

Information Pack

This document has been written to give you an extensive account of how the ELECSA scheme will operate and what we will require from you, the installer, in order to enable you to register fully with the scheme. Please take the time to read through this paperwork before you complete the application.

The information pack contains the following sections:

1. Overview of ELECSA Registration
2. Choosing the appropriate scheme level
3. How the scheme will operate
4. Checklist of ELECSA requirements
5. List of what does not need to be registered
6. Assessment details

1. Overview of ELECSA Registration

Who are ELECSA?

ELECSA is a joint venture between FENSA and the BBA to deliver an independent, no nonsense, certification scheme for tradesmen who undertake domestic electrical installation work. FENSA is the government-appointed scheme for window and door self-certification and we are bringing our expertise in this area across to provide electrical contractors with the most effective method of building regulations self-certification. The BBA (British Board of Agreement) have been providing authoritative and independent information on the performance of building products for over 35 years. They will be responsible for running the assessments and handling the technical aspects of the scheme.

Registering with the ELECSA scheme is a simple process and consists of two main stages:

1. **Application stage** – The first step on the road to ELECSA registration is to complete the enclosed application form. Take time to read through and ensure that all the required fields are fully completed and that all the requested documents are enclosed - these documents are outlined in the checklist (Part 4) and are again described within the main text of the application form itself. If we receive an incomplete application, we will contact you with a view to obtaining the necessary information but obviously, this can take time and may well delay the application process.
2. **Assessment stage** – Once a fully completed application is received, you will then be put through to the assessment stage. A comprehensive one-day assessment will take place in accordance with the EAS (Electrotechnical Assessment Scheme), details of which are given in Part 4 of the application pack. You will be contacted by our assessment organisation to arrange the assessment which will take place at your premises and should involve at least one site visit.

Provided the assessment is successful, you will then be notified and sent a full completion pack including your ELECSA registration certificate. You will then be able to begin self-certifying your notifiable installations as of the 1st January 2005.

2. Scheme Types

There are three levels of Self-Certification Scheme that ELECSA is running and which scheme is most suitable to you depends on the type electrical installation work that your organisation carries out. It is of paramount importance that you register for the most appropriate scheme for your business as this affects not only the types of installation that you will be able to self-certify but also the assessment process. The three levels are listed below, together with a definition of the types of work that each one will allow you to certify. Note that the Scheme level that you apply for does *not* affect the payment required by ELECSA – regardless of the scheme level you apply for, it is still necessary for us to carry out a full one day assessment.

Level A ('Full-scope Scheme') -

This scheme is most suitable for fully-qualified electricians and businesses that specifically deal in electrical installation work. The requirements for an enterprise registering for this level of scheme will include full design, installation, testing and inspection of all types of electrical installation work taking place in domestic dwellings (intending to operate at low or extra-low voltage).

Level B ('Limited-Scope Scheme') -

This scheme is most appropriate for organisations that carry out some electrical installation work in support of a main business type (such as Kitchen Fitters, Bathroom Installers, e.t.c.). The Level B scheme will allow the enterprise to self-certify within the scope of the types of work that are appropriate to their business. Their requirements will include full design, installation, testing and inspection of these installations, again intending to operate at low or extra-low voltage.

Level C ('Minor Works Scheme') -

Enterprises registering for this level of the ELECSA Scheme will be assessed against, and hence be able to self-certify, electrical installations of minor works that do not include the provision of a new circuit (intending to operate at low or extra-low voltage) that are carried out in support of an overall business type.

Selecting Scheme Level – Within the ELECSA application form, Section 4 requests that you highlight the scheme type that you are interested in applying for – simply tick the relevant box (A, B or C) in Section 4. If you are registering for a Level B scheme it is imperative that you outline the areas in which you will be carrying out electrical installation work (and hence, will be assessed against). You will **only be allowed to self-certify work within these locations once you are registered**, hence it is very important that this part of the application is correctly completed.

Scheme Levels and Assessment – Section 6 of the information pack is a breakdown of the one-day assessment that will be carried out on your organisation. The areas of assessment listed are appropriate for each Scheme Level, however in the case of Scheme Levels B & C, the assessment will be tailored only to focus on the types of work relevant to your business and the corresponding requirements for knowledge/experience relevant to this work. Under the Level B & C schemes, it will be a requirement for **each individual who is carrying out installations to be assessed**. These individuals are commonly referred to as Individual Operatives. If you have any concerns, please contact us directly to discuss this in more detail.

3. How will the scheme work once I am fully registered?

After successful application and assessment, your registration will be completed and it will be possible for you to begin self-certifying your installations as being in compliance with Part P of the building regulations.

The Self-Certification process:

The ELECSA scheme has been set up in such a way as to minimise the additional paperwork that the installer is required to handle. To this end, rather than requiring you to complete additional paperwork at the point of installation, ELECSA instead asks that you notify us of the installation within 20 days of the work being completed. The acceptable methods of notification will either be by fax or by submission over the internet and we will simply require the installation address, date of completion, contract number and brief summary of the work. Note that *we will not require full inspection/testing details to be sent to us* for the purposes of Part P compliance.

Once we have received this information from you, we will upload it onto our main database and despatch a certificate of compliance directly to the householder. In addition, we will also send electronic notification of the installation to the relevant Local Authority – this is a mandatory requirement of any Part P self-certification scheme. ELECSA takes responsibility for all certification enquiries once we have received the data from you – any reissues for lost certificates will be handled by us.

BS7671 Certificates:

Under the Part P regulations, you will be required to issue either a major or minor works certificate for each domestic installation that you complete. This must be duplicated so that the householder has a copy and that you also retain one. While ELECSA will not need this information to be submitted to us, you must still ensure that these are supplied. BS7671 certificated will be available to download from the internet free of charge for ELECSA-registered companies or will be available hard-copy at cost price for those companies who do not have internet access.

Guarantee Insurance:

It is a requirement of **all** self-certification schemes that you *offer* insurance with all warranties that you provide. This is to ensure that if you were to cease trading before a guarantee has expired that the insurance company will pick up the remaining duration of the warranty. At present, the following organisations will be able to provide you with a Guarantee Insurance policy;

Quality Assured National Warranties (QANW) – 01292 268 020/01292 618 060,
info@qanw.co.uk

Home-Pro Insurance – Contact by telephone on 08707 344 344 and select option 2

Please note that once you are registered with ELECSA, with each installation that you carry out that the guarantee insurance must be offered - failure to offer the IBG can result in disciplinary procedures being taken by ELECSA. However, the customer is not obliged to accept the offer and it is perfectly acceptable for this to happen – as long as the offer of Guarantee Insurance has been made, you have fulfilled your obligations to the scheme.

4. Checklist of ELECSA Requirements

Before reading through the application, we would advise you to spend some time looking over the following list. This list is a summary of the key requirements that it is necessary to comply with before we are able to fully accept your registration. Some of these requirements will be resolved with the initial application, others can only be finalised during the assessment process.

- 1. Reference Documents:** We will expect you to hold current copies of all relevant statutory documents such as Approved Document P and BS 7671 (16th Edition). If you do not have these in place, please contact us so that we can help you obtain copies. These documents will be checked during the assessment process.
- 2. Measuring and Test Equipment:** We will need you to have access to adequate measuring and test equipment for the work that you intend to do. All equipment will need to be supported by a current certificate. Again, this will be checked during the assessment.
- 3. Certificates:** You will be required to issue certificates for work done as defined by BS 7671. Copies of these certificates need to be retained for 3 years. Will be verified during assessment.
- 4. Complaints:** It is expected that you will keep a register of all complaints received concerning the quality of your work including a log of the remedial action taken. Again, this will be verified at the assessment stage.
- 5. Liability Insurance:** We will need to see documentation showing that you have public liability in place for at least £2million pounds and if you are a Ltd company or have employees, that the appropriate employers liability is also in place. This documentation is required with your application.
- 6. Contract Documentation:** We will require you to supply a written contract to the homeowner for each installation that you carry out where the job price is £200.00 or more. This contract should consist of a front page or order form where the details of the work to be carried are listed (including price quotes) and a list of terms and conditions. This should be provided with the application form you submit to us.
- 7. Guarantee Insurance:** You must have an Insurance-Backed Guarantee (IBG) policy in place. Guarantee Insurance must be *offered* with every installation that you complete (the customer can decline the offer). If a customer takes out a Guarantee Insurance policy, in the event of the installer ceasing to trade before the guarantee expires, the insurance company covers the remaining duration of the guarantee.
- 8. List of qualified electricians:** We will need you to supply us with a list of the qualified electricians employed at the company. This list should be provided with the application and will be verified upon assessment.
- 9. Management:** We will need you to define who has the overall management responsibility for implementing the requirements of the scheme including: overall responsibility for the work done, responsibility for regulatory compliance, responsibility for issuing certificates and responsibility for fulfilling Health and Safety requirements. This is requested in the application and will be confirmed at assessment.
- 10. Direct Debit Mandate:** We will require you to complete and return the direct-debit mandate to us. This is included in the application form. All future payments (e.g. for annual re-registration) will be taken by this method. *Note that payments will be made to FENSA, our sister company.*

BS7671 Certificates: In addition to the above, to comply with the EAS assessment requirements, as of the 1st January 2005 you will be required to provide your customers with a BS7671 certificate with each installation that you complete. It is also essential that you retain a copy of this certificate for your own records. Once you are fully registered with ELECSA, you will be able to order pads of these certificates from us at cost price. Alternatively, if you have access to the internet, it will be possible for you to download a copy of the certificate at no additional charge.

If you require any assistance or clarification on any of the above points, please do not hesitate to contact us on 0870 749 0080. Alternatively, you can submit an enquiry by fax to 0870 749 0085 or via e-mail to enquiries@elecsa.org.uk.

5. Work that need not be notified

Part P certification is only required for installations of notifiable electrical work in domestic dwellings. In order for you to determine more easily the types of installation that you would need to register, the following list defines the type of work that does NOT need to be certified as being in compliance with Part P.

Work that need not be notified

List 1

Work consisting of:

- Replacing accessories such as socket-outlets, control switches and ceiling roses
- Replacing the cable for a single circuit only, where damaged for example by fire, rodent or impact (on condition that the replacement cable has the same current carrying capacity, follows the same route and does not serve more than one sub-circuit through a distribution board)
- Re-fixing or replacing the enclosures of existing installation components (if the circuit's protective measures are unaffected)
- Providing mechanical protection to existing fixed installations (if the circuit's protective measures and current-carrying capacity of conductors are unaffected by increased thermal insulation)

List 2

Work that is not in a kitchen or *special location* (see below) and consists of:

- Adding lighting points (light fittings and switches) to an existing circuit (only if the existing circuit protective device is suitable and provides protection for the modified circuit and other safety provisions are satisfactory)
- Adding socket-outlets and fused spurs to an existing ring or radial circuit (only if the existing circuit protective device is suitable and provides protection for the modified circuit and other safety provisions are satisfactory)
- Installing or upgrading main or supplementary equipotential bonding (such work will comply with other applicable legislation, such as the gas safety regulations)

Special/Notifiable Locations

The list on the following page specifies areas that are considered special locations and the types of work taking place within these locations that require certification. The ticks within each column indicate that installations of that nature taking place in that location will require certification under Part P of the Building regulations.

List of works that is notifiable to local authority and / or must be completed by a company registered as a "competent person".

| | Extensions and modifications to circuits | New circuits |
|---|--|--------------|
| Bathrooms (work within 3m of the bath) | ✓ | ✓ |
| Bathrooms (work greater than 3m from the bath) | x | ✓ |
| Bedrooms | x | ✓ |
| Bedrooms containing a shower or basin | ✓ | ✓ |
| Ceiling (over head) heating | ✓ | ✓ |
| Communal area of flats | ✓ | ✓ |
| Computer cabling | x | x |
| Conservatories | x | ✓ |
| Dining rooms | x | ✓ |
| Extra low voltage (E.L.V.) non pre-assembled CE marked lights | ✓ | ✓ |
| Garden - lighting | ✓ | ✓ |
| Gardens - power | ✓ | ✓ |
| Greenhouses | ✓ | ✓ |
| Halls | x | ✓ |
| Integral garages | x | ✓ |
| Kitchen | ✓ | ✓ |
| Kitchen diners | ✓ | ✓ |
| Landings | x | ✓ |
| Lounge | x | ✓ |
| Remote buildings | ✓ | ✓ |
| Remote garages | ✓ | ✓ |
| Saunas | ✓ | ✓ |
| Sheds | ✓ | ✓ |
| Shower rooms | ✓ | ✓ |
| Small scale generators | ✓ | ✓ |
| Solar power systems | ✓ | ✓ |
| Stairways | x | ✓ |
| Studies | x | ✓ |
| Swimming pools | ✓ | ✓ |
| Telephone cabling | x | x |
| TV Rooms | x | ✓ |
| Under floor heating | ✓ | ✓ |
| Workshops (remote) | ✓ | ✓ |

6. The Assessment Process

In order for an electrical contractor to register with ELECSA, it is necessary for the designated Qualified Supervisor to successfully complete an assessment. Under the Level B/C schemes, each individual operative must be assessed. The assessment is a one-day programme designed to fully assess the competence of the installer and determine their ability to self-certify installations.

On the day of the assessment, the assessor will examine the following areas:

- i) **Publications** – You will need to hold copies of BS 7671 (16th Edition), the Electricity at Work regulations and Approved Document P. If you are having difficulty obtaining these, we should be able to provide you with these at the appropriate cost, please let us know in advance.
- ii) **Instruments** – The assessor will inspect your measuring and testing equipment to ensure that it is properly set-up, calibrated and in working order. Your knowledge of how to use the equipment will also be tested.
- iii) **Certificates** – The assessor will also ask to see that you have kept copies of all the BS 7671 certificates that you have issued in the last 12 months. You will not fail the assessment on this aspect, however as of the 1st January it will be mandatory for you to issue an appropriate certificate for each installation that you complete and this will be thoroughly checked upon reassessment.
- iv) **Complaints** – You must have a written complaints procedure in place and have kept a record of all complaints received in the last 12 months. If you do not have such a procedure in place, please let us know and we can post or fax you a guide to writing a complaints procedure.
- v) **Liability Insurance** – The assessor will also double check your liability insurance documents.
- vi) **Guarantee Insurance Provider** – The assessor will want to look at all paperwork relevant to the Guarantee Insurance policy that you have in place.
- vii) **Health & Safety** – You must have a written Health & Safety policy in place. If you do not have such a procedure in place, please let us know and we can post or fax you a guide to writing a Health & Safety policy. ***This only applies to companies who have more than 5 employees.***
- viii) **Site visits** – The assessor will try and co-ordinate the assessment to coincide with 2 site visits – one to a previously completed installation and one to an in-progress job. However, this is a flexible arrangement and if one of these is not available, alternative arrangements can be made. However, at least one site visit will take place as a minimum.

Training and Qualifications

In addition to the above, the assessor will be looking carefully for comprehensive knowledge and understanding of the following aspects of electrical installation work:

16th Edition Wiring Regulations – You must be able to demonstrate a full grasp of the 16th Edition Wiring Regulations. The recognised qualification for this is the City & Guilds 2380/2381. It is not by any means mandatory for you to have this in place, however if you do not you will need to demonstrate an equivalent level of understanding on the day of the assessment by answering questions, solving problems e.t.c.

Inspection & Testing - You must be able to demonstrate a full grasp of Inspection and Testing relevant to the type of installation work that you are carrying out. You must be able to demonstrate that you are fully capable of inspecting and testing the installations that you complete.

You will also be required to have the equivalent of an NVO Level 3 in Installing and Commissioning Electrotechnical Systems and Equipment (e.g. C&G 2360 Parts 1 and 2, apprenticeship, e.t.c.) In the case of Level B and C schemes, appropriate experience/training in the relevant fields you are being assessed against should suffice. If you have any questions regarding the training and qualifications aspect of the assessment, please do not hesitate to contact us.