

Certifier of Construction (Electrical Installations to BS 7671) **Scheme Rules**

1. Introduction

Certsure LLP trading as NICEIC is a Scheme Provider for the Certifier of Construction (Electrical Installations to BS 7671) Scheme. The scheme provides a route for businesses to become Approved Bodies or competent individuals to become an Approved Certifier Of Construction. This scheme is for businesses that are, and continue to be, successfully assessed as having appropriate qualifications, experience and systems in place to certify that electrical installation work in Scotland is compliant with the requirements of the Building (Scotland) Regulations and BS 7671.

This document is supplementary to and should be read in conjunction with the NICEIC Approved Contractor Scheme Rules. The NICEIC Approved Contractor Scheme Rules, as supplemented by this document, comprise the Certifier of Construction (Electrical Installations to BS 7671) Scheme Rules.

2. Definitions

The following definitions apply in these Scheme Rules, in addition to the definitions found in section 1 of the Approved Contractor Scheme Rules.

In these Scheme Rules:

Approved Body means an NICEIC Approved Business which has been assessed in accordance with these Scheme Rules and employs a Certifier Of Construction. References in the Approved Contractor Scheme Rules to a 'Certificated Business' shall be treated as being references to an 'Approved Body'.

Approved Certifier of Construction means a Qualified Supervisor who has been successfully assessed for the Certifier of Construction (Electrical Installations to BS 7671) scheme and certificated through NICEIC with SBSC.

Certification Coordinator means a person (normally the Principal Duty Holder) that acts as the contact point for the Approved Body and is responsible for maintaining the system of checking, insurance policies, access to documents, training and handling complaints.

Scheme Brandmarks has the meaning given in the Approved Contractor Scheme Rules, provided that for the purposes of this Scheme, it shall include the words 'Certification Scotland' beside the NICEIC Approved Contractor logo.

Scheme Provider means an organisation approved by the Scottish Government, under Section 7(2) of the Building (Scotland) Act 2003, to operate a Certification scheme for Certifier of Construction (Electrical Installations to BS 7671).
Trademark has the meaning given in the Approved Contractor Scheme Rules.

3. Requirements for Certification

- 3.1 In addition to the requirements for Certification set out in the Approved Contractor Scheme Rules, You may apply for Certification if your Business:
- (a) employs full time at least one Approved Certifier and a Certification Coordinator; and
 - (b) is directly engaged in certifying electrical installation work for compliance with Building (Scotland) Regulations.

4. Personnel

- 4.1 In addition to the Personnel requirements set out in the Approved Contractor Scheme Rules, the following provisions will apply in relation to Your personnel.

- 4.2 The functions of Approved Certifiers of Construction are to determine whether low voltage or extra-low voltage electrical installations comply with the Building (Scotland) Regulations 2004 and, where appropriate, to certify that they comply.
- 4.3 Persons applying to become Approved Certifiers of Construction must:
- (a) make an application for Certification or opt in to the scheme at the time of Approved Contractor Scheme Assessment/Surveillance; and
 - (b) satisfy the qualification requirements prescribed by Us for the NICEIC Approved Contractor Scheme; and
 - (c) demonstrate adequate knowledge and understanding of appropriate Standards, e.g. BS 7671, the Domestic and Non Domestic Technical standards and the role of Approved Certifier Of Construction, sufficient to act as an Approved Certifier Of Construction; and
 - (d) achieve successful outcomes at Surveillance of Approved Contractor and Certifier Of Construction Schemes; and
 - (e) declare to Us if You have applied for, hold, have held or have had refused or cancelled a previous Certification of electrical installation work with a Scheme Provider.

5. Certifiers of Construction

- 5.1 Approved and proposed Certifiers Of Construction will:
- (a) make available documents, equipment, tools, test instruments, access and facilities sufficient for Surveillance purposes; and
 - (b) be present as required during Surveillance by Us.
- 5.2 Approved Certifiers Of Construction may also be Certification Coordinators.
- 5.3 Approved Certifiers Of Construction will:
- (a) only issue Certificates of Construction for the Approved Body they are employed by; and demonstrate to Us, on an ongoing basis knowledge of the Scottish Building Standards system and understanding of the role of Approved Certifiers sufficient to act as an Approved Certifier; and
 - (b) demonstrate knowledge and experience sufficient to enable the discharge the responsibility of certifying work; and
 - (c) adopt appropriate procedures to identify the compliance or non-compliance of electrical installations with BS 7671; and
 - (d) undertake certification, and record the process by which compliance with Building (Scotland) Regulations is assessed using checklists as prescribed by Us; and
 - (e) take account of the impact of work and ensure it does not impinge on the overall integrity of the building and that it complies with Building Regulations; and
 - (f) compile and sign certification in the form prescribed by Us, using NICEIC Online Certificate System (NOCs); and
 - (g) notify Us, within 30 days, of starting or ceasing employment with an Approved Body in the capacity of an Approved Certifier; and
 - (h) exercise appropriate skill, care, diligence and judgement; and
 - (i) not misrepresent themselves as having expertise and experience that they do not possess; and
 - (j) maintain and broaden their expertise; and
 - (k) undertaking only those tasks for which they have appropriate expertise and experience; and
 - (l) acknowledging that for some projects they may lack appropriate experience to enable them to act as the Approved Certifier Of Construction; and
 - (m) hold records for a minimum of 6 years and make them available to Us, for Assessment, including :
 - (i) checklists; and
 - (ii) appropriate certification in accordance with applicable British Standards; and
 - (iii) Certificates of Construction.
- 5.4 Approved Certifiers shall not:
- (a) issue any certification for work that has not been checked for compliance with the Building (Scotland) Regulations; or
 - (b) issue certification for incomplete installations; or
 - (c) make false or misleading statements in Certificates of Construction; or
 - (d) recklessly issue Certificates of Construction; or
 - (e) be certificated as an Approved Certifier of Construction (Electrical Installations to BS 7671) with any other Scheme Provider; or
 - (f) issue 3rd party Electrical Installation Certificates or Certificates Of Construction.

6. Certification Coordinators

- 6.1 Certification Coordinators are responsible for ensuring that the conditions under which the Approved Body was approved are fulfilled and maintained and will:
- (a) act as the contact point for the Approved Body; and
 - (b) be present as required during Surveillance.
- 6.2 Certification Coordinators may also be Approved Certifiers provided they meet the requirements.
- 6.3 Certification Coordinators will not countersign Certificates of Construction for any period during which their Approved Body does not employ full time an Approved Certifier.
- 6.4 Certification Coordinators will:
- (a) only countersign Certificates of Construction on behalf of the Approved Body that employs them; and
 - (b) advise Us of any changes of Approved Certifiers, or of the name, address or legal constitution of the Approved Body that employs them within 30 days of the change occurring; and
 - (c) demonstrate ongoing compliance with the Approved Contractor Scheme Rules.

7. Use of Our Forms, Trademark, Scheme Brandmarks and Certificate of Certification

- 7.1 In addition to the provisions regarding the use of Our Forms, Scheme Brandmarks and Certificate of Certification set out in the Approved Contractor Scheme Rules, the following provisions shall apply.
- 7.2 Certification does not entitle the use of the Scottish Government logo.
- 7.3 An Approved Certifier may describe themselves as an Approved Certifier of Construction (Electrical Installations to BS 7671).
- 7.4 An Approved Body may describe itself as an Approved Body for the Certifier of Construction (Electrical Installations to BS 7671).

8. Suspension of Certification

- 8.1 In addition to the provisions regarding Suspension of Certification set out in the Approved Contractor Scheme Rules, the following provisions shall apply.
- 8.2 We will suspend Certification of Approved Bodies that:
- (a) fail to replace their Certification Coordinator within 30 days of the previous one ceasing to be employed in that capacity; or
 - (b) fail to employ at least one Approved Certifier (QS) for any consecutive period of 120 days.

9. Cancellation of Certification

- 9.1 In addition to the provisions regarding Cancellation of Certification set out in the Approved Contractor Scheme Rules, the following provisions shall apply.
- 9.2 We may cancel the Certification of Approved Bodies and Approved Certifiers of Construction that:
- (a) fail to replace their Certification Coordinator within 30 days of the previous one ceasing to be employed in that capacity; or
 - (b) fail to employ at least one Approved Certifier (QS) for any consecutive period of 120 days.