



ELECTROTECHNICAL ASSESSMENT SCHEME

PART 2

INTERPRETATIONS OF EN 45011 IN RELATION TO THE SCHEME

April 2005

Changes from v3.1 May 2003 - Only the document date has been changed to align with Part 1.

PART 2 – INTERPRETATIONS OF EN 45011 IN RELATION TO THE SCHEME

1 INTRODUCTION

- 1.1 The general requirements for accreditation are laid down in the European Standard, EN 45011 - *General requirements for bodies operating product certification systems*. The word ‘product’ includes a process or service. The requirements of EN 45011 apply to all types of product, process and service certification, and therefore need to be interpreted in respect of the assessment of the competency of Electrical Installation Enterprises under this scheme.
- 1.2 This Part in conjunction with EA-6/01 is intended to amplify or clarify those requirements of EN 45011 that need interpretation when applied to this scheme. This Part does not cover all the requirements of EN 45011, and certification bodies are reminded of the need to comply with all of the requirements of that standard. Cross-reference is made to relevant sections of EN 45011.
- 1.3 The Accreditation Body in the UK, the United Kingdom Accreditation Service (UKAS), will apply the interpretations given in this Part of the scheme document when assessing and re-assessing Certification Bodies. In cases of difficulties of interpretation arising from this Part the EIILC WG will provide clarification.
- 1.4 Only Certification Bodies accredited by an Accreditation Body to operate this scheme are permitted to use the scheme mark.

2 PURPOSE

- 2.1 The purpose of this scheme is to specify the minimum requirements against which an Electrical Installation Enterprise (Electrical Contractor) may be assessed in order to determine the technical competence of the enterprise, hereafter referred to as “The Scheme”. The Scheme is applicable for all the categories of work specified in Appendix 1 . These categories are those recognised in European Specification ES 59004.
- 2.2 This document has been drawn up by the principal representative bodies of the electrical installation industry, in order to enhance the standard of safety of Electrical Installation Work. It also provides confirmation of the functionality of general electrical installations, through the monitoring of the Electrical Installation Enterprise’s complaints register.
- 2.3 The achievement of the requirements for the functionality of life safety systems such as fire detection and alarm systems, should be assured by the additional assessment of competence against specialist schemes as identified

within Appendix 6 of Part 1 of this Scheme. This Scheme will only recognise specialist schemes that have been accredited to EN45011.

- 2.4 The Scheme is 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 is intended to be of assistance to those wishing to procure the services of an Electrical Contractor.

3 ACKNOWLEDGEMENT

- 3.1 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 Protection 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

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 Electrotechnical Industry

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)

4 TABLE OF CONTENTS

SCHEME FOR THE ASSESSMENT OF TECHNICAL COMPETENCY OF ELECTRICAL INSTALLATION ENTERPRISES

PART 2 – INTERPRETATIONS OF EN 45011 IN RELATION TO THE SCHEME2

1	Introduction.....	2
2	Purpose	2
3	Acknowledgement	3
4	Table of Contents.....	4
5	Scope (EN 45011, Section 1)	4
6	References (EN 45011, Section 2)	4
7	Certification Body (EN 45011, Section 4)	5
8	Certification Body Personnel (EN 45011, Section 5)	6
9	Changes in Certification Requirement.....	6
10	Appeals, Complaints and Disputes.....	7
11	Application for Certification	7
12	Preparation for Evaluation	7
13	Evaluation	8
14	Evaluation Report	8
15	Decision on Certification	8
16	Surveillance	8
17	Use of Licence, Certification and Marks of Conformity	8
18	Complaints to Suppliers	9

5 SCOPE (EN 45011, Section 1)

- 5.1 (1.1) The scope of EN 45011 includes the certification of a service, such as the carrying out of electrical work within the scope of this scheme.
- 5.2 (1.2) This Part of the Scheme document provides interpretations concerning the application of EN 45011 to this scheme.

6 REFERENCES (EN 45011, Section 2)

Add the following reference:

- 6.1 Part 1 – *Requirements relating to the assessment of the technical competency of Electrical Installation Enterprises* .

7 CERTIFICATION BODY (EN 45011, Section 4)

7.1 General provisions (EN 45011, Subsection 4.1)

7.1.1 (4.1.3) The criteria to be used by the Certification Body in carrying out an evaluation shall be those set out in Part 1 of the Scheme document. If explanation is required as to the application of those criteria for this scheme, it shall be formulated by the body responsible for developing the Scheme.

7.2 Organisation (EN 45011, Subsection 4.2)

7.2.1 (4.2g) Any certification body wishing to certify under this scheme and to use the scheme mark must be accredited to EN 45011 taking into account the interpretations given in this Part (Part 2) of the Scheme document, and must carry out assessments against the requirements of Part 1.

7.2.2 (4.2n) Decisions on certification shall be taken under the supervision of a certification committee on which there is a balance of interests.

7.3 Subcontracting (EN 45011, Subsection 4.4)

7.3.1 (4.4b) A body undertaking assessments under this scheme as a subcontractor to an accredited certification body need not itself be accredited to EN 45011 under this scheme, but shall comply in all other respects with the relevant requirements of Parts 1 and 2 of this document.

7.4 Quality system (EN 45011, Subsection 4.5)

7.4.1 (4.5.2) The quality system to be operated by the certification body shall be in accordance with the relevant elements of EN 45011 and of Part 1 and Part 2 of the Scheme.

7.5 Conditions and procedures for granting, maintaining, extending and withdrawing certification (EN 45011, Subsection 4.6)

7.5.1 (4.6.1) The conditions for granting, maintaining, extending and withdrawing certification are set out in Part 1 of this document.

7.6 Documentation (EN 45011, Subsection 4.8)

7.6.1 (4.8.1) In providing information about its certification system, the certification body shall include reference to Part 1 of the Scheme document.

7.6.2 (4.8.2) The certification body shall hold a copy of both Part 1 and Part 2 of the Scheme document.

7.6.3 (4.8.1e) In describing the rights and duties of Assessed Enterprises, Certification Bodies shall refer to Part 1 of the Scheme document.

7.6.4 (4.8.1f) In providing information about the handling of complaints, appeals and disputes, certification bodies shall refer to Part 1 of the Scheme document.

7.6.5 (4.8.1g) The directory of Assessed Enterprises published by the Certification Body shall provide at least the following information for each Contracting Office of an Assessed Enterprise:

7.6.5.1 Registered trading title of the Assessed Enterprise

7.6.5.2 Full address of the Contracting Office

7.6.5.3 Telephone number of the Contracting Office

7.6.5.4 The categories of work for which the Contracting Office holds an Assessment Certificate

7.6.6 The information shall be updated and published by the Certification Body at intervals of no more than twelve months.

7.7 Records (EN 45011, Subsection 4.9)

7.7.1 (4.9.1) The Certification Body shall maintain a record system to suit the assessment procedures set out in Part 1 of the Scheme document.

8 CERTIFICATION BODY PERSONNEL (EN 45011, SECTION 5)

8.1 Qualification criteria (EN 45011, Subsection 5.2)

8.1.1 (5.1.1) Personnel involved in the assessment process shall have qualifications and experience at least to the minimum requirements set out in Appendix 4 of Part 1 of the Scheme supplemented by appropriate training as an Assessor.

9 CHANGES IN CERTIFICATION REQUIREMENT

(6) Any changes in certification requirements should not conflict with the requirements of Part 1.

10 APPEALS, COMPLAINTS AND DISPUTES

- 10.1 (7.1) Appeals, complaints and disputes must take into account the requirements of Part 1.
- 10.2 (7.1) A Certification Body shall have in place a system for recording and, where reasonably practicable, resolving complaints against Assessed Enterprises notified to the Certifying Body.
- 10.3 (7.2) Due account must be taken of the requirements given in Part 1.

11 APPLICATION FOR CERTIFICATION

- 11.1 (8.1) Information on the procedure
- 11.1.1 (8.1.1) The Certification Body should refer applicants to the requirements of Part 1.
- 11.1.2 (8.1.2b) Certification will not be awarded for categories of work where there is no evidence that the Electrical Contractor has been undertaking that work.
- 11.1.3 (8.1.2c) Scope means as per Part 1 of the Scheme.
- 11.1.4 (8.1.2d) This will be as required by Part 1.
- 11.1.5 (8.1.2e) There is no provision for suspension in Part 1.
- 11.1.6 (8.1.2h) The supplier shall also ensure that the requirements of Part 1 of the Scheme are met.
- 11.2 (8.2) The application
- 11.2.1 (8.2.1) The application for certification shall be signed by the Principal Duty Holder. The application shall also be made in accordance with Part 1, Section 13.
- 11.2.2 (8.2.2b) The categories of work applied for shall also be provided.

12 PREPARATION FOR EVALUATION

- 12.1 (9.3) Personnel undertaking the assessment of Electrical Contractors shall meet the qualification requirements of Clause 5.2.1 of the Standard.
- 12.2 (9.4) Certification Body personnel shall be provided with a copy of Part 1 and the technical standards relevant to the categories of work for which the applicant is applying for assessment.

13 EVALUATION

13.10.1 The Certification Body shall need to evaluate a representative sample of work undertaken for each category of work applied for.

14 EVALUATION REPORT

14.11.1 Each report submitted to the Certification Body shall be evaluated to ensure its accuracy. The person undertaking the evaluation should not have been involved in the compilation of the original report.

15 DECISION ON CERTIFICATION

15.1 (12.3) The Certificate issued to the applicant shall comply with the requirements as shown in Part 1, Appendix 5 and include the Scheme logo.

15.2 (12.4) The Certification Body shall provide an amendment to the scope of certification in accordance with Part 1.

16 SURVEILLANCE

16.1 (13.4) The Certification Body should refer to Part 1 for frequency of assessment.

17 USE OF LICENCE, CERTIFICATION AND MARKS OF CONFORMITY

17.1 The Certification Body can only use the Scheme logo if it has been accredited to operate this Scheme. The minimum size of the EAS logo will be not less than 20mm top to bottom.

17.2 The Certification Body shall allow use of the Scheme logo by an Assessed Enterprise provided that the Assessed Enterprise agrees that it will:

- (i) use the Scheme logo in accordance with the rules of the Certification Body;
- (ii) ensure that the products and services supplied by it, under a valid EAS Scheme certificate and using the appropriate Certification Mark, conform at all times with the requirements of the EAS Scheme;
- (iii) notify the Certification Body, giving full particulars of the circumstances, if the Assessed Enterprise learns of any infringement or threatened infringement of the Scheme logo or of any action detrimental to the Scheme logo;
- (iv) in the event or termination of the Agreement howsoever arising, cease using, remove or obliterate the Scheme logo.
- (v) not use the logo in any advertisements or publicity matter directed primarily to the market in the United Kingdom and in the Isle of Man or in retail point of

sale display cards distributed by the Registered Proprietor for use within the United Kingdom and in the Isle of Man without indicating that it is a certification mark.

17.3 Any misuse of the Scheme logo, whether negligent or fraudulent, will be investigated by the Certification Body and could lead to suspension and withdrawal of certification and/or legal action.

17.4 The owner of the logo (currently ECA) will pursue where misuse is by a firm that is not certificated.

18 COMPLAINTS TO SUPPLIERS

18.1 The Certification Body shall refer to Part 1 of the Scheme.

pdfTOC

PART 2 – INTERPRETATIONS OF EN 45011 IN RELATION TO THE SCHEME	2
1 INTRODUCTION	2
2 PURPOSE	2
3 ACKNOWLEDGEMENT	3
4 TABLE OF CONTENTS.....	4
5 SCOPE (EN 45011, Section 1)	4
6 REFERENCES (EN 45011, Section 2).....	4
7 CERTIFICATION BODY (EN 45011, Section 4)	5
8 CERTIFICATION BODY PERSONNEL (EN 45011, SECTION 5).....	6
9 CHANGES IN CERTIFICATION REQUIREMENT.....	6
10 APPEALS, COMPLAINTS AND DISPUTES	7
11 APPLICATION FOR CERTIFICATION.....	7
12 PREPARATION FOR EVALUATION	7
13 EVALUATION.....	8
14 EVALUATION REPORT	8
15 DECISION ON CERTIFICATION	8
16 SURVEILLANCE	8
17 USE OF LICENCE, CERTIFICATION AND MARKS OF CONFORMITY	8
18 COMPLAINTS TO SUPPLIERS	9

<PART_1#EAS_1.pdf>
<APPENDIX_1#EAS_1.pdf>
<APPENDIX_6#EAS_1.pdf>
<SECTION_13#EAS_1.pdf>
<APPENDIX_5#EAS_1.pdf>

