

RULES FOR REGISTRATION OF DOMESTIC INSTALLERS

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Introduction

The Domestic Installer Scheme of NICEIC Certification Services Ltd provides registration for enterprises that undertake domestic electrical installation work in accordance with Building Regulations, the UK national standard BS 7671, and related codes of practice. The scope of the Domestic Installer Scheme is solely registration for those enterprises that are, and continue to be, assessed as competent to self-certify that their domestic electrical installation work is compliant with the requirements of Building Regulations.

1. Registration

1.1. Conditions for Initial Registration

The enterprise shall:

- have carried out domestic electrical installation work for not less than 12 months prior to making an application; and
- make an application for registration under the scheme for each trading title and each trading address that wishes to self-certify that its domestic electrical installation work is compliant with Building Regulations; and
- if it is an applicant enterprise that holds, has held or has had cancelled a previous registration for self-certification of electrical installation work with any organisation, declare that fact to the Registration Body on application for registration.

1.2. Conditions for Initial and Continuing Registration

The enterprise shall:

- be directly engaged in domestic electrical installation work which shall all be designed, installed, inspected, tested and verified to a standard not less than that affording compliance with BS 7671 and Building Regulations; and
- compile certification that is no less comprehensive than that detailed in BS 7671 for all domestic electrical installation work undertaken; and
- hold and make available to the Registration Body, within 15 days of a request, records, as prescribed by the Registration Body, relating to domestic electrical installation work subject to Building Regulations; and

- d. have the level of public liability insurance cover prescribed by the Registration Body for the range of domestic electrical installation work undertaken by the enterprise and make evidence of this available for inspection; and
- e. have and make available for inspection sufficient domestic electrical installation work to enable an assessment to be completed; and
- f. accept the extent of inspection decided by the Registration Body, based on the scale and geographic spread of domestic electrical installation work carried out by the enterprise; and
- g. have test instruments as prescribed by the Registration Body appropriate to the range and scale of domestic electrical installation work carried out and maintain and record the accuracy and consistency of all test instruments used for certification purposes; and
- h. provide documents, equipment, tools, test instruments, facilities and access to the Registration Body sufficient for assessment purposes; and
- i. employ persons to carry out domestic electrical installation work who are competent and/or adequately supervised to ensure safety during and on completion of the work; and
- j. have sufficient persons, compliant with Rule 1.3, who will be proposed by the enterprise, assessed by the Registration Body and, if acceptable, have their role confirmed by the Registration Body as 'Qualified Supervisor(s)'. All domestic electrical installation work shall be under the control of one or more Qualified Supervisors; and
- k. maintain and make available for inspection a record of:
 - (i) complaints they receive about their domestic electrical installation work not complying with Building Regulations; and
 - (ii) remedial action, if any, taken to resolve complaints received; and
- l. have a written health and safety policy statement and carry out risk assessments as appropriate; and
- m. provide to the Registration Body within 15 days of a request, a list of all domestic electrical installation work in progress at the time and completed by the enterprise in the preceding six months; and

- n. provide documents, equipment, tools, test instruments, access and facilities to those assessing and/or monitoring the scheme, eg the United Kingdom Accreditation Service, Government body, when requested by the Registration Body, and
- o. accept that if it can only provide access to domestic electrical installation work of a minor nature, the scope of its registration will be restricted to domestic minor works, and
- p. have arrangements in place to offer a warranty as prescribed by the Registration Body to persons ordering domestic electrical installation work; and
- q. accept that whilst the Registration Body uses all reasonable care to assess the technical standard of the enterprise's work, the Registration Body is not responsible or to be held liable for the technical standard of the enterprise's work.

1.3. Personnel required for Registration

- a. A Qualified Supervisor is a person who:
 - (i) is a principal or employee of the enterprise having responsibility for the technical standard of domestic electrical installation work undertaken by the enterprise; and
 - (ii) is available on a full-time basis; and
 - (iii) satisfies the training and/or experience requirements prescribed by the Registration Body; and
 - (iv) has demonstrated to the Registration Body adequate knowledge and understanding of the requirements of BS 7671 and Building Regulations relevant to domestic electrical installation work, including inspection, testing, verification and certification procedures; and
 - (v) is proposed by the enterprise, assessed by the Registration Body and, if acceptable, has been confirmed in the role following satisfactory assessment(s) by the Registration Body; and
 - (vi) has an understanding of the health and safety and other statutory requirements relating to the domestic electrical installation work carried out by the enterprise; and
 - (vii) is well acquainted with the Electricity at Work Regulations.

- b. The obligations of a Qualified Supervisor are to:
- (i) ensure that the results of inspection and testing are accurately recorded on the appropriate forms of certification, and to confirm the results are acceptable; and
 - (ii) ensure that completed forms of certification are issued to the appropriate parties within 25 days of completion of the domestic electrical installation work; and
 - (iii) be the focal point for all communication between the Domestic Installer and the Registration Body; and
 - (iv) be present throughout all visits by the Registration Body's representatives; and
 - (v) maintain the overall standard and quality of the domestic electrical installation work carried out or managed by the enterprise and ensure that it meets the relevant standards; and
 - (vi) ensure that work is carried out in compliance with the health and safety and all other relevant statutory requirements.

1.4. Fees and Charges

- a. Fees shall be paid for Application and annual re-registration. Items that may result in additional charges are:
- (i) re-assessments considered necessary by the Registration Body sufficient to confirm the enterprise's compliance with these Rules.
 - (ii) changes of registration details or legal constitution of the enterprise.
 - (iii) assessments considered necessary by the Registration Body due to changes by the enterprise as detailed in (ii) above.
 - (iv) failure to provide documents, equipment, tools, test instruments, facilities or access required by the Registration Body in accordance with these Rules.
 - (v) failure of the Qualified Supervisor to be present throughout a visit by the Registration Body's representatives.

- (vi) cancellation by the enterprise of assessment/ inspection visits giving less than 14 days written notice before the visit is due.
- (vii) Building Regulations Compliance Certificates issued by the Registration Body on behalf of Domestic Installers.
- (viii) any costs or expenses incurred by the Registration Body resulting from a complaint against the Domestic Installer.

1.5. Additional Conditions for Continuing Registration

The Domestic Installer shall continue to meet the requirements for registration as detailed in Rule 1.2 and in addition shall:

- a. notify the Registration Body of any changes to registration particulars within 30 days of the change occurring. The Registration Body shall decide if a new Application or any additional assessment will be necessary, and
- b. notify the Registration Body within five days of any Qualified Supervisor ceasing to be employed in that capacity. A replacement Qualified Supervisor shall be proposed within 60 days of a previous Qualified Supervisor ceasing to be employed in that capacity. A replacement Qualified Supervisor shall be in post within 120 days of a previous Qualified Supervisor ceasing to be employed in that capacity, and
- c. accept surveillance visits, the frequency of which shall be as decided from time to time by the Registration Body taking into account the level of the Domestic Installer's compliance with the Rules and quantity of work completed, and
- d. offer a warranty as prescribed by the Registration Body to persons ordering domestic electrical installation work, and
- e. compile certification in the form required to comply with Building Regulations for domestic electrical installation work. All Building Regulations compliance certificates shall be verified and authenticated by the Domestic Installer's Qualified Supervisor(s), and
- f. carry out remedial action as required by the Registration Body for items which do not comply with these Rules.

1.6. Subcontracting

- a. A Domestic Installer shall not subcontract domestic electrical installation work:
 - (i) without first informing the person ordering that work, and
 - (ii) unless it is to an enterprise which is registered under this scheme or an equivalent approved Building Regulations electrical self-certification scheme.
- b. A Domestic Installer that subcontracts domestic electrical installation work to another enterprise shall remain fully responsible for that work.

1.7. Use of Registration Body's Trade Marks

- a. The Registration Body is the owner of the Domestic Installer Trade Marks. All right, title and interest in the Domestic Installer Trade Marks including any reputation and goodwill as may accrue as a result of use of those Marks by a Domestic Installer is reserved and belongs absolutely to the Registration Body.
- b. Each Domestic Installer is granted a non-exclusive, non-transferable, royalty free licence to use the Domestic Installer Trade Marks only whilst registered and only as designated in guidance leaflet 'Marks and Logos'. When the registration of an enterprise ends, its licence to use the Domestic Installer Trade Marks shall cease with immediate effect. The enterprise shall immediately cease all use of the Domestic Installer Trade Marks and it shall not use, display or permit to be used or displayed any reproduction, print or replica of any of the Domestic Installer Trade Marks in any form or on any material prepared by or on behalf of the enterprise.
- c. Domestic Installers shall not use the Domestic Installer Trade Marks in conjunction with any other trading title or trading address other than those registered with the Registration Body.
- d. Domestic Installers shall not use the NICEIC or Registration Body's Trade Marks or any part of them to imply approval or registration with the NICEIC or the Registration Body for any work outside the Domestic Installer's scope of registration.
- e. Enterprises shall not use the NICEIC or the Registration Body's corporate logos.
- f. Applicants shall not use the NICEIC or the Registration Body's Trade Marks.

1.8. Use of Registration Body's Forms

- a. The Registration Body's forms of electrical certification shall be issued only for domestic electrical installation work that is carried out by the issuing Domestic Installer from the trading address and with the trading title registered with the Registration Body.
- b. Domestic Installers shall safeguard all unused Registration Body's forms of electrical certification so as to prevent their loss, theft or misuse.
- c. Domestic Installers shall notify the Registration Body in writing immediately on discovery of any loss, theft or misuse of Registration Body's forms of electrical certification.
- d. When a Domestic Installer resigns or is removed from the Registration Body's Register, it shall immediately destroy all unused Registration Body's forms of electrical certification.

1.9. NICEIC Approved Contractors

- a. Non-contracting addresses are not eligible for registration. Contracting addresses of NICEIC Approved Contractors having a scope of enrolment appropriate for self-certification under Building Regulations and wishing to be registered with the scheme shall:
 - (i) apply for registration; and
 - (ii) designate which Qualified Supervisors are responsible for domestic electrical installation work; and
 - (iii) comply with the relevant requirements of these Rules.

2. Complaints against Domestic Installers

2.1. Complaints

- a. When a Domestic Installer receives a complaint alleging that its domestic electrical installation work does not comply with BS 7671 or Building Regulations, the Domestic Installer shall respond to that complaint in writing without delay, and take remedial action as appropriate.

- b. When the Registration Body receives a complaint alleging that domestic electrical installation work carried out by a Domestic Installer does not comply with BS 7671 or Building Regulations, the Domestic Installer shall co-operate with the Registration Body in resolving the complaint.
- c. If the Domestic Installer fails to co-operate with the Registration Body, the Registration Body may appoint another Domestic Installer to carry out an inspection and/or undertake remedial action. The original Domestic Installer shall be liable to pay all costs incurred by the Registration Body.

2.2. Complaint Investigations

- a. The Registration Body shall investigate any complaint alleging that domestic electrical installation work carried out by a Domestic Installer does not comply with BS 7671 or Building Regulations. The Domestic Installer shall respond promptly to queries from the Registration Body relating to a complaint. An investigation may require submission of documentation and/or a site inspection to be carried out.
- b. If an investigation shows that a Domestic Installer's domestic electrical installation work does not comply with BS 7671 or Building Regulations, the Domestic Installer shall, at its own expense, complete remedial action as required by the Registration Body.
- c. If a site inspection is required, the Domestic Installer shall:
 - (i) provide documents, equipment, facilities and access to enable inspection of the domestic electrical installation work, and
 - (ii) ensure the appointed Qualified Supervisor currently responsible for the domestic electrical installation work is present throughout the inspection.

3. End of Registration

3.1. Cancellation of Registration by the Registration Body

The Registration Body may cancel the registration of a Domestic Installer that:

- a. fails to comply with these Rules; or
- b. is removed from the NICEIC Roll of Approved Contractors; or

- c. resigns from the NICEIC Roll of Approved Contractors without providing written confirmation of requiring continuing registration with the scheme; or
- d. has made a wilful misrepresentation in connection with its registration; or
- e. has culpably or negligently created or caused to be created a risk of death or injury or a serious hazard through the use, in domestic electrical installation work, of faulty or unsuitable materials or by faulty design or workmanship; or
- f. has failed to comply with an applicable statutory requirement; or
- g. has performed any act which in the opinion of the Registration Body is contrary or prejudicial to the objects or reputation of the Registration Body or the NICEIC; or
- h. is unable or admits inability to pay its debts as they fall due, or suspends making payment on any of its debts, or any action, legal proceeding or other procedure or step is taken in relation to it concerning:
 - (i) the suspension of payments, a moratorium of any indebtedness, winding up, dissolution or reorganisation (by way of voluntary arrangement, scheme of arrangement or otherwise, but excluding a members' winding up for the purposes of reconstruction without insolvency) of it and in the case of a winding up petition, such petition is not discharged or stayed within 14 days or, if earlier, prior to its advertisement; or
 - (ii) a composition, assignment or arrangement with any of its creditors; or
 - (iii) the appointment of a liquidator, receiver, administrator, administrative receiver, compulsory manager or other similar officer in respect of it or any of its assets; or
 - (iv) the enforcement of any mortgage, charge, pledge, lien, or other security interest securing any obligation of it or any other agreement or arrangement having similar effect; or
 - (v) any attachment, sequestration, distress or execution that affects any of its assets and is not discharged within seven days.

3.2. Cancellation of Registration by a Domestic Installer

- a. Any resignation of a Domestic Installer must be made to the Registration Body in writing by the Domestic Installer.

4. Appeals

- a. An enterprise may make a written representation to the Registration Body against any decision made by the Registration Body to refuse the enterprise's application for registration or to cancel the enterprise's registration as a Domestic Installer. The representation including grounds for such representation must be sent to the Registration Body, by recorded delivery, within 14 days of the date of notification of the decision from the Registration Body. The Registration Body shall make a ruling on the representation submitted.
- b. If the enterprise does not accept the Registration Body's ruling, it may make a written appeal which shall be heard by an Appeal Committee. The appeal, grounds for appeal including all supporting documentation, together with the monetary deposit prescribed by the Registration Body, must be sent to the Registration Body, by recorded delivery, within 25 days of the date of notification of the ruling.
- c. The Appeal Committee shall be three persons who have no prior involvement with, or any vested interest in, the decision under appeal. The Chairman of the National Inspection Board shall appoint the committee which shall comprise one member of the National Inspection Board (who shall act as chairman of the Appeal Committee) and two persons who are not members of the National Inspection Board.
- d. The prescribed deposit shall be applied in such a manner as the Appeal Committee will decide. Each party shall bear its own appeal costs.
- e. The decision of the Appeal Committee shall be final, conclusive and binding on the Registration Body and the enterprise.

5. Registration Body Obligations

5.1. Notice of Changes

The Registration Body shall:

- a. prescribe and publish fees and charges, informing Domestic Installers at least 30 days prior to the annual re-registration date, and
- b. have the authority to revise these Rules, and also inform Domestic Installers at least 60 days prior to the annual re-registration date of revisions to the Rules, and

- c. inform Domestic Installers at least 60 days prior to the annual re-registration date of revisions to prescribed requirements, such as training and experience requirements, and
- d. inform Domestic Installers of changes to 'Marks and Logos', 'Complaints against Domestic Installers process' and 'Removal, Representation and Appeals process' scheme leaflets.

5.2. Confidentiality

- a. The Registration Body shall hold in confidence all information acquired and held about an enterprise, other than that published in the Register of Domestic Installers and that required to confirm compliance with Building Regulations. Confidential information shall not be disclosed to a third party without the prior written agreement of the enterprise concerned except as required by an accreditation or monitoring body, or by law.

5.3. Impartiality

- a. The Registration Body's policies and procedures shall be administered in a non-discriminatory manner.

5.4. Complaints about the Registration Body

- a. The Registration Body shall investigate any written expression of dissatisfaction about the Registration Body received from a Domestic Installer or an enterprise applying for registration.
- b. The Registration Body shall advise the complainant of the outcome of the investigation.
- c. If appropriate, the Registration Body shall take corrective action.

6. Data Protection

The Registration Body may:

- a. keep and use personal data about personnel of Domestic Installers for all purposes that the Registration Body requires to maintain properly the Register and to ensure compliance with the Rules, including, but not limited to, the disclosure to third parties of the identity of such personnel.
- b. share personal data provided by Domestic Installers with the NICEIC for purposes detailed above.

- c. unless the enterprise requests otherwise, authorise the distribution to Domestic Installers' personnel of communications of sales and marketing materials that the Registration Body believes would be of interest to them. These distributions may be made by the Registration Body or by other persons authorised by it. If an enterprise does not wish to have its information used in this way, then at any time it may inform the Registration Body in writing and the Registration Body shall not use that enterprise's information for such marketing purposes.

7. Law and Jurisdiction

- a. The registration process and the validity, construction and performance of these Rules shall be governed by English Law.

8. Definitions

- a. In these Rules:

Annual re-registration date = 1 April.

Appeal Committee = a committee of three persons drawn from the NICEIC appeal panel.

Applicant = an enterprise which has made an application for registration under the scheme.

Application = an application for registration under the scheme.

Available full-time = available in person to the enterprise during the enterprise's normal working time.

BS 7671 = the current edition of BS 7671 including all amendments.

Building Regulations = In England and Wales, the Building Act 1984 (as amended) and all subsequent Building Regulations (Amendment) Regulations.

Competent = in possession of the necessary technical knowledge, skill and experience for the nature of the electrical work undertaken and ability to prevent danger or where appropriate injury.

Directly engaged = carrying out domestic electrical installation work, including the certification of that work in accordance with the requirements of BS 7671.

Domestic electrical installation work = electrical work on fixed installations, intended to operate at low voltage or extra-low voltage, in dwellings, common parts of buildings serving one or more flats other than electrical installations connected to lifts, buildings which receive their electricity from a consumer unit shared with a dwelling or located inside a dwelling. It excludes reporting on the condition of existing electrical installations.

Domestic Installer = An enterprise which is included in the Registration Body's Register.

Employee = paid by the enterprise to carry out domestic electrical installation work other than through a sub-contract arrangement.

Enterprise = a sole trader, partnership, private limited company, public limited company, public body or other legal entity carrying out domestic electrical installation work.

Minor Works = additions, alterations and replacements to domestic electrical installations that do not extend to the provision of a new circuit or a new protective device.

NICEIC = The National Inspection Council for Electrical Installation Contracting.

NICEIC Approved Contractor = an enterprise which has been assessed in accordance with the NICEIC Rules Relating to Enrolment and is included in the Roll of NICEIC Approved Contractors.

Principal = head of the enterprise, eg. sole trader, partner of a partnership, managing director, etc.

Proposed Qualified Supervisor = a person who has been proposed by the enterprise to be a Qualified Supervisor but not yet accepted by the Registration Body.

Qualified Supervisor = a person assessed by the Registration Body and found compliant with Rule 1.3

Register = the register of enterprises who have been assessed and found acceptable by the Registration Body and included in the Register of Domestic Installers.

Registration Body = NICEIC Certification Services Ltd

Rules = the Registration Body's Rules for Registration of Domestic Installers as amended by the Registration Body from time to time.

Scheme = Domestic Installer Scheme.

Sub-contracting = engaging another enterprise to carry out domestic electrical installation work.

Trading address = a place of business from which an enterprise carries out domestic electrical installation work and certifies it.

Trading Title = the legal name including, where applicable, the trading style of the enterprise.

Guidance

For further guidance in relation to the topics listed below, please see the relevant scheme leaflet.

Cancellation of Registration – see 'Removal, Representation and Appeals Process' scheme leaflet.

Complaints against Domestic Installers – see 'Complaints against Domestic Installers' scheme leaflet.

Marks and logos – see 'Use of Trade Marks and Logos' scheme leaflet.

Representation and Appeals – see 'Removal, Representation and Appeals Process' scheme leaflet.