

Guide to Part P and Registration

All you'll ever need for Part P

www.elecsa.co.uk

Welcome to the ELECSA Part P self-certification scheme

If you are involved in domestic electrical installation work, you are no doubt aware that Part P of the building regulations affects this work in England and Wales.

ELECSA is an authorised Part P competent persons scheme for contractors working on electrical installations in domestic properties. The purpose of this guide is to explain the implications of Part P, including what it covers and what you need to comply with the requirements. We will also explain how you can become registered to self certify your own work.

ELECSA's core principle is to operate a straightforward certification scheme that provides a friendly and easy to use service. ELECSA's Part P registered contractors enjoy the benefits of being with a scheme that is run by contractors for contractors. We are confident that you will find registering with ELECSA a smooth path to achieving Part P compliance.

ELECSA is now operated by Certsure LLP, the group created through a joint venture between the Electrical Contractors' Association and Electrical Safety First.

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Section 1: The Basics

What is Part P?

Part P is a section of the Building Regulations relating to electrical safety in the home. It was introduced on January 1st 2005 and is overseen by Communities and Local Government. Building Regulations is now a devolved power and as such has different requirements between England and Wales. Contractors will need to refer to the relevant authority when working on properties within English and Welsh postcodes.

All electrical work must comply with BS7671 and Building Regulations. In addition, certain types of work or work in particular locations need to be notified to Building Control. Notifiable work is covered in more detail in section 2.

Section 2: Notifiable Work

Not all domestic electrical work needs to be notified to the Local Authority Building Control. For full clarification of what is notifiable refer to Approved Document P, page 6. As this is often the area of Part P that generates a great deal of misunderstanding in the industry, we will attempt to explain as clearly as possible what does and does not need to be notified.

Alterations and additions (minor electrical works)

In general, alterations and additions do not require notification. The new 2013 Approved Document P only requires alterations and additions to be notified when they are within prescribed zones of a bath or shower room, or are within a room containing a swimming pool or sauna heater.

Note: even if a minor work installation does not need to be notified as complying with Part P, all such works should still have a minor works certificate completed, and issued to the person who ordered the work.

New circuits

Any installation that involves the provision of a new circuit requires both an electrical installation certificate to be completed and the installation to be notified as complying with Part P, irrespective of where in the property the work takes place. As with the minor works certificate, one copy must be given to the person who has contracted the work to be done (usually the householder) and one copy must be retained by you.

It should be noted that as Building Regulations is a devolved power, what has been described above as notifiable work applies only to work on properties in England. Properties in Wales will be subject to the Welsh Building Regulations and what is notifiable in Wales may differ. We have produced a table of what work is notifiable in England and what is notifiable in Wales which can be downloaded from the ELECSA website.

How can work be notified?

All notifiable work should be notified via a recognised route:

Route 1: Direct notification through Local Authority Building Control

The householder must contact Building Control directly to engage them to issue a compliance certificate. The cost for this can vary depending on area and can be costly to your customer.

Route 2: Self-certification through a recognised scheme such as ELECSA

Firms registered with the ELECSA Part P scheme can self-certify all notifiable work themselves via the ELECSA website. There is no need to contact the Local Building Control directly as we will notify the work on your behalf.

The new ELECSA Online Certification system means you will be able to create, store and administer certificates, all fully integrated with our new building control notification system. Firms who are currently Part P registered can only certify their own work – they are not permitted to certify the work of a third party as complying with Part P.

Section 3: Application Process

How can I register with the ELECSA scheme?

The ELECSA Part P scheme is open to firms and self-employed individuals and the registration process is simple. You can complete an application form and return it to us, phone us on **0333 240 7870** or apply online at **www.elecsa.co.uk**. Telephone and website applications are the cheapest ways to join the scheme.

Assessment appointment

Our registration team will process your completed application form and allocate you an assessment date. This will typically take place 6 weeks after receipt of your fully completed application form. However, this is a flexible system and it is possible to reschedule the assessment if it is not convenient. You should contact the scheduling office as soon as possible if you need to rearrange your appointment.

On the day of the assessment, one of our assessors will meet you at your premises to review your office systems before accompanying you to a recent installation to look at your work.

Both elements of the assessment will determine if you meet the scheme requirements. If you pass the assessment you will be registered with the ELECSA Part P scheme and able to start self-certifying and notifying your work. You will also be listed on the ELECSA and Competent Persons Schemes websites and be able to use the ELECSA logo to promote your firm.

Additional information on the assessment process and requirements is given in section 4.

Section 4: The Assessment

The assessor is looking to determine your ability to certify your work as being compliant with Part P. The assessor will be looking for the following:

i) Documents: You will need to hold copies of

- **BS7671 (IET Wiring Regulations)**
- **Memorandum of Guidance on the Electricity at Work Regulations (HS (R) 25)**
- **Approved Document P**

All of these documents are available through ELECSA.

ii) Instruments: A suitable system should be in place to ensure that the accuracy and consistency of test instruments used for certification and reporting purposes is being maintained.

The assessor will review the system employed by you, including the maintaining of the records for the equipment used, including the method and frequency of checking/calibration and ongoing accuracy. There are a number of ways to manage test equipment. However, the easiest and most popular option for managing this requirement is by providing a calibration certificate for each of your BS7671 test instruments (certificates issued by UKAS accredited laboratories are preferable). In addition to an annual calibration, we do recommend that you undertake ongoing checks to ensure your equipment continues to perform accurately. If the equipment is less than 12 months old a receipt or a certificate of conformity will be sufficient.

Your knowledge of how to use the equipment will also be assessed. You will need to be able to test for:

- **Voltage**
- **Continuity (R_1 , R_2)**
- **Insulation Resistance**
- **Phase/Earth Loop Impedance (Z_s)**
- **External Earth/Loop Impedance (Z_e)**
- **RCD Testing**

iii) Certificates: The assessor will also need to see that you have kept copies of all the BS7671 certificates and applicable Part P notifications that you have issued. Evidence of certification you have completed and applicable Part P notifications relating to an installation you have installed will be required.

iv) Public Liability Insurance: The assessor will want to see documentation that you hold an in date Public Liability Insurance policy to the value of £2 million.

v) Complaints: The assessor will review your complaint handling and will ask to see the complaints log/register, details of any complaints received and the corrective and preventative actions taken to satisfy the complaint. All complaints must be dealt with in a timely and effective manner.

vi) Platinum Promise: All customers of ELECSA registered contractors will be covered by our Platinum Promise. The Platinum Promise provides assurance to your customers that any work that has not been carried out in compliance with the building regulations will be rectified. The Platinum Promise lasts for six years from the date of work completion and covers up to a limit of £25,000 for any one installation. It provides consumers with extra peace of mind and gives you a competitive edge over others.

vii) Risk Assessment: If you are a company with 5 or more employees, you will need a written risk assessment procedure in place. You can obtain guidance on this from us. However, if there are less than 5 employees, the Qualified Supervisor will still be expected to have a good working knowledge of safe working practices.

viii) Health & Safety: If you have 5 or more employees you must have a signed and dated Health & Safety policy statement in place which again we can provide guidance on if you need it.

ix) Site Visit: The assessor will need to see domestic installation work representative of the work you typically undertake. It also needs to be substantial enough to allow the assessor to make an objective assessment of your competence.

Examples of the sort of work you can use for assessment include:

- **A fully completed rewire**
- **The addition of a new circuit (i.e. a shower)**
- **The addition of a number of circuits (i.e. ground floor/ first floor extension)**
- **A supply to an external garage or outbuilding with further sub circuits within that building**

This is not an exhaustive list. All work presented for assessment should be certified and energised as you will also need to demonstrate your testing skills to the assessor. The assessor will also be looking to test your knowledge of other related parts of the Building Regulations.

During the site visit, the assessor will assess your safe isolation skills, lock off and energisation procedures. For firms with more than 5 employees these procedures should be documented.

Note that the work you present should be typical of the work you undertake. It must be in a domestic property and completed within the previous 12 months. Local work is preferable to ensure that there is enough time to complete the assessment.

Please note: We can confirm that ELECSA has no minimum trading time and we are open to new start-up companies. If you are concerned or have any questions about the assessment process, please contact us on **0333 240 7870** to discuss your situation in greater detail.

Demonstrating knowledge and competence

In order to determine your competence, the assessor will ask you a number of questions to judge your underpinning knowledge and understanding of electrical installation work as well as observing your testing skills.

IET Wiring Regulations

You must be able to demonstrate a full grasp of the latest Wiring Regulations. Without a detailed grasp of the 17th Edition wiring regulations it is unlikely that you will be able to pass the assessment and may require additional training before being reassessed. Any qualifications presented should be from a recognised awarding body. If you need to discuss this further, please contact us directly.

Inspection & testing

You must be able to demonstrate that you are fully capable of undertaking the relevant inspection and testing required for the type of installations you typically undertake. Evidence of certification you have completed relating to an installation you have done will be required.

Note that you must be able to use your equipment and complete the relevant test sheets – simply owning the required equipment is not sufficient. If you are able to demonstrate your competency and fulfil all of the above requirements, you should pass your assessment.

Assessment outcomes

Once the assessor has undertaken the review of your documentation and visited your site work, a recommendation as to your assessment outcome will be made. There are 3 possible results:

A – Pass: where there are no non-conformances raised and no further information required. Any observations recorded will be reviewed at your next assessment.

B – Evidence Required: where there are non-conformances recorded but they are of a nature that can be rectified by providing evidence to the office. These will need to be closed out within 30 days of the assessment or another chargeable visit will be required. Any additional observations recorded will be reviewed at your next assessment.

C – Deferred: where there are too many non conformances or they are of a greater magnitude to successfully complete the assessment. In these instances a chargeable revisit will be required and evidence provided to the assessor at the next assessment that non conformances have been resolved.

What happens if the assessment is deferred?

If you do not pass your assessment, the assessor will explain the reasons why you were not successful and give details of the remedial action needed to become registered. There are two broad reasons for a firm to be unsuccessful at assessment:

Documentation

Quite often, the reason for not achieving an A outcome is simply a matter of paperwork – which results in a B outcome. Perhaps a calibration certificate was missing or the person being assessed did not have access to one of the documents listed. If this is the case, then the assessment can be resolved by correspondence.

For example, if there are missing certificates or you don't have one of the required documents, copies of the paperwork or relevant receipts can be sent direct to our office.

Once these are received and verified, the assessment is deemed to be passed and you will be able to start notifying work immediately.

Competency issues

It may be the case that, as a result of the assessment, the assessor is unable to verify your compliance with Part P, resulting in a C outcome. This can be for a variety of reasons, including a lack of understanding of the wiring regulations, an inability to carry out the necessary testing and inspection or absence of completed BS7671 certification for review on works undertaken by you.

In this situation, the assessor will explain the nature of the remedial action required.

Once this action has been undertaken, you will need to contact the registration team to schedule a reassessment visit, charged at a discounted fee.

There is a 'How to Avoid Common Part P Assessment Issues' leaflet on the ELECSA website that you can refer to, to avoid this unnecessary outcome.

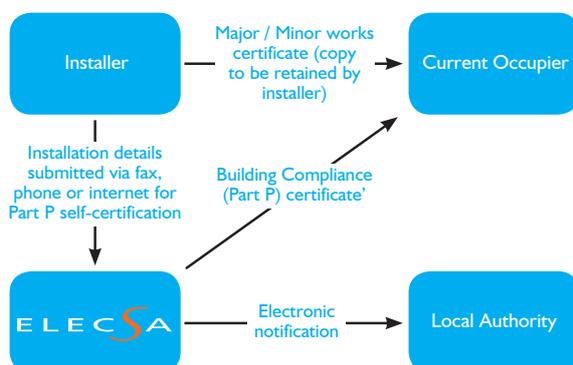
Section 5: How do I notify my work?

Once you have passed your ELECSA assessment, you will be notified in writing that you have been successful and that you are now ELECSA registered. This will include details of your user number and password which will enable you to access your online ELECSA account.

The notification process

The core principle of ELECSA is to keep the additional paperwork and hassle that you have to endure to an absolute minimum. We have therefore implemented a system whereby all the responsibility of notifying the homeowner and the relevant Local Authority of the installation is handled by us – all you need to do is inform us once you have completed the installation. We do not require you to submit the BS7671 test results and certificates to us.

Once you've notified us, that's all you need to worry about. ELECSA will notify the relevant Local Authority electronically and send a building compliance certificate to the current occupier as the diagram shows:



How to notify

If you have completed a job that is notifiable; log into www.elecsa.co.uk with your user name and password. You can then use ELECSA Online Certification to create, store and administer certificates, all fully integrated with our new building control notification system.

Section 6: Maintaining ELECSA Registration and Costs

Once you are registered with ELECSA, as well as the ongoing job notifications, you must also ensure that any changes in company details; such as name, address, telephone number, email or technical personnel are notified to us as soon as possible. If you change bank accounts, you must let us know immediately so we can arrange for a new direct debit mandate to be sent out to you.

Direct debit mandate

In order to keep our prices low, it is a scheme requirement that all registrants pay for their annual registration fees by direct debit. A direct debit mandate form will be sent to you upon successful registration of the scheme. The direct debit system can also be used for easy ordering of goods from our online shop.

Additionally once you are registered there is also an alternative flexible monthly payment option available to you. This system allows you to help manage the annual renewal fee over a number of months rather than having to pay out one lump sum if this is better for you.

Renewal of your registration

Each year, prior to the anniversary date on your registration certificate, we will advise you that your registration is due for renewal and payment of the fees via direct debit will be made (please refer to our fee sheet for current charges).

Once payment has been received, we will arrange for a surveillance visit to be conducted. This is a very similar procedure to your initial assessment visit and will involve the assessor determining that you are maintaining the scheme requirements as demonstrated at your original assessment.

ELECSA fees

Please refer to our fee sheet for current charges.

ELECSA shop

We are able to provide you with a variety of books, stationery, tools and branded items of clothing from our online shop. You can access the shop buy using your online account and pay for goods using credit cards or your direct debit facility.

We trust that you will find ELECSA a user-friendly and efficient route to ensuring that your domestic installation work is compliant with Part P. If you need to talk to us about any aspect of the scheme, feel free to contact the registration team on 0333 240 7870 or email us at enquiries.elecsa@certsure.com.

Further Certification Options

We offer certification and notification services to contractors working across the building services sectors. We can provide assessment in Part P, other building regulations activities, fire detection and fire alarm systems (BAFE SP203-1), fire risk assessments (BAFE SP205-1), Microgeneration Certification Scheme (MCS) and Green Deal.

Please contact us to discuss your requirements in any of these areas.

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