

Certifier of Construction Application for Certification of Electrical Installations in Scotland

Please read the Rules Relating to Registration for Certification of Electrical Installations in Scotland and the Certification of Construction (Electrical Installations to BS7671) scheme guide before completing this form. Available via www.SBSC.uk.net.

1 Business (if applicable) Existing Registration number

Trading title of business (exactly as shown on business stationery)

2 Declaration of proposed Approved Certifier

Surname (In BLOCK CAPITALS) Forename(s)

Date of Birth: National Insurance no:

Proposed Certifiers not employed by an applicant enterprise or Approved Body must complete the details below. Proposed Certifiers employed by an enterprise will normally be contacted by us at the address of the business at item 1. If you wish to provide private details for us to contact you in the future, please complete the details below.

Address:

Post Town: Postcode:

Country: Telephone No:

Mobile No: Fax No:

Email:

3 Qualifications and Experience of proposed Approved Certifier

Training successfully completed for which copy assessment certificates are attached:

Qualification obtained (✓) as appropriate	year		year
SVQ Level 3 in Electrical Installation work	<input type="checkbox"/> <input type="text"/>	NVQ Level 3 in Electrical Installation work	<input type="checkbox"/> <input type="text"/>
Advanced Competence Assessment (ACA)	<input type="checkbox"/> <input type="text"/>	Achievement Measurement 2 (AM2)	<input type="checkbox"/> <input type="text"/>
SCOTVEC Certificate in Electrical Installations Part 2	<input type="checkbox"/> <input type="text"/>	City & Guilds 2360 Part 2 Electrical Installations certificate City & Guilds 2355	<input type="checkbox"/> <input type="text"/>
Final Integrated Competence Assessment (FICA)	<input type="checkbox"/> <input type="text"/>	City & Guilds – Design, erection and verification – written Inspection and testing – practical	<input type="checkbox"/> <input type="text"/>
Scottish Qualifications Authority – Design and Verification of Electrical Installations	<input type="checkbox"/> <input type="text"/>	Design, erection and verification – project	<input type="checkbox"/> <input type="text"/>
Scottish Building Regulations for Electrical Certifiers Course	<input type="checkbox"/> <input type="text"/>	City & Guilds – Inspection, testing and verification	<input type="checkbox"/> <input type="text"/>
City and Guilds BS 7671	<input type="checkbox"/> <input type="text"/>		

Other relevant qualifications obtained	College/Organisation	Examining Body and Course Ref	Dates (from/to)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current employment Date started in current position

Position(s) in relation to the above business: Principal/Partner/Director/NICEIC Principal Duty Holder/
 delete the positions which do not apply NICEIC Qualified Supervisor/Sole Trader/Other

Certification Coordinator Declaration for Certification of Electrical Installations in Scotland

Please read the Rules Relating to Registration for Certification of Electrical Installations in Scotland and the Certification of Construction (Electrical Installations to BS7671) Scheme guide before completing this form. Available via www.SBSC.uk.net

1 Business

Trading title of business (exactly as shown on business stationery)

Address:

Post Town:

Postcode:

Country:

Telephone No:

Mobile No:

Fax No:

Email:

2 Details of Certification Coordinator

Surname

Forename

3 Requirements of Certification Coordinator

A Certification Coordinator is responsible for ensuring the Approved Body that employs them fulfils and maintains the conditions under which it was approved.

The Certification Coordinator shall:

- act as the contact point for the Approved Body;
- be present, as required, for assessments by the NICEIC;
- only countersign Certificates of Construction on behalf of the Approved Body that employs them;
- not countersign Certificates of Construction for any period during which the Approved Body that employs them, does not employ an Approved Certifier of Construction;
- advise the NICEIC of any changes of Approved Body details or Approved Certifiers;
- act in accordance with the Scheme code of conduct.

4 Declaration

I confirm that I meet the requirements of a Certification Coordinator as detailed in the NICEIC Rules Relating to Registration for Certification of Electrical Installations in Scotland. I have been appointed in that position by the above business. I have read and agree to comply with the Rules.

Signed

Date

Position(s) in relation to the above business:
 *delete the positions which do not apply

Principal/Partner/Director/NICEIC Principal Duty Holder/
 NICEIC Qualified Supervisor/Sole Trader/Other*

When completed, please return this form to the Operations Administration Department at the above address.

This document is available in other print formats. Please contact the Marketing Department on 01582 531000 to obtain a copy.

Data Protection Act 1998

This information is collected, processed and stored to adhere with the UK Data Protection Act 1998. Information will be held and used throughout the NICEIC Group and may, from time to time be used to send you marketing information relating to products or services we feel you may be interested in. Please confirm that you would be happy to receive this information:

By fax: By e-mail: By telephone: Please tick here if you would prefer not to receive marketing information from the NICEIC Group

Please tick here if you would prefer not to receive marketing information from carefully selected third parties

Current duties (✓) all that apply

Installation work (Inst)	<input type="checkbox"/>	Initial Inspection and testing (IIT)	<input type="checkbox"/>	On-site supervision/direct management of operatives (sup./manage)	<input type="checkbox"/>
Electrical installation design (design)	<input type="checkbox"/>	Periodic inspection, testing and reporting (PITR)	<input type="checkbox"/>	Completion of certificates and reports (Certs/Reports)	<input type="checkbox"/>

Previous employment in electrical industry (Please continue on a separate sheet, if necessary):

Dates (Month/Year) (from/to)	Employer	Position held	Duties performed (you may use abbreviations shown previously)

Supervisory experience

I have at least two years supervisory or managerial responsibility for the standard of electrical installation work. (please ensure this is detailed above in previous or current employment/duties). Yes

Current grading details if held at time of application or previously (✓) as appropriate

SJIB	JIB	Grade	Membership number	From	Expiry date
<input type="checkbox"/>	<input type="checkbox"/>				

4 Disclosure

Please detail below any 'unspent' convictions against you of an offence from a court and any adverse findings about yourself of any kind by any tribunal, court or other authority.

Conviction/finding – if none please enter 'None' (Please continue on a separate sheet, if necessary)	Date made

5 Details of past/present registration with Certification of Construction (Electrical Installations to BS7671) Scheme

I have/have not* previously been registered and am/am not* currently registered with BSD as an Approved Certifier (Electrical Installations to BS 7671) *delete wording which does not apply

If you have been, or are, registered please complete these details:

Approved Certifier	Date registration commenced	<input type="text"/>
Registration no. <input type="text"/>	Date registration cancelled	<input type="text"/>

6 Declaration

I hereby apply for registration with NICEIC as an Approved Certifier in the Certification of Construction (Electrical Installations to BS 7671) Scheme applicable in Scotland. I confirm that all the details on this form, and relevant attached sheets, are true and correct. I have read and agree to comply with the NICEIC Rules Relating to Registration for Certification in Scotland, including the code of conduct.

I am employed by the business detailed in item 1/ I am applying for personal registration only (delete wording which does not apply)

Signature of proposed Certifier of Construction	<input type="text"/>	Date	<input type="text"/>
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Enterprise Application for registration for Certification of Electrical Installations in Scotland

Please read the Rules Relating to Registration for Certification of Electrical Installations in Scotland and the Certification of Construction (Electrical Installations to BS7671) Scheme guide before completing this form. Available via www.SBSC.uk.net

1 Business

Trading title of business (exactly as shown on business stationery)

Address:

Post Town:

Postcode:

Country:

Telephone No:

Mobile No:

Fax No:

Email:

2 Declaration and payment

On behalf of the above business, I hereby apply for registration with the NICEIC for the Certification of Construction (Electrical Installations to BS 7671) Scheme applicable in Scotland. I confirm that the business intends to certify compliance of electrical installation work with building regulations. I have read and agree, on behalf of the business, to comply with the NICEIC Rules Relating to Registration for Certification in Scotland. I understand that the application fee is not refundable.

I wish to pay the application fee by cheque/credit or debit card* (delete word which do not apply)

I enclose a cheque made payable to NICEIC for £

Cheque No.

Or please debit my:

Visa

MasterCard

Maestro/Switch

Solo

Delta

Card No:

Expiry date:

Valid from:

Issue no:

Authorisation code: (NICEIC USE ONLY)

Name (in BLOCK CAPITALS)

Signature

Date

Position in relation to the above business:

*delete the positions which do not apply

Principal / Partner / Director / NICEIC Principal Duty Holder /
NICEIC Qualified Supervisor / Sole Trader / Other*

Please return this form to the Operations Administration Department at the above address.

Please see over for further information

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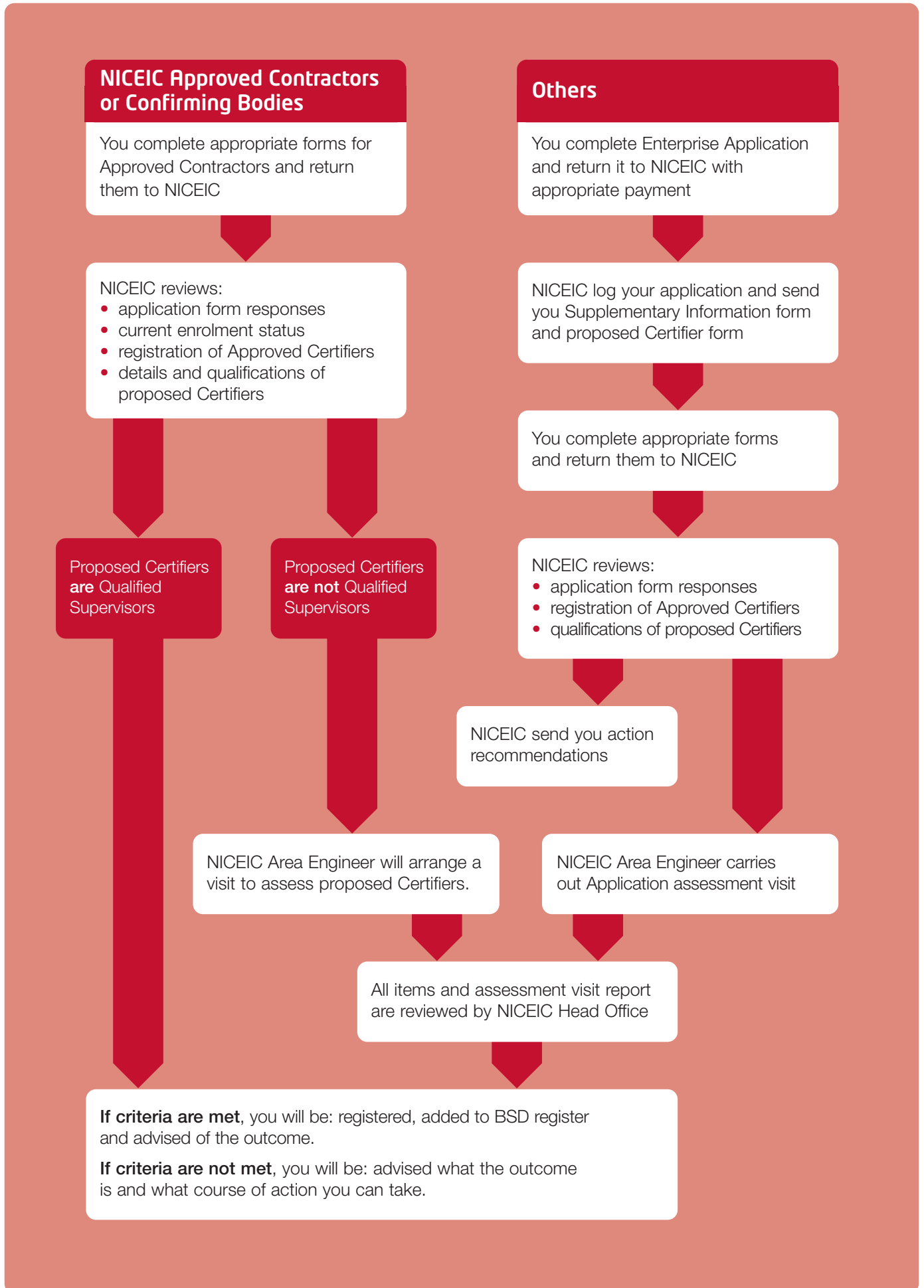
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Certification of Electrical Installations in Scotland

The route to enterprise registration:



Supplementary information to Enterprise Application for registration for Certification of Electrical Installations in Scotland

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1 Business

Trading title of business
(exactly as shown on business stationery)

Total number of employees

Do you carry out electrical installation work? Yes No

Address:

Post Town:

Postcode:

Country:

Telephone No:

Mobile No:

Fax No:

Email:

2 Details of proposed or Approved Certifiers employed

The enterprise employs:

Approved Certifiers*	Registration numbers	Names (in BLOCK CAPITALS)
Total quantity <input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Proposed Certifiers*	Applicant numbers	Names (in BLOCK CAPITALS)
Total quantity <input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Notes: The enterprise must employ at least one proposed or Approved Certifier of Construction (Electrical Installations to BS 7671). One Certifier of Construction Application form must be attached for each proposed Certifier.

* If there are more Certifiers employed than there are spaces available above, please provide details of additional Registration/Applicant numbers and names on a separate page and attach to this application.

3 Details of past/present registration with Certification of Construction (Electrical Installations to BS 7671) Scheme

The enterprise has/has not* previously been registered and is/is not* currently registered with BSD as an Approved Body for Certification of Construction (Electrical Installations to BS 7671) *delete wording which does not apply
 If the enterprise has been, or is, registered please complete these details:

Trading title registered Date registration commenced

Registration no. Date registration cancelled

4 Insurance Details

Public liability: Name of Insurance company

Amount of cover Policy expiry date (month/year)

Employers' liability: Name of Insurance company

Amount of cover Policy expiry date (month/year)

5 Test instruments held by the business

The following test instruments are held, and will be available at the time of assessment (✓) as appropriate

Insulation resistance Yes Phase earth fault loop impedence Yes Residual current device Yes
Continuity Yes Fused test leads Yes Voltage indication Yes

Other instruments (please describe)

6 Equipment

The following items are held, and will be available at the time of assessment:

Access equipment Plant and tools Transport

7 Technical reference documents available to proposed/Approved Certifiers

The latest edition of the following technical reference documents are available to Certifiers:

BS 7671 Requirements for Electrical Installations IEE Guidance Note 3 or NICEIC Inspection, Testing and Certification book Access to Technical Handbooks Domestic and/or Non-domestic

Other reference documents to be available if certifying other designations within the Scheme

BS 5839 Part 1 Fire detection and alarm systems for buildings BS 5839 Part 6 Fire detection and alarm systems for buildings BS 5266 Emergency lighting

Other reference documents (please describe)

8 Declaration

To the best of my knowledge and belief the above information is correct and complete.

Signed

Name in BLOCK CAPITALS Date

Position(s) in relation to the above business: Principal/Partner/Director/NICEIC Principal Duty Holder/
delete the positions which do not apply NICEIC Qualified Supervisor/Sole Trader/Other

9 Notice of assessment visit

If you are not an NICEIC Approved Contractor or Conforming Body, following receipt of this application the local Area Engineer will write to you making an appointment for a full day visit. This date will normally be at least five weeks from receipt of the application. If you are willing to accept an earlier appointment, please indicate this below.

I am/am not* willing to accept an appointment with less than five weeks notice. (*delete the words which do not apply)

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