- Demonstrate understanding of the Electricity at Work Regulations and the application of safe working procedures.
- Demonstrate knowledge and understanding for the requirements of the BS 7671 (including amendments).
- Knowledge of associated Building Regulations and applicable industry standards.
- Identifying potential problems and faults associated with electrical installation work and explain methods employed to diagnose and rectify faults, including:
 - RCD tripping – prospective fault current
 - open circuits – shock protection
 - high resistance values
 - circuit design.

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 (EICRs) will be required for assessment.
- Your QS will be expected to demonstrate an understanding of BS 7671 and its requirements for reporting on existing electrical installations.
- All employed persons, including employees and sub-contractors, undertaking periodic inspection and testing will ideally hold the relevant periodic inspection and testing qualification.
- 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 that are put forward for assessment must have been recently completed to ensure that a site assessment can assess the completion of the EICR and how it relates to the installation inspected.



Assessment checklist

To ensure your business is managing electrical work effectively, your assessor will assess the following areas.

✓ 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

- At least £2 million public liability insurance – appropriate to the risk, nature, scope and scale of work undertaken.
- At least £250k professional indemnity insurance (for Approved Contractors undertaking periodic inspection and/or businesses certified on the Rented Sector Scheme).
- At least £5 million employee liability insurance (for TrustMark registered businesses, excluding sole traders).

Insufficient public liability insurance will prevent a site assessment from being carried out. Issues could include insufficient financial cover or business names/addresses etc.

Did you know?

NICEIC Insurance Services offer certified contractors 10% discount on contractor insurance, a free business insurance 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, pre-work surveys, drawings, certificates, reports and other relevant documents relating to that work for a minimum period of six years, or as otherwise contractually required, including work in-progress.
- Installations notified as compliant with the Building Regulations.
- Demonstrating the accuracy and consistency of test instruments held or hired (not borrowed). Click [here](#) for Safety Through Accuracy of Test Instruments guidance.
- 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.
- Required 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.
- All complaints received over the previous six 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](#).
- Written Health and Safety policy statement which is signed and dated and risk assessments as appropriate. A guide to preparing a health and safety policy can be downloaded [here](#).
- Safe isolation procedures.
- Copy of business stationery.
- If electrical work is sub-let to another business – details of contractual agreements between the business and the person ordering the work as well as the business and the business that work has been sub-let to.

✓ Technical reference documents

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

- BS 7671 Requirements for Electrical Installations (IET Wiring Regulations)
- [The Electricity at Work Regulations 1989. Guidance on Regulations HSR25](#); and
- All building regulations Approved Documents and/or Technical Standards relevant to the work undertaken by the business
[Planning Portal England Approved Documents](#)
[Scottish Government building regulations](#)
[Welsh Government building and planning](#)
[Building Control Northern Ireland regulations](#)
[Building Control Government of Jersey approved technical guidance](#)
- [Electrical test equipment for use on low-voltage electric systems \(HSE Guidance Note GS38, as amended\)](#).

If undertaking the following scope of work, access will be needed to listed technical reference documents:

- [Electric Vehicle Charging Equipment \(EVCE\) Installations](#)
- [Solar Photovoltaic \(PV\) Systems Installation](#); and
- MCS The Solar PV Standard (Installation) MIS 3002
- [Electric Energy Storage Systems \(EESS\) Installation](#); and
- MCS The Battery Standard (Installation) MIS 3012.

✓ Test equipment

For all low voltage (as defined in BS 7671) electrotechnical work, the business will be required to hold the following test instruments as a minimum:

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

Additional test equipment may be required as listed for the following scopes of work.

- Electric Vehicle Charging Equipment (EVCE) Installation – Earth Electrode.
- Solar Photovoltaic (PV) Systems Installation – Earth Electrode, Solar Irradiance, AC/DC Clamp meter.
- Electric Energy Storage Systems (EESS) Installation – Earth Electrode, AC/DC Clamp meter.

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.

"We are NICEIC-
certified because we
want to be part of
something that gives
people a level of
trust in us."

Chris Day,
Mayday Electrical



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.

Helpful documents

[Download](#) our Type of Work for Assessment guide for more information.

Additional information

Being fully prepared for your assessment is the key to a good outcome.

Being organised not only helps the assessor to perform their task more efficiently, but also means you can use the time to your own advantage.

This means more time for your own questions about technical standards, industry best practice and advice on how NICEIC can support you more in your business.

Please visit our [assessment webpage](#) for frequently asked questions, top tips when preparing for your assessment and additional resources.

About NICEIC

For almost 70 years, NICEIC has been the UK's largest certification body for electrical businesses with over 40,000 currently certified with us. As the industry leader, we drive the highest standards of competence and safety.

We assess, certify and train electricians, plumbers, renewable energy installers, and gas and heating engineers. To become certified, businesses must demonstrate their compliance with technical standards and industry best-practice through rigorous assessments and continuing professional development.

Trade professionals look to us for certification and technical leadership, and value the credibility our name gives theirs. We provide ongoing advice and support, and list their businesses on our online 'Find a trusted NICEIC tradesperson' tool.

We help build public trust in trade professionals – and we never compromise on that trust. We work alongside government and industry to shape policy and drive standards. Many UK businesses, government organisations, local authorities and landlords will only work with NICEIC-certified businesses.

The NICEIC brand is owned and managed by Certsure LLP.

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