



**SELECT**

# Gateway to **membership**

Joining Scotland's largest  
construction trade association

**SELECT**

# Contents

03

Introduction

04

Membership  
Criteria Part A:  
Basic requirements

06

Membership  
Criteria Part B:  
Accreditation to  
technical criteria

08

Application  
procedure

10

Acceptance as  
a Member  
Your SELECT  
welcome pack

12

Your Branch  
and Member  
Representative

14

Application  
checklist

16

Probationary  
Membership  
Scheme

18

FAQs and further  
information

## Appendix

20

Example  
Part B Criteria:  
Electrical installation

22

Example  
Part B Criteria:  
Fire detection and fire  
alarm systems in all  
buildings (including  
dwellings)

# Joining SELECT

The membership criteria for SELECT are deliberately rigorous for two reasons – to reflect the high standards and quality of work performed by each Member, and also to maintain the reputation of the industry in Scotland.

Today, SELECT has around 1,260 Member businesses, each working across a wide range of design, manufacturing, testing and commissioning skills, and each accredited to one or more of ten technical disciplines.

These Members of the association have built up a well-deserved reputation for undertaking high-quality work ranging from the simplest electrical installation to some of the most complicated and technically demanding projects in the Scottish construction industry.

Joining SELECT not only puts you among this exalted company, it also gives recognition of your ability to operate to premium industry standards.

In return, our professional in-house team will help enhance your business by offering a wide range of expert advice and assistance.

Today's contractors face many challenges, such as getting work and getting paid and keeping up to date with the latest legislation. By becoming a Member of SELECT, we will help you with all these issues and more.

Membership of SELECT also gives your clients confidence that they are dealing with a quality contractor who is backed by a contract completion guarantee and a code of practice that includes a complaint resolution and disciplinary procedure.

We wish you well with your application and look forward to welcoming you as a SELECT Member.



**Recognition of  
high standards**



**Expert advice  
and assistance**



**Legal and  
payment guidance**



**Confidence for  
your customers**



# Membership Criteria

## Part A: Basic requirements

Our strict membership criteria ensure that our Members work to approved industry standards, with that work carried out by competent individuals who are appropriately trained.

All applicants will have their work inspected by one of our Technical Advisers to ensure that standards are met. We also undertake a commercial audit to ensure that firms applying for membership are well run and financially viable.

Membership criteria are set out in two parts, the first of which is basic requirements. Under this, an applicant engaged in the electrotechnical industries may be eligible for membership of SELECT if it:

- Operates from a fixed business address, including a domestic residence
- Has been in business for a minimum of six months and is financially viable
- Holds Public Liability Insurance of at least £2 million, plus Employer's Liability Insurance and Professional Indemnity Insurance where appropriate
- Undertakes to abide by SELECT's Constitution, Rules and Codes
- Has equipment, tools and plant appropriate to the range and scale of work undertaken in the relevant technical category
- Has appropriate calibrated test equipment and demonstrates competence in its use and interpretation of results
- Has appropriate documentation for the technical category applied for
- Is able to demonstrate competence in the inspection and testing of any work undertaken, including the keeping of necessary records and test results
- Undertakes that all work will be carried out to standards by competent persons who are adequately and appropriately supervised
- Employs competent persons who have successfully undertaken technical training acceptable to the Central Board of SELECT
- Has a written health and safety policy and complies with the duties placed upon employers and employees by the Health and Safety at Work etc Act 1974 and other relevant codes and regulations
- Can demonstrate an awareness of the requirements of environmental best practice.

### What is a competent person?

A 'competent person' is defined as being a person possessing the necessary technical knowledge and skills as defined in the appropriate National Occupational Standards, and experience relevant to the nature of the work undertaken, who is able to prevent danger and, where appropriate, injury.

# Membership Criteria

## Part B: Accreditation to technical criteria

Under the second part of our membership criteria, SELECT Members must be classified as being accredited in one or more of the following ten technical categories:



**Electrical installation**



**Fire alarms (dwelling)**



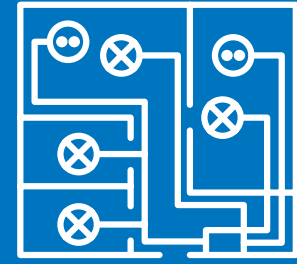
**Emergency lighting**



**Hazardous areas**



**Voice and data systems**



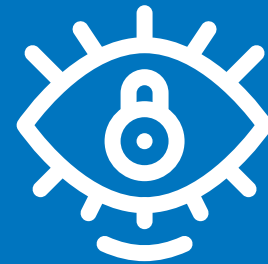
**Electrical installation (limited)**



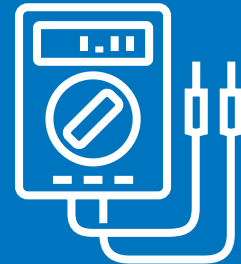
**Fire alarms (all buildings)**



**Control systems**



**Security systems**



**In-service inspection and testing of electrical equipment**

In the appendices on pages **20-23** you'll find examples of the detailed criteria for **Electrical installation** and **Fire detection and fire alarm systems in all buildings (including dwellings)**.

Criteria for the remaining eight categories can be obtained from your Membership Representative. Detailed criteria relating to these requirements can also be found in the SELECT Assessment Criteria and the SELECT Guide to Membership Assessments documents, both of which are available from the Membership Team.



# Application procedure

Any applications for membership must be made using an official SELECT form and be signed by a principal, partner or director of the applicant, who acts as the authorised signatory. This form must then be returned to one of our Membership Representatives.

The application must be accompanied by:

- Your initial application fee
- The contact details of two suppliers, who we will contact for reference purposes
- Evidence that you hold Public Liability Insurance cover of at least £2 million
- A certificate of Professional Indemnity Insurance where appropriate

- A certificate of Employers' Liability Insurance where possible
- A copy of a Certificate of Incorporation (limited companies only).

On receipt, your application will be displayed on the SELECT website for a period of 28 days. We will then carry out a financial assessment and, provided that this is acceptable and confirmation of adequate insurance cover has been obtained, the next stage of the application will be a technical assessment.

## The approval process

Contact us to register your interest or request more information about becoming a Member.

Our Membership Team will check that you meet the initial requirements of becoming a Member. (**Membership criteria checklist is provided on page 14**).



If you don't meet the requirements yet (e.g. you haven't been trading for six months or need to apply to become a SJIB Approved Electrician), you might want to consider joining our **Probationary Membership Scheme**.



We'll arrange a meeting with one of our **Membership Representatives** in your area who can help you complete your application and answer any questions you might have.



The Probationary Membership Scheme is principally aimed at **new-start businesses** but can also apply to companies who do not have a suitably qualified electrician.



We'll arrange a **technical inspection** that will be carried out by one of our in-house UKAS accredited technical inspection team.



Successful applicants are required to pay the appropriate annual subscription and levy fee upon acceptance and, once paid, will be entitled to use the range of **services and benefits** provided by SELECT.



Your application will be **deferred** if you fail the initial technical assessment. You will get a chance to correct any issues and a second visit will be arranged with our inspection team. Applications will be rejected if you fail the second assessment.



# Acceptance as a Member

Acceptance of membership is subject to:

- Confirmation of the length of trading requirement and of current financial viability
- Confirmation of adequate insurance cover
- Confirmation of employing qualified personnel with up-to-date training
- A successful technical assessment completed by one of the association's UKAS accredited technical inspection team.

Successful applicants are required to pay the appropriate annual subscription and levy fee upon acceptance and, once they have paid or set up a Direct Debit, shall be entitled to use the range of services and benefits provided by SELECT.

Successful applicants should have a **Qualified Supervisor**, i.e. an Approved Electrician, preferably with an SJIB (ECS) Grade Card, who is either a principal or full-time employee of the company. They should also nominate a **Principal Representative**, who will be the main point of contact between their business and SELECT.

It is important that applicants meet the necessary criteria for membership and understand the application procedure prior to applying for membership. Copies of the full SELECT Assessment Criteria and Guide are available from the Membership Team at The Walled Garden.

# Your SELECT welcome pack

Upon confirmation of membership, you will receive an exclusive welcome pack to help you start benefiting straight away. This includes:

- Membership certificate
- Vehicle sticker
- SELECT tie and pen
- *At Your Service* benefits brochure
- *By Your Side* brochure
- Training brochure
- Welfare Credit Scheme brochure
- Legal Helpline brochure
- Stationery brochure
- Building Standards brochure
- Workwear brochure
- Technical pocket guides
- Customer leaflet: *Why should I use a SELECT Member?*
- *cabletalk* magazine
- Code of Practice
- SJIB handbook.



# Your Branch and Member Representative

SELECT is split into eight different Branches covering the whole of Scotland. Depending where your business is based, you will automatically become a member of that regional Branch.

You will also be allocated a dedicated Membership Representative, who will answer your questions and provide any guidance you need. They also assist in invigilating ECS assessments. In addition, we keep in touch with our Members in a number of different ways:

## Branch Updates

At these regular meetings, Members can hear about the latest developments, ask questions and meet their fellow professionals.

## Drop-in sessions

Member Representatives are always keen to talk with Members, arranging ad-hoc sessions to answer queries and deliver important updates.

## Webinars

Our online sessions proved popular during lockdown, and we now run regular updates on technical, employment and commercial issues.

## Toolbox Talks

Our annual roadshow is always a popular event, visiting 12 venues in Scotland to deliver technical updates and answer Member queries in person.

## We're only a click or call away

Our Membership Team is available to tell you more about SELECT and the services we provide or to discuss how to become a Member. Please call **0131 445 5577**, email [memberservices@select.org.uk](mailto:memberservices@select.org.uk) or visit [www.select.org.uk](http://www.select.org.uk) to apply.

## cabletalk

Published every two months, our in-house magazine brings you news and in-depth features from the association and the wider industry.

## SwitchedOn

Our monthly e-newsletter is delivered on the last Friday of each month, with the latest updates and training and employment downloads.

## Website

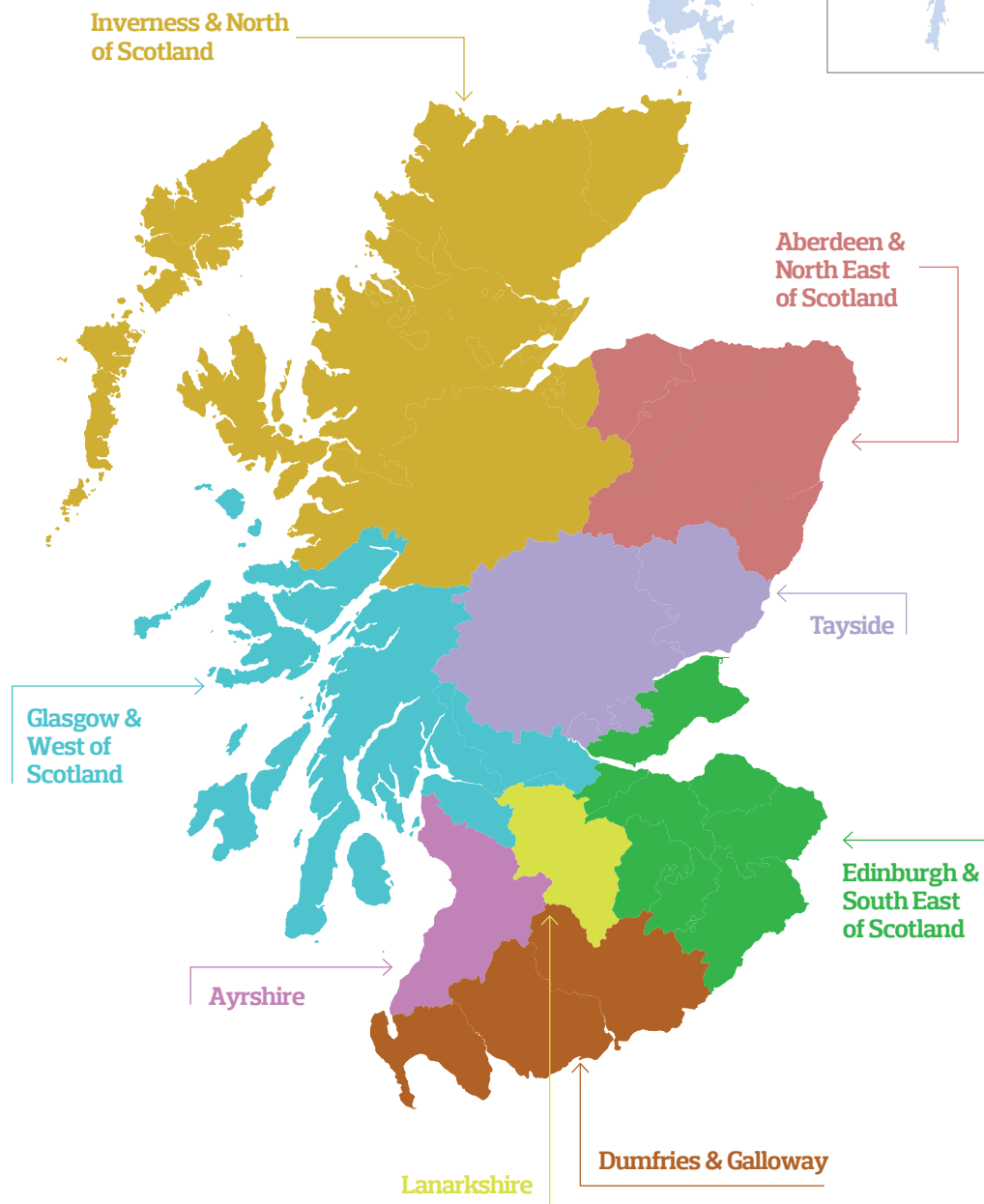
Our site at [www.select.org.uk](http://www.select.org.uk) contains everything you need to know about the association and its work, including our latest training courses.

## Social media

We publish daily updates on our Facebook, Twitter and LinkedIn channels, plus screen exclusive content on our YouTube channel.

## SELECT BRANCHES

Each Branch has a Chair, a Vice-Chair and, where possible, a 3rd and 4th representative





# Application checklist

Now you know what it takes to join SELECT, are you ready to become a Member of Scotland's largest trade association? This checklist will help you see if you're ready – just tick the boxes that apply to you.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> <b>Has your business been trading for more than six months?</b>   | <input checked="" type="checkbox"/> <b>Are you, or is your nominated Qualified Supervisor, an SJIB Approved Electrician?</b>  | <input checked="" type="checkbox"/> <b>Have you, or your nominated Qualified Supervisor, completed BS 7671 training within the last five years?</b> |
| <input checked="" type="checkbox"/> <b>Have you, or your nominated Qualified Supervisor, undertaken the ECS Health and Safety assessment within the last three years?</b>       | <input checked="" type="checkbox"/> <b>Do you have a current copy of BS 7671: Requirements for Electrical Installations (IET Wiring Regulations)?</b>   | <input checked="" type="checkbox"/> <b>Do you have a copy of The Memorandum of Guidance on the Electricity at Work Regulations 1989 (HSR25)?</b>    |
| <input checked="" type="checkbox"/> <b>Have you carried out sufficient work to the appropriate standards to enable an assessment to be made by SELECT's Technical Advisers?</b> | <input checked="" type="checkbox"/> <b>Do you hold Public Liability Insurance cover of at least £2 million and, where appropriate, Employers' Liability Insurance and Professional Indemnity Insurance?</b> | <input checked="" type="checkbox"/> <b>Do you have calibrated test equipment?</b>   |
| <input checked="" type="checkbox"/> <b>Do you have a written health and safety policy?</b>  | <input checked="" type="checkbox"/> <b>Are you using and issuing appropriate certificates for work?</b>   | <input checked="" type="checkbox"/> <b>Do you have an account with a wholesaler to whom we can send a commercial assessment request?</b>            |

If you can't answer yes to all of these questions, please get in touch by calling **0131 445 5577**. We can help with training, publications, certification and health and safety policies to assist your application. We also offer a Probationary Membership Scheme for those who don't yet meet the full criteria. See **page 16** for details.





# Probationary Membership Scheme

SELECT operates a Probationary Membership Scheme for those companies that cannot meet our full criteria at the time of a membership enquiry. The scheme is principally aimed at new-start businesses but can also apply to companies who don't yet have a suitably qualified electrician.

## What are the benefits of being a Probationary Member?

- Access to unrivalled advice and guidance from our professional staff on all aspects of running an electrical contracting business
- Receipt of our Members' monthly e-mailshot *SwitchedOn* and bi-monthly *cabletalk* magazine which covers legal, technical, contractual, health and safety and training matters
- Use of our BS 7671 18th Edition Inspection and Testing sheets, showing that you are a member of the SELECT Probationary Membership Scheme
- Access to our non-Member stationery, without the SELECT logo
- Price concessions for SELECT training courses.

Probationary Members shall **NOT**:

- Be considered as full Members of SELECT
- Purport to be a Member of SELECT
- Use or display the SELECT logo
- Be able to purchase SELECT branded stationery or publications
- Be able to become registered as an Approved Body/Approved Certifier of Construction under the Scottish Building Standards: Electrical Installations to BS 7671 Certification Scheme.

## How long does the SELECT Probationary Membership last?

Registration to the scheme is for a 12-month period and you should ensure, before applying, that you will meet the full SELECT membership criteria in that time frame.

## How much does registration cost?

Probationary Membership costs £200 plus VAT. Scheme participants who apply for full membership within the period of their registration may be entitled to a part-refund of their probationary fee upon becoming a full SELECT Member.

## How do I join?

If you are interested in applying to join the Probationary Membership Scheme please contact our Membership Team on **0131 445 5577** or email **memberservices@select.org.uk**. Alternatively, you can complete the online enquiry form at **www.select.org.uk**



# Frequently asked questions

## How can my company become a Member of SELECT?

Your company needs to have traded for at least six months and you need to nominate an SJIB Approved Electrician to be your Qualified Supervisor – visit [www.sjib.org.uk](http://www.sjib.org.uk) for more information on the SJIB (ECS) Grade Cards and becoming an Approved Electrician. You will also need to pass a technical assessment conducted by one of our UKAS accredited Technical Inspectors.



## What if my company doesn't meet the requirements for the full membership?

If you don't meet the criteria at the moment but think you will in the future, e.g. you haven't been trading for six months, you could join us as a Probationary Member. This would give you access to various Member benefits, such as unrivalled advice and guidance from our professional staff on all aspects of running an electrical contracting business, discounted training, monthly newsletter, subscription to *cabletalk* magazine and more.



## How do I apply to become a Member or a Probationary Member?

Please phone our Membership Team on **0131 445 5577** or email [memberservices@select.org.uk](mailto:memberservices@select.org.uk). Alternatively, you can fill out the online Membership Enquiry Form at [www.select.org.uk](http://www.select.org.uk) and we will get back to you as soon as possible. A Membership Representative in your area will be available to guide you through the application process – we can either arrange a face-to-face meeting at a time and location that's most convenient, or you can chat to them over the phone.



## How much does it cost to become a Member and how do I pay?

All firms who apply to become a SELECT Member are required to submit an application fee of £325 plus VAT with their initial application. When a firm meets the membership criteria, it will be issued with an invoice for the current subscription year on a pro-rata basis. Thereafter a membership subscription plus a levy on turnover will be paid on an annual basis from 1 January each year. You can find out more at [www.select.org.uk](http://www.select.org.uk)



## How do I become a qualified electrician?

The SJIB Apprentice and Adult Training Schemes are the only industry-approved training schemes for electrical contracting apprenticeships in Scotland. These schemes are designed to regulate the entry, conditions of service, training and education of apprentices and trainees in the electrical contracting industry. The SJIB has delegated the management of its training schemes to the Scottish Electrical Charitable Training Trust (SECTT). More information can be found at [www.sectt.org.uk](http://www.sectt.org.uk)

## Further information

Ask a Member Representative for copies of our many helpful brochures or download from the dedicated 'Publications' section at [www.select.org.uk](http://www.select.org.uk)





# Example Part B Criteria: Electrical installation

Classification in this category is intended for those undertaking electrical installation work on low and extra-low voltage electrical installations up to 1kV. Classification may be achieved if the applicant:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which must include BS 7671: 2011 (IET Wiring Regulations) as amended plus the Memorandum of Guidance on the Electricity at Work Regulations 1989 or equivalent.
- Will ensure that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and will conform with the requirements of the Electricity at Work Regulations 1989.
- Employs at least one competent person (the nominated Qualified Supervisor) who meets the criteria set out under either Sections A or B below.

## Section A

- Has been awarded a SQA/SJIB Level 3 SVQ in Electrical Installation, and
- Has successfully completed the SJIB Advanced Competence Assessment (ACA), and
- Has successfully completed an assessed course in BS 7671 (IET Wiring Regulations) within the last five years, and
- Has successfully completed an ECS Health and Safety Assessment (or approved exemption<sup>1</sup>), and
- Is able to provide evidence of at least two years' supervisory experience in the electrotechnical industry, and
- Is graded (or is eligible to be graded) as an SJIB Approved Electrician.

## Section B

- Has completed a recognised apprenticeship<sup>2</sup>, or
- Is able to provide evidence of training and experience deemed acceptable by SELECT's Central Board<sup>3</sup>, and
- Has successfully completed an assessed course in BS 7671 (IET Wiring Regulations) within the last five years, and
- Has successfully completed an ECS Health and Safety Assessment or approved exemption<sup>1</sup>, and
- Is able to provide evidence of at least two years' supervisory experience in the electrotechnical industry, and
- Is eligible to sit the SJIB's Advanced Competence Assessment (ACA), and
- Having passed the ACA, is now eligible for grading as an SJIB Approved Electrician.

<sup>1</sup> The List of Exemptions can be found at [www.sjib.org.uk](http://www.sjib.org.uk)

<sup>2</sup> The SJIB recognises a number of related qualifications. Some map directly to the SQA/SJIB SVQ in Electrical Installation, others require additional/conversion training. This can be arranged through the SJIB's Crediting Electrotechnical Competence Scheme (CEC).

<sup>3</sup> This route is only available at the discretion of SELECT's Central Board and depends on the level of knowledge and experience of the nominated Qualified Supervisor and the scope of work undertaken.





# Example Part B Criteria: Fire detection and fire alarm systems in all buildings (including dwellings)

Classification in this category is intended for those enterprises undertaking the installation of fire detection and fire alarm systems in all premises, including dwellings. Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which must include BS 5839-1: 2002 as amended, fire detection and fire alarm systems for buildings
  - Code of Practice for system design, installation, commissioning and maintenance and BS 5839-6: 2004 as amended, fire detection and fire alarm systems for buildings
  - Code of Practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings. Additional appropriate documentation may include BS 5839-8: 2008, fire detection and fire alarm systems for buildings
  - Code of Practice for the design, installation, commissioning and maintenance of voice alarm systems.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5839-1 and BS 5839-6 including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work, has evidence of having undergone relevant training in the requirements of BS 5839-1 and BS 5839-6 and meets the requirements for a nominated Qualified Supervisor in work category Low and Extra-low Voltage Electrical Installations up to 1kV.





Founded in 1900, SELECT is Scotland's largest construction trade association.

It has around 1,260 member businesses who collectively have an annual turnover of around £1billion and employ over 15,000 people and 3,500 apprentices.

SELECT also delivers training courses to around 3,000 electricians each year and is committed to regulation of the industry for a safer Scotland.

The Walled Garden  
Bush Estate  
Midlothian EH26 0SB  
Tel: 0131 445 5577

**[www.select.org.uk](http://www.select.org.uk)**

January 2024