



ELECTROTECHNICAL ASSESSMENT SCHEME

PART 1

April 2005

Changes from v3.1 May 2003 are indicated in red and side lined.

INTRODUCTION

1. PURPOSE

- 1.1 The Electrotechnical Assessment Scheme (hereafter referred to as “The Scheme”) has been drawn up by bodies representing electrical installation industry and consumer safety interests, in order to enhance the standard of safety of electrical installation work. It also provides a measure of the functionality of general electrical installations through the monitoring of the Electrical Installation Enterprise’s complaints register.
- 1.2 The Scheme specifies the minimum requirements against which an Electrical Installation Enterprise (Electrical Contractor) may be assessed in order to determine the technical competence of the enterprise. The Scheme is applicable for all the categories of work specified in Appendix 1. These categories are based on European Specification ES 59004.
- 1.3 ~~It is intended that the achievement of the requirements for the functionality of life safety systems, such as fire detection and alarm systems and emergency lighting systems, will be assured by the additional assessment of competence against specialist schemes as identified within Appendix 6 of this scheme. The Scheme will only recognise such specialist schemes that have been accredited to EN45011 by United Kingdom Accreditation Service or an equivalent European or international body. Specialist schemes as identified within Appendix 6 of this Scheme have been deemed to satisfy the requirements for the functionality of life safety systems such as fire detection and alarm systems. The Scheme will only recognise such specialist schemes that have been accredited to EN45011 by United Kingdom Accreditation Service or an equivalent European or international body.~~
- 1.4 The assessment criteria for the Scheme are intended to permit Electrical Contractors to be recognised as technically competent, aware of electrical design and safety principles, and capable of carrying out safe electrical installation work. The Scheme criteria are intended to be of assistance to those wishing to procure the services of an Electrical Contractor.

2. ACKNOWLEDGEMENT

- 2.1 Organisations that contributed to the production of this document are:

Association of British Certification Bodies (ABCB)
Amalgamated Engineering and Electrical Union (AEEU)
British Electrical Systems Association (BESA)
British Fire Prevention Systems Association (BFPSA)
British Standards Institution – Consumer Policy Committee (BSI)
Department for Transport, Local Government and the Regions (DTLR)
Electricity Association (EA)
Electrical Contractors’ Association (ECA)
Electrical Contractors’ Association of Scotland (SELECT)
Federation of Small Businesses (FSB)
The GAMBICA Association (GA)
Health and Safety Executive (HSE)
Institution of Electrical Engineers (IEE)
Lighting Industry Federation (LIF)
National Inspection Council for Electrical Installation Contracting (NICEIC)
National Electrotechnical Training (NET) – National Training Organisation
for the Electrical Sector
Society of Chief Electrical and Mechanical Engineers in Local Government (SCEME)
The Industry Committee for Emergency Lighting (ICEL)
The Electrical Installation Equipment Manufacturers’ Association (EIEMA)

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4. SCOPE

- 4.1 This document sets out the minimum requirements to be met by Electrical Installation Enterprises in order to be recognised as technically competent to undertake particular categories of Electrical Installation Work.
- 4.2 This document is intended for use by Certification Bodies undertaking the assessment of Electrical Installation Enterprises to confirm that the criteria contained herein have been achieved.
- 4.3 The categories of electrical work to which this document relate are those based on European Specification ES 59004(prEN50349), entitled Qualification of Electrical Installation Enterprises. The categories are listed in Appendix 1.
- 4.4 This document includes requirements relating to the resources, facilities, personnel and technical standard of Electrical Installation Work of the Electrical Installation Enterprise being assessed. The criteria for assessment and the requirements for reporting the outcome are also included.

5. DEFINITIONS

Assessed Enterprise – an Electrical Installation Enterprise which has been assessed in accordance with The Scheme as competent in one or more of the categories of work listed in Appendix 1, and which possesses a current Assessment Certificate.

Assessment – objective examination of an Electrical Installation Enterprise including its technical reference documents, test instruments, insurance and samples of Electrical Installation Work and the completed certification forms, in order to determine the technical competence of the enterprise to carry out Electrical Installation Work in accordance with the relevant reference documents listed in Appendix 2.

Assessment Certificate – a certificate awarded by a Certification Body to an Assessed Enterprise (see the model at Appendix 5).

Certification Body – an organisation which undertakes the assessment of the technical competence of Electrical Installation Enterprises in accordance with these criteria and which is accredited against the requirements of EN 45011 by UKAS or an equivalent European or international body.

Competent Person – a person, considered by the Electrical Installation Enterprise, to possess the necessary technical knowledge, skill and experience to undertake assigned Electrical Installation Work and to prevent danger and where appropriate injury.

Contracting Office – a location from which an Electrical Installation Enterprise manages Electrical Installation Work.

Dwelling – a dwelling house or a Flat.

Electrical Installation Enterprise (also referred to as *Electrical Contractor*) – an electrotechnical enterprise undertaking Electrical Installation Work in one or more of the categories listed in Appendix 1. An Electrical Installation Enterprise may be a sole trader, partnership, limited liability company, public limited company, public authority or other enterprise carrying out Electrical Installation Work.

Electrical Installation Work – the design, construction, maintenance, verification and/or inspection of one or more of the work categories listed in Appendix 1.

Flat – a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part from which it is divided horizontally.

Functionality – The ability of a completed installation to operate as required by the relevant standard(s) listed in Appendix 2.

Non-conformity – A non-conformity which is indicative of the absence of, or a failure to implement and maintain, one or more required management system elements or a situation which would, on the basis of available objective evidence, raise significant doubt as to the technical standard of the electrical work an Electrical Contractor is carrying out.

Principal Duty Holder – the person appointed by the Electrical Installation Enterprise to have responsibility for the maintenance of the overall standard and safety of the Electrical Installation Work.

Qualified Supervisor – a competent person with specific responsibility on a day to day basis for the safety, technical standard and quality of Electrical Installation Work.

Registered Qualified Supervisor – a Qualified Supervisor who has been assessed and accepted by the Certification Body.

6. WORK SUB-LET BY AN ASSESSED ENTERPRISE

6.1 If an Assessed Enterprise sub-lets work in any category listed in Appendix 1, the work that is sub-let shall either:

- a) be undertaken by an Assessed Enterprise that has a current Assessment Certificate covering that particular work category; or
- b) be certified as compliant with the relevant standard(s) by an Assessed Enterprise that has a current Assessment Certificate covering that particular work category.

PART 1 – REQUIREMENTS RELATING TO THE ASSESSMENT OF THE TECHNICAL COMPETENCY OF ELECTRICAL INSTALLATION ENTERPRISES

7. ELECTRICAL INSTALLATION WORK

7.1 The Electrical Contractor shall be directly engaged in carrying out Electrical Installation Work in one or more of the categories detailed in Appendix 1.

8. TECHNICAL REFERENCE DOCUMENTS

8.1 The Electrical Contractor shall have current editions, including all amendments, of Statutory Regulations and of technical reference documents appropriate to the range, scale and category(s) of work for which an Assessment Certificate has been sought or has been granted. Appendix 2 details the particular documents to be held for each category of work.

9. TEST INSTRUMENTS

9.1 The Electrical Contractor shall have an adequate number of serviceable test instruments and test leads appropriate to the range, scale, geographical spread and category(s) of electrical work undertaken.

9.2 The Electrical Contractor shall have records demonstrating the accuracy and consistency of test instruments held or hired for the certification of installation work. Guidance on this requirement is given at Appendix 3.

9.3 Where test instruments are hired the Electrical Contractor shall provide evidence of this together with confirmation of their calibration.

10. CERTIFICATION AND REPORTING

10.1 The Electrical Contractor shall issue appropriate electrical installation certificates and reports in accordance with the relevant standards for all Electrical Installation Work carried out. For assessment purposes the Electrical Contractor shall, at any time, have available copies of all certificates and inspection reports issued during at least the preceding three years.

10.2 If an Assessed Enterprise carries out electrical installation work in categories in which it does not have a current Assessment Certificate, such work shall be certified by an Assessed Enterprise that has a current Assessment Certificate for that particular work category.

11. PERSONNEL

11.1 The Electrical Contractor shall appoint a Principal Duty Holder and for each contracting office nominate at least one Qualified Supervisor as appropriate to the range, scale, geographical spread and categories of the electrical work undertaken from that Contracting Office. A Principal Duty Holder may also be a Qualified Supervisor. A person nominated as Qualified Supervisor for the purpose of complying with The Scheme shall be a Competent Person and be subject to acceptance by the Certification Body.

Responsibilities of the Principal Duty Holder

11.2 A Principal Duty Holder shall be responsible for ensuring that the Electrical Contractor carries out work in accordance with the relevant standards, including the issue of appropriate certification for all Electrical Installation Work carried out.

11.3 A Principal Duty Holder shall be responsible for ensuring that the Electrical Contractor undertakes the work activity in compliance with all relevant statutory legislation.

- 11.4 A Principal Duty Holder shall have an understanding of and, for the purposes of The Scheme, be responsible for the health and safety and other statutory requirements relating to the Electrical Installation Work being undertaken by the Assessed Enterprise.
- 11.5 A Principal Duty Holder shall ensure that all Electrical Installation Work is assigned to the Assessed Enterprise's Qualified Supervisor(s).

Requirements relating to a Qualified Supervisor

- 11.6 A Qualified Supervisor shall have direct responsibility, on a day to day basis, for the safety, quality and technical standard of the electrical work. A Qualified Supervisor shall ensure that the results of the verification process are accurately recorded on the appropriate forms of certification.
- 11.7 A Qualified Supervisor shall:
- 11.7.1 satisfy the minimum training and experience criteria as prescribed in Appendix 4 relative to the categories of work undertaken;
 - 11.7.2 for routes 3 and 4 in Appendix 4 have had at least two consecutive years managerial or supervisory responsibility for Electrical Installation Work, to the relevant standards detailed in Appendix 2;
 - 11.7.3 be conversant with the Electricity at Work Regulations, the current issue of the technical reference documents in Appendix 2, appropriate British Standards and other relevant Industry Codes of Practice;
 - 11.7.4 have appropriate knowledge and experience of the inspection, testing, certification and reporting procedures for the range of Electrical Installation Work undertaken.

12. INSURANCE

- 12.1 The Electrical Contractor shall hold at least £2 million of public liability insurance covering all work being assessed.

13. APPLICATION FOR CERTIFICATION

- 13.1 An Electrical Contractor seeking certification under The Scheme shall be required to make a written application to an accredited Certification Body stating the Contracting Offices from which electrical work is managed and the categories of work for each Contracting Office for which certification is sought.
- 13.2 The application, signed by the Principal Duty Holder on behalf of the candidate enterprise, is to include, as a minimum, the information detailed in Appendix 7.
- 13.3 Full details of the appointed Principal Duty Holder and the training and experience, including relevant training certificates, of each proposed Qualified Supervisor shall be submitted with the application.
- 13.4 The Electrical Contractor shall be required to undergo technical assessment in accordance with the requirements of Section 15.
- 13.5 Where an Electrical Contractor holds has held or has had cancelled a previous Assessment Certificate, he shall declare this to the Certification Body on application for assessment.
- 13.6 An Assessed Enterprise wishing to extend the scope of its certification shall make a written application in accordance with this Section.

14. SURVEILLANCE

- 14.1 In order to give assurance that the Assessed Enterprise is continuing to comply with the requirements of The Scheme, the Assessed Enterprise shall be subject to surveillance visits, normally at annual intervals, during the course of which it shall undergo technical assessment.
- 14.2 The Certification Body may at its discretion vary the interval between surveillance visits.
- 14.3 A surveillance visit will be required when a Registered Qualified Supervisor ceases to be employed in that capacity and the suitability of the proposed replacement is to be assessed.
- 14.4 Additional surveillance visits may be required if substantiated complaints against the Assessed Enterprise have been received by the Certification Body.

15. TECHNICAL ASSESSMENT

- 15.1 An Electrical Contractor shall make available for inspection Electrical Installation Work, completed or in progress, representative of the category(s) of work to which an application for, or existing, certification relates, and sufficient for the assessment process. The technical standard of the work shall not be less than that detailed in the relevant technical reference documents listed in Appendix 2.
- 15.2 For the purposes of an application for certification, such electrical work shall have been carried out by the Electrical Contractor, for not less than one year prior to the application, in each category for which certification is sought. An Electrical Contractor shall permit representatives of the Certification Body to have access to the Contracting Office in order to assess equipment, documentation and related business systems.
- 15.3 The extent of assessment will be prescribed by the Certification Body having regard to the range, scale and geographical spread of electrical work for which assessment is sought.
- 15.4 The Electrical Contractor shall have the following items available for assessment by the Certification Body's representative together with any other items as prescribed and published from time to time by the Certification Body:
 - 15.4.1 technical reference documents (Appendix 2);

- 15.4.2 test instruments, appropriate to the range of Electrical Installation Work undertaken, including a record of assessment of accuracy (Appendix 3);
 - 15.4.3 a list of all Electrical Installation Work in progress and that completed over the previous 12 months or since the previous assessment, whichever is the longer period;
 - 15.4.4 specifications, drawings, certificates and reports relating to work in progress and that completed over the previous 12 months or since the previous assessment, whichever is the longer period;
 - 15.4.5 any other items the Certification Body requires which are relevant to the assessment process;
 - 15.4.6 evidence that the required public liability insurance cover is held;
 - 15.4.7 a record of all complaints received over the previous 12 months or since the previous assessment about the technical standard, safety and functionality of Electrical Installation Work, and details of actions taken to resolve the complaints;
 - 15.4.8 evidence that a written health and safety policy statement is in place and that risk assessments are carried out as appropriate.
- 15.5 At the time of the assessment, the Certification Body shall also review the complaints record to ascertain whether there have been failures of installed systems to operate as required by the relevant standard(s) listed in Appendix 2.
- 15.6 The Electrical Contractor shall be fully prepared for the assessment by the Certification Body's representative, including making the items required to be seen readily available. The Qualified Supervisor(s) for the category(s) of work for which the Electrical Contractor is to be assessed shall be present throughout the assessment process and the Principal Duty Holder shall be available to discuss the intent and result of the assessment.
- 15.7 Registered and proposed Qualified Supervisors shall be subject to assessment in accordance with the requirements set out in Clauses 11.6 and 11.7.
- 15.8 The Electrical Contractor shall provide facilities and shall arrange access to sites to inspect electrical work selected for evaluation by the Certification Body.

16. ASSESSMENT DECISION

- 16.1 On completion of the assessment by the representative of the Certification Body, the Electrical Contractor shall receive an assessment report, recording all observed non-conformities with The Scheme.
- 16.2 The Electrical Contractor shall subsequently be advised by the Certification Body of its decision as to whether certification is to be granted.

17. CERTIFICATION

- 17.1 A Contracting Office of an Electrical Contractor having been assessed by a Certification Body as complying with the requirements of The Scheme and being in possession of a current Assessment Certificate may advertise its services as an Assessed Enterprise.
- 17.2 The Certificate will be issued by the Certification Body for each Contracting Office assessed stating that the Contracting Office has achieved compliance with The Scheme criteria in respect of the particular categories of work assessed.

- 17.3 The Certificate is the property of the Certification Body and shall be returned, upon request, on cessation of certification for whatever reason.
- 17.4 The Assessed Enterprise shall, at all reasonable times on request, produce its Assessment Certificate to a representative of the Certification Body.
- 17.5 In being granted certification the Assessed Enterprise undertakes to continue to comply with the requirements of The Scheme for the period for which the Assessment Certificate remains valid.
- 17.6 If, during a surveillance visit, the Assessed Enterprise is unable to offer sufficient examples of work for evaluation purposes in a category included in its scope of certification, the Certification Body may reduce the scope of certification accordingly.
- 17.7 The Assessed Enterprise shall not claim competence under this scheme for categories of work other than those for which it has been positively assessed.

18. CHANGE OF DETAILS

- 18.1 An Assessed Enterprise shall give notice in writing to the Certification Body of a change of legal constitution, trading or other title, address, Principal Duty Holder, proposed Qualified Supervisor, or other significant particulars and declarations upon which the current Assessment Certificate was granted. Such notice shall be given to the Certification Body within thirty days of any such change becoming effective. From the date any such change affecting the Qualified Supervisor occurs, the Assessed Enterprise shall have in place within a period of 120 days a replacement who has been assessed by the Certification Body as competent for the categories of work undertaken.
- 18.2 Where, in the opinion of the Certification Body, the changes are such that the conditions under which certification was granted are significantly affected a new application for certification or a surveillance visit will be required.
- 18.3 An Assessed Enterprise shall be eligible to remain certified for the period covered by the Assessment Certificate provided it continues to be engaged in Electrical Installation Work in the category(s) for which it has been certificated and continues to comply with The Scheme.

19. CANCELLATION OF CERTIFICATION

- 19.1 Certification shall be subject to cancellation or amendment by the Certification Body if an Assessed Enterprise:
 - 19.1.1 makes wilful misrepresentation in its application for certification;
 - 19.1.2 fails to complete, to the satisfaction of the Certification Body, the remedial action it requires as a result of a customer complaint being dealt with under Section 21;
 - 19.1.3 culpably or negligently creates or causes to be created danger or serious risk of injury through the use, in Electrical Installation Work, of faulty materials, materials not conforming to recognised standards, or through faulty workmanship;
 - 19.1.4 becomes bankrupt or insolvent or having a Receiving Order made against it or compounds with its creditors or being a corporation commences to be wound up (not being a members' voluntary winding up for the purposes of reconstruction) or carries on business under a Receiver for the benefit of its creditors or any of them or if in the opinion of the Certification Body the nature of its work has changed or it shall cease to trade or if there be any change in the ownership of its enterprise which affects the conditions under which it was certified;
 - 19.1.5 claims to have been certified for electrical work not included at the time in the scope of its Assessment Certificate.

- 19.2 Certification may be subject to cancellation or amendment by the Certification Body if an Assessed Enterprise:
- 19.2.1 commits a breach of any of the obligations imposed by The Scheme;
 - 19.2.2 undertakes electrical work below the technical standard required or is unable to continue to comply with the criteria set out in the Scheme;
 - 19.2.3 performs any act which, in the opinion of the Certification Body, is contrary or prejudicial to the objects or reputation of the Certification Body;
 - 19.2.4 makes use of a Certification Body's approved mark or logo in a manner which, in the opinion of the Certification Body, is likely to bring the Certification Body into disrepute;
 - 19.2.5 uses its certification in a manner as to bring the Certification Body into disrepute or makes any statement regarding its certification which the Certification Body may consider to be misleading.
- 19.3 The Certification Body shall notify an Assessed Enterprise in writing of an intention to cancel its certification, detailing fully such reasons for its action. If the Assessed Enterprise wishes to object, it shall notify the Certification Body in writing, within twenty-one days, of its objections, for consideration by the Certification Body.
- 19.4 On cancellation of an Assessed Enterprise's certification the requirements of Clause 22.2 shall apply.

20. APPEALS, COMPLAINTS AND DISPUTES CONCERNING CERTIFICATION

- 20.1 An Electrical Contractor may appeal against any decision of the Certification Body in respect of its certification.
- 20.2 The Electrical Contractor shall give notice in writing setting out clearly the grounds for such an appeal. Such an appeal shall be served on the Certification Body within twenty-one days of the date of notification of the cancellation decision. Any such appeal will be dealt with under the procedures published from time to time by the Certification Body and made available to the Assessed Enterprise.
- 20.3 The Electrical Contractor and the Certification Body shall bear their own costs associated with any appeal, regardless of the outcome.

21. CUSTOMER COMPLAINTS

- 21.1 Where a complaint against an Assessed Enterprise cannot be resolved by the enterprise and the complaint is subsequently received by a Certification Body indicating that the work undertaken by the Assessed Enterprise, or sub-let by the Assessed Enterprise, does not meet the requirements of the relevant standards listed in Appendix 2, the Assessed Enterprise shall provide facilities for inspections to be carried out by the Certification Body, including test equipment and access to the work to be inspected.
- 21.2 The Assessed Enterprise shall provide all relevant documentation relating to the work and the Qualified Supervisor handling the complaint shall be present throughout the inspections. The complainant or their representative is entitled to be present during such inspections but no other person shall be present without the express prior agreement of the Certification Body's representative.
- 21.3 Where, as a result of such inspections, it is shown to the satisfaction of the Certification Body that the standard of the work is below that required, the Assessed Enterprise shall, at its own expense, take remedial action within a specified time as notified to it by the Certification Body.

In addition to its own costs, the Assessed Enterprise shall meet such of the Certification Body's costs, including those relating to the inspections, as may be determined and published from time to time by the Certification Body.

21.4 The Certification Body will investigate customer complaints about an Assessed Enterprise's Electrical Installation Work only where:

21.4.1 Work was undertaken within the scope of the certificate issued by the Certification Body; and

21.4.2 Work has been undertaken within the last two years or it has been undertaken since the date of issue of the Assessment Certificate, whichever is the shorter period.

22. ASSESSMENT MARKS AND LOGOS

22.1 If the Certification Body confers the right to use its mark or logo to indicate certification in accordance with The Scheme, the Assessed Enterprise shall use the specified mark or logo only as authorised in writing by the Certification Body.

22.2 Upon cancellation of its certification, however determined, the Electrical Contractor shall immediately discontinue use of all advertising matter, stationery etc. containing reference to certification and return Assessment Certificates as required by the Certification Body.

APPENDICES

WORK CATEGORIES

A	Electrical installations up to 1kV				
A1	Electrical installations in buildings and industrial locations				
	A1.1 Dwellings	A1.2	All other		
A3	Fire Alarm Systems				
	A3.1 Dwellings	A3.2	All other		
A7	Emergency lighting installations				
	A7.1 Dwellings	A7.2	All other		

REQUIREMENTS FOR ASSESSMENTS FOR OTHER CATEGORIES OF WORK SPECIFIED IN ES59004 ARE UNDER CONSIDERATION

TECHNICAL REFERENCE DOCUMENTS

All standards listed are current versions and include all amendments or their replacements. In addition to the particular technical reference documents specified for each category, the Electrical Contractor shall hold standards as notified by the Certification Body.

- A Electrical installations up to 1kV, as defined in BS 7671
For all categories of work under section A the Electrical Contractor shall hold:

The Scheme
Current version of BS 7671: Requirements for Electrical Installations
Memorandum of Guidance on the Electricity at Work Regulations

- A1 Electrical installations in buildings and industrial locations

For A1.2

BS 7375: Distribution of Electricity on Construction and Building Sites
BS 7430: Earthing
- A3 Fire Alarm Systems
BS 5839 Part 1: Fire Detection and Alarm Systems
BS 5839 Part 6: Fire Detection and Alarm Systems for Buildings
- A7 Emergency Lighting
BS 5266 Part 1 and Part 7

TEST INSTRUMENTS – CALIBRATION REQUIREMENTS

The Electrical Contractor shall have a suitable system in place to ensure that the accuracy and consistency of all test instruments used for certification and reporting purposes is being maintained.

There are a number of alternatives for such control systems, including:

- Maintaining records of the formal calibration/re-calibration of test instruments as recommended by the instrument manufacturers, supported by calibration certificates issued by recognised organisations with measurements traceable to national standards. Certificates issued by UKAS accredited laboratories are preferable.
- Maintaining records over time of comparative cross-checks with other test instruments used by the Electrical Contractor.
- Maintaining records over time of measurements of the characteristics of designated reference circuits or devices. For example, the consistency of continuity, insulation resistance and earth electrode test instruments could be checked against a proprietary resistance box or a set of suitable resistors. Earth fault loop impedance test instruments could be checked by carrying out tests on a designated socket-outlet (on a non-RCD protected circuit) in the contractor's office. RCD test instruments could be checked by carrying out tests on an RCD unit plugged into the designated socket-outlet.

Electrical installations up to 1kV

For all categories of work under section A, the Electrical Contractor shall hold the following test instruments as a minimum:

Insulation resistance test instrument
Continuity test instrument
Voltage indicating instrument*
Phase/earth loop impedance test instrument
Residual current device test instrument
Suitable, split test leads for both the phase/earth loop impedance test instrument and the residual current device test instrument

Two or more of the functions of the above test instruments may be combined in a single instrument.

In addition, the Electrical Contractor shall hold additional test instruments particular to each category being assessed

* Voltage indicating equipment does not require calibration.

Appendix 4

QUALIFIED SUPERVISOR TRAINING REQUIREMENTS

<p style="text-align: center;">CATEGORY A Electrical Installations up to 1Kv</p> <p style="text-align: center;">EXPERIENCE LEVELS to achieve CORE COMPETENCE</p>		
<p style="text-align: center;">BASIC TECHNICAL QUALIFICATIONS (Qualified Supervisor)</p>	<p style="text-align: center;">ROUTE 1</p>	<p>5 years relevant experience including at least 3 years in a supervisory capacity.</p>
	<p style="text-align: center;">ROUTE 2</p>	<p>3 years relevant experience and two years post NVQ supervisory experience plus evidence of having successfully completed a recognised assessed course appropriate to the work undertaken.</p>
	<p style="text-align: center;">ROUTE 3</p>	<p>2 years post qualification experience and holding a qualification at a higher level than the required entry level, plus evidence of having successfully completed a recognised assessed course appropriate to the work undertaken.</p>
	<p style="text-align: center;">ROUTE 4</p>	<p>5 years relevant experience but having no evidence of formal training to NVQ/SVQ3 or equivalent but able to provide evidence of having successfully completed the City and Guilds 2380 examination and attendance at recognised assessed courses appropriate to the work undertaken.</p>
<p style="text-align: center;">Recognised Assessed Courses appropriate to the work and leading to an NVQ through APL</p>		

N.B. The assessment process must confirm that the person is competent for the work undertaken and be fully versed in the inspection, testing, certification and reporting procedures for the range of electrical installation work undertaken.
 For all Routes the Qualified Supervisor shall hold the City and Guilds 2391 certificate or be able to demonstrate an equivalent level of understanding.

* The National Training Organisation responsible for developing relevant occupational standards.

MODEL CERTIFICATE OF ASSESSMENT

MODEL CERTIFICATE OF

ASSESSMENT

This is to certify that

Trading Title and Address

has met the requirements of the Electrotechnical Assessment Scheme (EAS 1: Issue 1) for the following work:

			Design	Installation	Inspection & Testing	Maintenance
Electrical Installations up to 1kV	Dwellings	All Other				
A1 Electrical installation in buildings and industrial locations	<input type="checkbox"/>	<input type="checkbox"/>				
A3 Fire alarm systems	<input type="checkbox"/>	<input type="checkbox"/>				
A7 Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>				

The above is based upon an assessment undertaken by

The client should verify that the experience is relevant to its particular project needs.

Issued on # _____ Signed _____

Valid for three years from date of issue subject to continued compliance with the requirements of the Scheme

This certificate remains the property of

The validity of this certificate can be checked by consulting the awarding Certification Body

SPECIALIST SCHEMES

The following Scheme(s) have been recognised by the EAS Management Committee as fulfilling the requirements of clause 1.3 of this document. Where an Assessed Enterprise has been satisfactorily assessed against the requirements of one or more of the Schemes listed below then it will be considered to have satisfied the requirements of the EAS for the relevant specialist category (s):

- i) Certification to LPCB: LPS1014 – EAS Category A3
- ii) Certification to BAFE: SP203 – EAS Category A3

APPLICATION INFORMATION

On application for certification the Electrical Contractor will be required to complete the Certification Body's official application form. An authorised representative of the Electrical Contractor shall duly sign this form. As a minimum the following information should be attached to this form:

- i) the scope of the desired certification
- ii) a statement that the Electrical Contractor agrees to comply with the requirements for certification and to provide any information needed by the Certification Body to carry out the evaluation
- iii) corporate identity
- iv) name, address and legal status
- v) a description of the work to be certified
- vi) the standard(s) against which the work is undertaken

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