

# Membership assessment **criteria**



## CONTENTS

1.0	Introduction
2.0	Assessment Criteria
3.0	Commercial Integrity
4.0	Technical Competence
5.0	Work Sub-Let by An Assessed Enterprise/Member/Member Company
6.0	Health & Safety Management
7.0	Environmental Best Practice
8.0	Insurance
9.0	Code of Practice
10.0	Customer Complaints Resolution Procedure
Appendix 1	Technical Assessment Criteria
Appendix 2	Code of Practice
Appendix 3	Complaints Resolution Procedure
Appendix 4	Requirements For <i>Qualified Supervisors</i> And Persons Carrying Out Electrical Inspection And Testing
Appendix 5	Guidance For Persons Undertaking Qualified Supervisor Duties
Appendix 6	Guidance for Demonstrating Competence of Employed Persons

## **1.0 Introduction**

SELECT (The Electrical Contractors' Association of Scotland) is the trade association representing the Electrical, Electronic and Communications systems industry in Scotland.

SELECT has many roles including representing the industry to Government, training the industry, and providing services to its members. Key amongst these roles however is the regulation of the electrotechnical industry in Scotland. SELECT has always led industry standards and continues to ensure that work carried out by members is of the highest quality, employs the best of modern technology and, above all, is safe.

SELECT aims to achieve this by ensuring all its members comply with the assessment criteria contained in this publication. Enforcement of the criteria is carried out by SELECT's Inspection Service which is accredited by the United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020 for bodies performing inspections.

The aim of SELECT's regulatory role is to give clients confidence that they are dealing with quality Enterprise/Member and to provide for appropriate redress should anything go wrong.

Note: for the purposes of this document, 'Member' refers to an Enterprise or individual SELECT Member.

## **2.0 Assessment Criteria**

The Assessment criteria for membership of SELECT are comprehensive. They include requirements for:

- Commercial Integrity
- Competent employees
- Compliance with relevant statutory requirements and Industry Standards
- Health and Safety Management
- Environmental Best Practice
- Adequate public liability insurance and employers' liability insurance and professional indemnity insurance (where applicable)
- Adherence to SELECT's Code of Practice
- Participation in a customer complaints resolution procedure

Detailed criteria relating to each of these requirements are listed in the relevant sections or appendices that follow.

## **3.0 Commercial Integrity**

Members must operate from a fixed business address and have a suitable telephone contact. They shall pass a commercial assessment that the business is a going concern i.e., that they are trading profitably and have sufficient funds to meet their debts. The commercial assessment requirements are aligned with those of the Government's list of approved contractors operated by Constructionline.

#### **4.0     Technical Competence**

The technical competence of the Member will be assessed against the requirements and guidance given in Appendix 1, 4 & 5 (where applicable). This will include requirements for competent employees and compliance with relevant statutory and industry standards.

The Member also require to have equipment, tools, plant, premises, and stocks of material appropriate to the range and scale of work undertaken in the relevant technology. Additionally, they shall possess and maintain appropriately calibrated test equipment and demonstrate competence in its use and interpretation of results. They shall also produce appropriate documentation for each work category applied for.

The Member should have sufficient work samples across the range of work normally undertaken, available at all times for inspection by SELECT.

#### **5.0     Work Sub-Let By An Assessed Enterprise/Member**

- 5.1     If an Assessed Member sub-lets work in any category of work that they are approved for as listed in Appendix 1, the work that is sub-let shall require to be either:
  - 5.1.1   undertaken by an Assessed Member that has a current Assessment Certificate covering that particular work category; or
  - 5.1.2   certified as compliant with the relevant standard(s) by an Assessed Member that has a current Assessment Certificate covering that particular work category.
- 5.2     An Assessed Member shall not sub-let Electrotechnical work without first informing the person ordering the work.
- 5.3     An Assessed Member shall permit the Assessment of, and accept full responsibility, including any liability, for Electrotechnical work sub-let to another party.
- 5.4     Where an Assessed Member sub-lets Electrotechnical work, that work shall either:
  - 5.4.1   be carried out in its entirety by a Member which holds a current certificate covering the range of work sub-let issued by a certification body accredited by UKAS to ISO/IEC 17065, or an equivalent European or international body, or
  - 5.4.2   be inspected and tested during construction and on completion and certified, in accordance with BS 7671 as amended, by a Member which holds a current certificate covering the range of work sub-let, issued by a certification body accredited by UKAS to ISO/IEC 17065, or an equivalent European or international body.

#### **6.0     Health and Safety Management**

The Member should be complying with the duties placed upon employers, employees and the self-employed (where applicable) by, for example, the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2007 and the Electricity at Work Regulations 1989.

The Member (other than those having no employees) shall have the following:

- a) a written health and safety policy statement that is made available to all employees; and
- b) written risk assessments for its work activities; and
- c) an accident recording system, such as an accident book (e.g., HSE publication BI 510).

Members shall demonstrate awareness of the necessary reporting procedures under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Members shall also provide accident statistics as and when requested by SELECT.

## **7.0 Environmental Best Practice**

The Member should be able to demonstrate awareness of the requirements of environmental best practice. Particular attention will be paid to ensuring adherence with legislation regarding the safe disposal of trade wastes and the handling of hazardous materials, such as the use of local authority recycling skips, specialist contractors etc.

The Member should be able to present examples of risk assessments (where applicable) carried out as required by, for example, the Control of Substances Hazardous to Health (COSHH) Regulations.

## **8.0 Insurance**

The Member shall hold at least £2 million of public liability insurance covering the categories of work being assessed and, where applicable, shall also be covered by adequate and appropriate employers' liability insurance.

In addition, the Company shall be required to hold at least £250,000 Professional Indemnity Insurance, where the scope of its Assessment Certificate for work category 3.1 also includes Periodic Inspection and Testing (PI& T) of Electrical Installations.

## **9.0 Code of Practice**

The Member is required to comply with SELECT's Code of Practice, which is detailed in Appendix 2. The document details information on good practice, general guarantees and what action customers can take if they are not satisfied.

## **10.0 Customer Complaints Resolution Procedure**

The Member should be able to demonstrate measures for dealing with justified customer complaints (e.g., written procedure, QA system etc.) which includes the measures described in the SELECT Code of Practice (Appendix 2) and shown in the Complaints Resolution Procedure flow chart (Appendix 3).

## 1.0 Scope

- 1.1 This document sets out the minimum requirements to be met by the Member in order to be recognised as technically competent to undertake particular categories of electrical work.
- 1.2 This document includes requirements relating to the resources, facilities, personnel, and technical standard of electrical work of Electrical Installation Member being assessed.

## 2.0 Definitions

**Assessment** – objective examination of an Electrical Installation Enterprise's/Member's equipment, technical reference documents, test equipment, insurance documents and samples of electrical installation work, completed certification forms and health and safety management, in order to determine the technical competence of the Member.

**Competent Person** – a person possessing the necessary technical knowledge and skills as defined in the appropriate occupational standards and experience relevant to the nature of the electrical installation work undertaken, and who is able to prevent danger and where appropriate injury.

**Qualified Supervisor** – the nominated competent person possessing the necessary technical knowledge, qualifications and experience as defined in A, B or C in Work Category 3.1.

**Electrical Installation Member** – an electrotechnical Member undertaking electrical installation work in one or more of the particular work categories listed. An Electrical Installation Member may be a sole trader, partnership, limited liability company, public limited company, public authority, or other organisation carrying out electrical installation work.

**Electrical Installation Work** – the design, construction, maintenance, commissioning, inspecting, testing and/or certification of one or more of the particular work categories listed.

## 3.0 Work Categories and Approval

**An Electrical Installation Member is approved to undertake work in the categories in which it has received a satisfactory assessment.**

The requirements for approval in the following work categories include:

- possession and knowledge of relevant industry and statutory standards; and
- good standards of work; and
- competence of employees.

### 3.1 Low and Extra-low Voltage Electrical Installations up to 1kV.

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking electrical installation work on low and extra-low voltage electrical installations up to 1kV.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which **must** include BS 7671: \*\*as amended (IET Wiring Regulations) and the Memorandum of Guidance on the Electricity at Work Regulations 1989 \*\* or equivalent.
- Will undertake 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 shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one competent person (the nominated Qualified Supervisor) who is either a principal or full-time employee of the company and has either A, B or C: -
  - A. Served a full apprenticeship in the industry, has gained a SCOTVEC certificate in Electrical Installation parts one and two, and has successfully completed the Advanced Measurement Test (AM2). Additionally, has evidence of having successfully completed recent assessed training in current standards and regulations, and the ECS Health and Safety Assessment, or equivalent (see note below), and has completed at least two year's supervisory experience in the industry.
  - B. Gained a Level III SVQ including the Final Integrated Competence Assessment (FICA) Test and the Advanced Competence Assessment (ACA), and has evidence of having successfully completed recent assessed training in current standards and regulations (see note below), and has completed at least two years supervisory experience in the industry.
  - C. Has been granted, or is eligible to be granted, at least Approved Electrician grade and has evidence of having successfully completed recent assessed training in electrical installations to current regulations and the ECS Health and Safety Assessment, or equivalent (see note below), or has had some equivalent form of training and experience acceptable to the SELECT Central Board, and has completed at least two years supervisory experience in the industry.

**Note:**

Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent BS 7671 training, and within the last three years for the ECS Health and Safety Assessment. This however is at the discretion of the Central Board, depending on the level of knowledge and experience of the nominated Qualified Supervisor, and the scope of work undertaken.

The level of training required is dependent on the qualifications and experience of the applicant but will normally include a specified assessed training course in BS 7671, for those applying with qualifications listed in A and C above. For ECS Health and Safety Assessment equivalents see the SJIB website [www.sjib.org.uk](http://www.sjib.org.uk)

Completion of the ACA within the previous five years can be regarded as successful completion of all recent training for those applying with qualifications listed in B above.

**APPENDIX 4 provides requirements for Qualified Supervisors and guidance for those undertaking Qualified Supervisor duties.**

### **3.1a EV Charging Equipment Installations (Domestic)**

Classification in this category is intended for those Members who have successfully been assessed in category 3.1 and who also undertake EV Charging Equipment installations in Domestic premises.

Classification in this category may be achieved if the Member

Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice Electric Vehicle Charging Equipment Installation (as amended).

Will undertake 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 shall conform with the requirements of the Electricity at Work Regulations 1989.

Has at least one competent person who meets the requirements in category 3.1 for the nominated Qualified Supervisor and who has additionally one of the following qualifications:

City & Guilds 2919-01 Level 3 Award in the Domestic, Commercial and Industrial Electric Vehicle Charging Equipment Installation

City & Guilds 2921-31 Level 3 Award in the Design and Installation of Domestic & Small Commercial Electric Vehicle Charging Installations

EAL Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points.

Or equal and approved.

### **3.1b EV Charging Equipment Installations (Commercial)**

Classification in this category is intended for those Members who have successfully been assessed in category 3.1 and who also undertake EV Charging Equipment Installations in Commercial premises.

Classification in this category may be achieved if the Member

Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice Electric Vehicle Charging Equipment Installation (as amended).

Will undertake 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 shall conform with the requirements of the Electricity at Work Regulations 1989.

Has at least one competent person who meets the requirements in category 3.1 for the nominated Qualified Supervisor and who has additionally one of the following qualifications:

City & Guilds 2919-01 Level 3 Award in Domestic, Commercial and Industrial Electric Vehicle Charging Installation

City & Guilds 2921-31 Level 3 Award in the Design and Installation of Domestic & Small Commercial Electric Vehicle Charging Installations



EAL Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points.

Or equal and approved.

### **3.1c EV Charging Equipment Installations (Large Scale)**

Classification in this category is intended for those Members who have successfully been assessed in category 3.1 and who also undertake Large Scale EV Charging Equipment Installations (Typically Mode 4 charging equipment installations as outlined in training requirements below).

Classification in this category may be achieved if the Member

Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice Electric Vehicle Charging Equipment Installation (as amended).

Will undertake 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 shall conform with the requirements of the Electricity at Work Regulations 1989.

Has at least one competent person who meets the requirements in category 3.1 for the nominated Qualified Supervisor and who has additionally the following qualifications:

City & Guilds 2921-31 Level 3 Award in the Design and Installation of Domestic & Small Commercial Electric Vehicle Charging Installations

and

City & Guilds 2921-32 Level 3 Award in the Design and Quality Assurance of Largescale Electric Vehicle Charging Installations

or

City & Guilds 2921-33 Level 3 Award in the Installation and Maintenance of Largescale Electric Vehicle Charging Installations

Or equal and approved.

### **3.2 Low Voltage Electrical Installations up to 1kV (Defined Approval)**

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking electrical installation work, the approval being limited to the installation, extension, or alteration of a single Low Voltage (LV) circuit supplying for example a domestic type central heating system, intruder alarm/CCTV system etc. The use of SELECT Electrical Installation Certificates must be limited to this category of work.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which **must** include BS 7671: \*\*, and the Memorandum of Guidance on the Electricity at Work Regulations 1989 \*\*(or equivalent).

- Will undertake 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 shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and has the necessary skills and experience to carry out the work. In addition, has successfully completed recent assessed training in Design and Verification of Electrical Installations to current regulations (see note below), and has completed at least two years supervisory experience in the industry.

**Note:**

Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent training. This however is at the discretion of the Central Board depending on the level of knowledge and experience of the nominated competent person, and the scope of work undertaken.

### **3.3 Fire Detection and Fire Alarm Systems in Dwellings only**

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking the installation of fire detection and fire alarm systems only in dwellings.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which may include BS 5839-6:\*\*, 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.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in 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 and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

### 3.4 Fire Detection and Fire Alarm Systems in Buildings including Dwellings

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking the installation of fire detection and fire alarm systems in all premises, including dwellings.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **must** include BS 5839-1: \*\*, Fire detection and fire alarm systems for buildings – Code of Practice for system design, installation, commissioning and maintenance **and** BS 5839-6: \*\*, 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: \*\*, 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 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

### 3.5 Emergency Lighting Systems

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking the installation of emergency lighting systems.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **must** include the following:
  - a) BS 5266-1: \*\*, Emergency Lighting - Code of practice for the emergency lighting of premises.

Additional appropriate documentation **may** include (BS EN 1838: \*\* Lighting Applications – Emergency Lighting).

- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5266 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 to the appropriate standards and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

### 3.6 Manufacture and/or Installation of Control Panels and Control Systems

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking the manufacture and/or installation of control panels and control systems.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **may** include the following:
  - a) BS EN ISO 13849-1: \*\* Safety of machinery. Safety-related parts of control systems. General principles for design.
  - b) BS EN 60204-1: \*\* Safety of Machinery. Electrical equipment of machines. General requirements.
  - c) BS EN 1088: \*\* Safety of Machinery. Interlocking devices associated with guards. Principles for design and selection.
  - d) BS EN ISO 14121-1: \*\* Safety of Machinery. Risk assessment. Principles.
  - e) BS IEC 61508: \*\* Functional safety of electrical / electronic / programmable electronic safety-related systems.
- Will undertake that all work is carried out by competent persons to appropriate standards and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989, where appropriate.
- Has at least one nominated competent person who has the necessary training and skills to carry out the work to the appropriate standards and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

### 3.7 Hazardous Areas

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking electrical installation and maintenance work on low and extra-low voltage electrical installations and equipment up to 1kV in potentially explosive (gaseous and/or dust-laden) atmospheres other than mines.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **may** include the following:
  - a) BS EN 1127-1: \*\*Explosive atmospheres – Explosion prevention and protection. Basic concepts and methodology.
  - b) BS EN 60079-10: \*\* Electrical apparatus for explosive atmospheres. Classification of hazardous areas.
  - c) BS EN 60079-14: \*\* Electrical apparatus for explosive atmospheres. Electrical installations in hazardous areas (other than mines).
  - d) BS EN 60079-17: \*\*Explosive atmospheres. Electrical installations inspection and maintenance.
  - e) APEA/IP guidance for the Design, construction, modification, maintenance, and decommissioning of filling stations \*\* (The blue book)
  - f) The IET COP for EV charging equipment for vehicle charging at filling stations

- Will undertake that all work is carried out by competent persons to appropriate standards 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 successfully completed CompEx' training units appropriate to the hazardous area work undertaken and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

### 3.8 Security Systems

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking the installation of security systems.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **must** include BS EN 50131-1: \*\* Alarm systems. Intrusion and hold-up systems. System requirements.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS EN 50131 and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and has the necessary training and skills to carry out the work to the appropriate standards.

### 3.9 Voice and Data Systems

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking the installation of voice and data systems.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **may** include the following:
  - a) BS EN 50173-1: \*\* Information technology. Generic cabling systems. General requirements.
  - b) BS EN 50173-2: \*\* Information technology. Generic cabling systems. Offices premises.
  - c) BS EN 50174-1: \*\* Information technology. Cabling Installation. Specification and quality assurance.
  - d) BS EN 50174-2: \*\* Information technology. Cabling installation. Installation planning and practices inside buildings.
  - e) BS EN 50174-3: \*\* Information technology. Cabling installation. Installation planning and practices outside buildings.
  - f) BS 6701: \*\* Telecommunication equipment and telecommunications cabling. Specification for installation, operation, and maintenance. (cpr)
  - g) BIP 0007: \*\* Telecommunications cabling and equipment installations – a guide to requirements and responsibilities. (Analog & Digital Interfaces)

- Will undertake that all work is carried out by competent persons to appropriate standards and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989, where appropriate.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and has the necessary training and skills to carry out the work to the appropriate standards.

### **3.10 In-Service Inspection and Testing of Electrical Equipment**

NOTE: Reference is made to the latest / revised version of the standard, \*\* denotes as amended

Classification in this category is intended for those Members undertaking in-service inspection and testing of electrical equipment.

Classification in this category may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **must** include the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (as amended).
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in the IET Code of Practice and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company, has the necessary skills and experience to carry out the work and has successfully completed recent assessed training on in-service inspection and testing of electrical equipment (see note below).

**Note:**

Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent training. This however is at the discretion of the Central Board depending on the level of knowledge and experience of the nominated competent person, and the scope of work undertaken.

### **4.0 Certification of Work**

The Electrical Installation Member shall issue appropriate certification, in accordance with the relevant standards, for all work carried out. For record and assessment purposes the Electrical Installation Member shall have available, as a minimum, copies of certification issued within the previous 12 months.

### **5.0 Assessment Decision**

On completion of the technical assessment the Electrical Installation Member will receive an inspection and assessment report recording any non-compliances from the relevant technical standards and membership criteria, including any corrective remedial action and the timescale for its completion.

## **6.0 Frequency of Assessment**

- 6.1** The maximum period between assessments (audits) shall be three years. Notwithstanding this period, a shorter time interval may be specified under the circumstances outlined in Section 6.2 below or should the Electrical Installation Member be required to undertake corrective remedial action arising from a previous assessment.
- 6.2** A further assessment will also be necessary within a shorter time interval in the following circumstances:
- 6.2.1 The Electrical Installation Member wishes to be recognised for new categories of work.
  - 6.2.2 There has been a change of nominated Competent Person. (See 2.0 Definitions)
  - 6.2.3 Where complaints have been received against the Electrical Installation Member.
  - 6.2.4 Where the Member is a member of an additional scheme which requires more frequent assessments.
- 6.3** The Electrical Installation Member has a **duty** to immediately advise SELECT should any of the circumstances listed in 6.2 arise and to comply with the requirements regarding assessment.

## **7.0 Assessment Marks and Logos**

- 7.1** The Electrical Installation Member shall use specified marks or logos only as authorised by SELECT.
- 7.2** When an assessed Member is removed from the list of assessed Member, it shall immediately cease to be authorised to use the mark or logo of SELECT and any such other marks or logos as are conveyed by and conditional upon membership of SELECT.

### **Introduction**

SELECT is the trade association for the electrotechnical industry in Scotland.

This Code of Practice aims to ensure the best possible relationship between SELECT Member firms and their customers.

The Code covers all electrotechnical work undertaken by Member firms in the work categories in which they have been satisfactorily assessed by SELECT.

The Code is in addition to the customer's statutory right.

### **Work**

All work carried out by SELECT Members is required to comply with relevant British or European Standards, the Building (Scotland) Regulations and/or other relevant regulations, including Health and Safety legislation.

SELECT Members will use their skill and knowledge to complete their work in the most efficient, timeous, and economical manner and in accordance with the terms and conditions of the contract used.

### **Quotations/Estimates and Tendering**

Wherever possible quotations/estimates and the scope of work shall be in writing and include any qualifications, charges imposed and programme of work and state clearly when payments are due to be made by the customer. Where, during the course of work being carried out, changes are sought, the charges for the amended work should be agreed and customers kept informed, whenever possible, of costs and work programmes.

Prior to starting work Members are urged to request acceptance of a quotation/estimate by the customer, in writing.

Where, because of the nature of the task in hand, it is not possible to agree a price before work starts, it should be made clear to the customer that charges will be on a labour and materials basis. Both parties should agree the hourly labour charge that will be made together with any incidental costs, such as travel and accommodation costs, where appropriate.

SELECT Members should keep accurate records of work carried out, labour and materials used and all related expenses. SELECT members are required to comply with tendering procedures that conform to current recognised Industry Codes.

SELECT members are required to use fair conditions of contract and promote the usage of standard forms of contract.



### **Guarantees**

SELECT Members shall carry all relevant insurance, including professional indemnity insurance, as necessary.

Members shall provide customers with the terms and duration of any guarantee with the quotation/estimate and pass benefits of separate manufacturers' guarantees for materials used (if available) to the customer. When the operation of a guarantee is conditional on the appropriate use or maintenance of an installation by the customer, this should be brought to the customer's attention.

### **Advertising**

All promotion and advertising are required to comply with the current British Code of Advertising Practice and Sales Promotion.

### **Complaints Procedure**

In event of any complaint about the standard of work carried out, the customer should first raise the matter with the Member firm and give them full opportunity to rectify any alleged faults, defects, or deviations from current standards. The Member firm is required to investigate any complaint made and take the necessary action to resolve it within a reasonable time.

SELECT will assist if the matter cannot be brought to a satisfactory conclusion. The customer will be requested to complete and forward a complaint form providing details of the complaint, including any relevant documentation to SELECT.

SELECT will contact both parties and if necessary, arrange to inspect the work in question.

If defects are identified, SELECT will liaise with the Member and the customer in order to reach agreement on any required rectification work and, once agreed, the Member will be provided with a detailed report to action. On completion of the necessary work, SELECT will seek confirmation of the satisfactory resolution of the complaint from the customer.

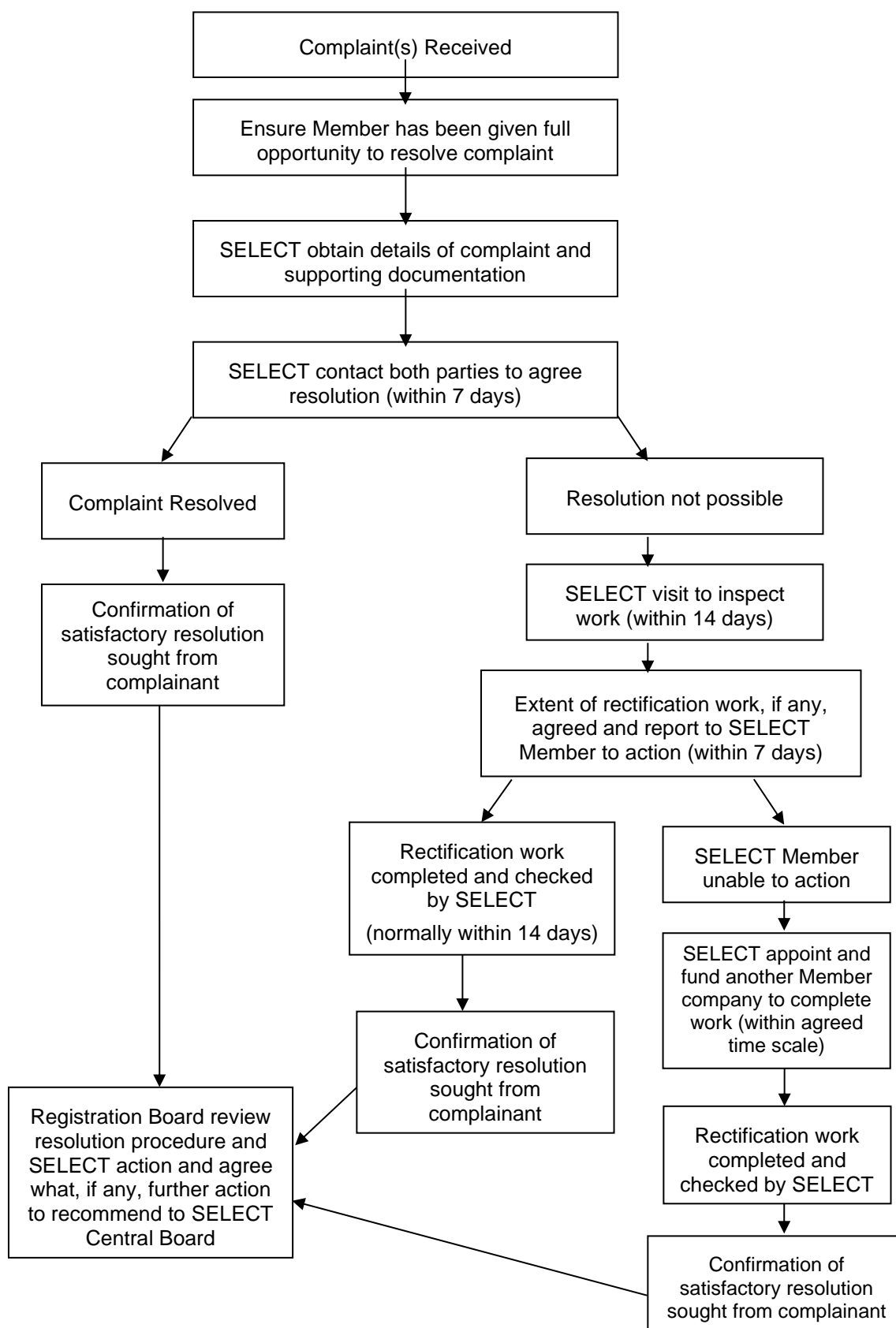
Where it is not possible to involve the Member firm that carried out the original work, SELECT will deal with the complaint in its entirety and, if required, employ another SELECT member to assist.

### **Monitoring and Compliance**

An independent Registration Board will monitor compliance with this Code of Practice. Any decision by SELECT can be appealed with the Registration Board.

SELECT can take disciplinary action if a Member does not comply with SELECT's Constitution and Rules.

## Complaints Resolution Procedure



## APPENDIX 4 REQUIREMENTS FOR *QUALIFIED SUPERVISORS* AND PERSONS CARRYING OUT ELECTRICAL INSPECTION AND TESTING

The criteria in this Appendix apply to applications made after 31st August 2021, they are not retrospective.

### Introduction

From 1st September 2021 Table 4A defines the application routes for persons who undertake *Electrotechnical work*, in order to apply to become a *Qualified Supervisor*, or undertake periodic inspection and testing, for an *Enterprise*.

Successful applicants will be able to demonstrate at *Assessment* the required combination of technical knowledge, occupational training, and practical skills. This is usually achieved through completion of an industry-approved apprenticeship, or, for experienced workers, through accredited qualifications achieved via Recognition of Prior Experiential Learning (RPEL).

It is acceptable to permit new applications from an existing or previously recognised *Qualified Supervisor*, provided that they have been a *Qualified Supervisor* within two years of the application; and can provide a letter or similar evidence from the previous scheme provider confirming their *Qualified Supervisor* status and the scope of work previously assessed, which must be equal to the scope of work being applied for.

An applicant *Qualified Supervisor* will need to have at least 2 years' evidence of responsibility for the technical standard of *electrotechnical work* and evidence of ongoing *Continuing Professional Development*.

A person applying to undertake Periodic Inspection and Testing will be required to have at least 2 years' evidence of undertaking periodic inspection and testing, plus evidence of ongoing *Continuing Professional Development*.

**Table 4A Overview of Applicable Minimum Technical Competence Requirements by Work Category**

Work Category*	Underpinning Core Technical Competence		Wiring Regulations	Initial Verification	Periodic Inspection and Testing
	Dwellings	All			
<b>A1 Electrical installations up to and including 1000V AC or 1500V DC</b>	<b>Table 4B</b>	<b>Table 4C</b>	<b>Table 4D</b>	<b>Table 4E</b>	<b>Table 4F</b>
A1.1 Dwellings (BS 7671)	✓	✓	✓	✓	-
A1.2 Other than Dwellings (BS 7671)	-	✓	✓	✓	✓
A1.3 Temporary electrical systems (BS 7909)	-	✓	✓	✓	✓
A1.4 Dwellings - defined scope (BS 7671)	✓	✓	✓	✓	-
<b>A2 Periodic inspection and testing</b>					
A2.1 Dwellings (BS 7671)	-	✓	✓	-	✓
A2.2 Other than Dwellings (BS 7671)	-	✓	✓	-	✓

\*For full details of the scope of the work categories above refer to Appendix 1

**Table 4B Underpinning Core Technical Competence, limited to dwellings only**

<b>Route</b>	<b>Recognised Qualifications or Equivalent</b>
1	Level 3 Certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings
2	Industry apprenticeship, recognised historical industry qualifications and / or certificates of competence (refer to EAS Qualifications Guide)
3	Mature Candidate assessment via the Recognition of Prior Experience and Learning (RPEL)

**Table 4C Underpinning Core Technical Competence, all Electrotechnical Work**

<b>Route</b>	<b>Recognised Qualifications or Equivalent</b>
1	Level 3 Electrotechnical apprenticeship, incorporating end point assessment of competence
2	Industry-approved apprenticeship, recognised historical industry qualifications and / or certificates of competence (refer to EAS Qualifications Guide)
3	Mature candidate assessment via the Recognition of Prior Experience and Learning (RPEL)

NOTE: For those persons undertaking *Assessment* for work category A1.3 Temporary electrical systems covered by BS 7909 (as amended), as defined in Appendix 9, this route can be augmented by 'C&G 181 Entertainment and Theatre Electrician' or equivalent.

### **Other Required Qualifications**

Unless included within a formal Qualification defined in Tables 4B or 4C, the applicant shall hold the following qualifications, in accordance with the requirements of Table 4A

<b>Table ref</b>	<b>Purpose</b>	<b>Qualification</b>
<b>4D</b>	Wiring Regulations*	Level 3 Award in the Requirements for Electrical Installations: BS 7671 (as amended)
<b>4E</b>	Initial Verification*	Level 3 Award in the Initial Verification of Electrical Installations
<b>4F</b>	Periodic Inspection*	Level 3 Award in the Periodic Inspection and Testing of Electrical Installations

*\*these may be achieved within a combined qualification*

## Guidance For Persons Undertaking *Qualified Supervisor* Duties

### Background

Regulation 16 of the Electricity at Work Regulations 1989 (EAWR) states: “No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work.”

Clause 11.1 of this document states: “The *Enterprise* shall be required to employ persons to carry out *Electrotechnical* work who are competent and/or adequately supervised to ensure safety during and on completion of the work.”

**NOTE:** The *Qualified Supervisor* (QS)/*Principal Duty Holder* (PDH), needs to consider the supervision requirements in the context of the operatives’ safety and that of the customer and other persons.

BS 7671 recognises the concept of supervision in the EAWR and EAS.

### **Definitions**

Competent Person	Person who possesses the necessary technical knowledge, skill, and experience to undertake assigned <i>Electrotechnical work</i> , and to prevent danger and injury.
Instructed Person (electrically)	Person adequately advised or supervised by a <i>Skilled Person (electrically)</i> to enable that person to perceive risks and to avoid hazards which electricity can create.
Minor Works	Additions and alterations to an installation that do not extend to the provision of a new circuit.
Principal Duty Holder (PDH)	Person appointed by an <i>Enterprise</i> to have responsibility for the maintenance of the overall standard and safety of <i>Electrotechnical work</i> .
Qualification	An OFQUAL, CCEA, SQA or QW regulated award that is based on approved <i>National Occupational Standards</i> and delivered through an <i>Awarding Organisation</i> .
Qualified Supervisor (QS)	<i>Competent Person</i> with specific responsibility on a day-to-day basis for the safety, technical standard, and quality of <i>Electrotechnical work</i> .
Skilled Person (electrically)	Person who possesses, as appropriate to the nature of the electrical work to be undertaken, adequate education, training and practical skills, and who is able to perceive risks and avoid hazards which electricity can create.

## Guidance

This guide is intended to provide for a consistent interpretation by PDHs and Qs to ensure the adequate supervision of *Electrotechnical* work undertaken by their Enterprise and should be read in conjunction with the *Electrotechnical Assessment* Specification

The PDH is responsible for ensuring that there are systems in place whereby all *Electrotechnical* work undertaken is carried out by competent persons and for ensuring employees (which may include temporary, agency, self-employed and/or subcontracted labour) are adequately and appropriately advised or supervised to ensure, so far as is reasonably practicable, the health and safety of their employees and customer.

The QS is responsible for the quality and compliance of the day-to-day work of the *Electrotechnical work* regardless of how much time that may take, often resulting in the QS not being available to be engaged directly in *Electrotechnical work*.

The importance of the role of the QS and the adequacy of the supervision in the overall process of ensuring that the *Electrotechnical work* is compliant can in some instances be undermined through commercial pressures or worker ignorance and/or ineptitude regarding the knowledge, attitude, skills and time required to do the job.

The responsibilities of the QS should be clearly stated to them by the PDH and consideration should be given to stating these responsibilities in writing.

The level of supervision necessary for *Electrotechnical work* undertaken by the *Enterprise* will be determined by the level of competence of each operative with regard to the risks involved in the work they are being instructed to undertake.

Where the risks involved are low, verbal instructions are likely to be adequate but as the risk or complexity increases there comes a point where the need for written procedures becomes important in order that instructions may be understood and supervised more rigorously.

In this context, supervision does not necessarily require Continuing attendance at the work site, but the degree of supervision and the manner in which it is exercised is for the PDH and QS to arrange to ensure that danger, or as the case may be, injury, is prevented.

The following tabulated information will assist and guide the PDH and QS to ensure that ALL work is adequately supervised. This would only apply where supervision models are used (i.e. where installation work is carried out by someone registered as a QS there is no additional *Assessment* required, e.g. sole traders).

To use the approach, follow these simple steps:

1. Identify the level (1, 2 or 3) of operative appointed to carry out the work in Table 1;
2. Identify the degree of risk (low, medium or high) based on Table 2 and/or more detailed knowledge of the work to be carried out;
3. Cross reference items 1 and 2 on Table 3 and identify the colour code in the matrix (green, amber or red);
4. Use Table 4 to identify on the basis of the colour code from Table 3 what would be deemed satisfactory in terms of (a) how the operative is instructed, (b) the competence of the person inspecting and testing the work and (c) the involvement of the QS on site.

**Table 1 Level of Operative Appointed**

Operative Level	Guidance
<b>Level 1</b>	Operatives would be <i>Instructed persons (electrically)</i> who would generally be apprentices, labourers, electrician's mates, or electrical improvers – and who under the supervision of a <i>skilled person (electrically)</i> , could be able to install wiring systems. Others that fall within this category are career changers who may have training and/or qualifications but lack experience.
<b>Level 2</b>	Operatives would be <i>Instructed persons (electrically)</i> who are experienced, trusted electrical installers who can carry out Electrotechnical work efficiently and in accordance with the current BS 7671 and Building Regulations/Standards and can therefore be expected mostly to work without the need of close and detailed supervision.
<b>Level 3</b>	Operatives would be considered as <i>Skilled persons (electrically)</i> who possess practical, theoretical, and electrical engineering skills, experience, and knowledge with adequate technical supervisory experience comparable to that of QS.

**Table 2 Degree of Risk in the Electrotechnical Work covered by BS 7671**

Installation Work Examples (NOTE: The <i>Enterprise</i> will be responsible for judging the degree of risk, this table is provided for Guidance)	Degree of Risk
Electrical work where the installation is isolated when not under the control of the installer e.g. • First fix <i>Electrotechnical work</i> . • Second fix <i>Electrotechnical work</i> .	<b>Low</b>
Electrical work defined as Minor Works in an unoccupied building – subject to safe isolation procedures documented and implemented	<b>Low</b>
Electrical work defined as Minor Works in an occupied building – subject to safe isolation procedures documented and implemented	<b>Medium</b>
All other <i>Electrotechnical work</i> whether or not it is subject to safe isolation procedures.	<b>High</b>
Electrical work – Periodic Inspection and Testing	<b>High</b>

**Table 3 Risk Matrix**

Level of Operative Appointed (from Table 1)	Level 1 Operative (instructed person: apprentice, improver, electrician's mate)			
	Level 2 Operative (instructed person: experienced, trusted)			
	Level 3 Operative (skilled person: equivalent to QS without role or qualification)			
		Low Risk	Medium Risk	High Risk
Degree of Risk in the Installation (from Table 2)				

**Table 4 Degree of Supervision (based on the risk matrix in Table 3)**

Risk	Nature of Instruction to Operative	Minimum required Competence of	Involvement of QS on site
	Verbal	Satisfying the definition of a <i>Skilled Person (electrically)</i>	Remote
	Written		Periodic
	Written		Close and Detailed

\*It is recognised that the person responsible for carrying out the initial verification or periodic inspection, testing and certification of the installation may not be the registered QS. The person shall hold an appropriate qualification or be able to demonstrate equivalent competence.

## **Guidance For Demonstrating Competence Of Employed Persons**

### Background

Employed Persons are defined as individuals engaged by the Member to perform Electrotechnical work; this may include directly employed staff, temporary, agency and/or subcontracted labour including self-employed individuals and sole traders.

Section 11.1 requires a Member to employ persons to carry out Electrotechnical work who are competent and/or adequately supervised.

Section 11.2 requires a Member to demonstrate the competence of Employed Persons by making available suitable records for Assessment in accordance with this Appendix.

Section 16.1.3 requires a Member to maintain records demonstrating that all Employed Persons are competent and/or adequately supervised to undertake Electrotechnical work.

Section 16.1.5 requires a Member to maintain records of relevant qualifications, training (including Continuous Professional Development) and experience.

### Guidance

In accordance with Section 16.1, the Assessed Member shall be required to hold records as appropriate to the range, scale, geographical spread, and categories of the Electrotechnical work undertaken.

This Appendix should be used proportionately when considering the Member, not only in terms of its scope of activity, size, the number of Employed Persons and geographical spread, but also considering its management structure, processes, and supervision arrangements. With only a few people involved, communications and records in a small Member may be relatively simple and direct, whereas a larger Member may have established communication channels and/or a documented competency and training management system in place which effectively meets the requirements outlined in this Appendix.

This Appendix is therefore intended to provide guidance for a consistent approach to evaluate the Member's intent and capability to engage Employed Persons who are competent and/or adequately supervised to carry out Electrotechnical work. It is not intended to imply uniformity in the structure of the system adopted or uniformity of documentation as this may vary depending on the size, structure, and activity of the Member.

### Records

A Member shall be required to:

- determine the roles, responsibilities, and authorities of all Employed Persons. This could be demonstrated through the use of relevant documented information, e.g., job descriptions, work instructions, duty statements, organisation charts, company manuals and/or procedures;
- maintain appropriate records of qualifications, training (including Continuous Professional Development) and experience. This could be demonstrated through personnel records, training matrices, contractor records and assessment procedures or other documented records as appropriate for the Member.



- determine the necessary competence and degree of risk for all Employed Persons performing Electrotechnical work as described in Appendix 10.
- carry out and record appropriate and proportionate ongoing observations of Employed Persons' skills, knowledge, and experience, to determine that work carried out by them complies with the requirements of BS 7671 as amended.

NOTE: A Member may choose to engage an external organisation to provide supplementary observations of the ability, knowledge, and skill of Employed Persons. A Certification or Registration Body may provide this service in addition to Assessment of the Member.

### Assessment

The Certification or Registration Body approach to determining whether the Member's records are effective in demonstrating that all Employed Persons are competent and adequately supervised to undertake Electrotechnical work would be achieved by auditing evidence that:

- The Member demonstrates a process or method of recording their Employed Persons' roles and responsibilities, qualifications, training (including records of Continuous Professional Development) and experience. The Member ensures the method of recording has been maintained since the last Assessment with a particular focus to any changes in Employed Persons.
- The Member determines that the qualifications, where required, of Skilled Persons (electrically) comply with those listed in the relevant tables in Appendix 4.
- The Member determines a justifiable difference between Level 1 and Level 2 operatives and their adequate supervision, in accordance with the guidance in Appendix 10.
- The Member ensures appropriate and proportionate observations of Employed Persons' skills, knowledge, and experience, to determine that work carried out by them complies with the requirements of BS 7671 as amended.
- The Member demonstrates from the sampled work that the necessary competence and degree of risk for all Employed Persons performing Electrotechnical work has been considered and is justifiable in line with the guidance in Appendix 10.

### Supplementary Observations by a Certification or Registration Body

IMPORTANT – These supplementary observations are additional observations that a Member can choose to utilise as part of their records of Employed Persons.

The Qualified Supervisor shall be the technical representative for the Member when dealing with their Certification or Registration Body.

The Member shall make available a record of Employed Persons that are Skilled persons (electrically) to the Certification or Registration Body. These individuals will be subject to Assessment by the Certification or Registration Body.

The frequency of Assessment of Employed Persons that are Skilled persons (electrically) by the Certification or Registration Body shall be determined by the Certification or Registration Body, taking into account the Assessment carried out by the Member and the number of Employed Persons that are Skilled persons (electrically). The surveillance programme should carry out Assessments of those Employed Persons that are Skilled persons (electrically) no less frequently than once every five years.

The record of Employed Persons that are Skilled persons (electrically) shall consist of a minimum of:

- Name
- Employment status
- Start date
- Duration of employment
- Qualifications and experience
- Categories of work undertaken (Appendix 1)

The Electrotechnical work selected for Assessment shall be work carried out by the Employed Persons that are Skilled persons (electrically) undergoing Assessment.

If the Assessment finds weaknesses or evidence of a lack of competence, the Certification or Registration Body can require additional or repeat training, Assessment of the Employed Person(s) that are Skilled persons (electrically), and/or the Member.

When there are changes to the schedule of Employed Persons that are Skilled persons (electrically) the Principal Duty Holder shall be required to notify the Certification or Registration Body within 30 days. This will include adding/removing individuals or changes to the categories of work they carry out.

Where the Member notifies changes to the schedule of Employed Persons that are Skilled persons (electrically), the Certification or Registration Body shall adjust its surveillance programme to ensure that the Member is employing sufficient competent persons to carry out Electrotechnical work and that any additional individuals are assessed in accordance with the procedures defined by the Certification or Registration Body.

### Technical Assessment

Employed Persons that are Skilled persons (electrically) shall be required to undergo an on-site Technical Assessment in order to demonstrate that they have adequate knowledge, experience and understanding of the design, construction, maintenance, verification and/or inspection and testing procedures for Electrotechnical work they carry out based on the relevant competence requirements in Appendices 4, 6, 7 and 9.



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

It has nearly 1,250 member businesses who collectively have an annual turnover of around £1 billion and employ over 15,000 people and 3,500 apprentices.

SELECT also delivers training courses to more than 3,500 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)**