

Assessment Report



Assessment Details

[illegible]

Trading Title

[illegible]

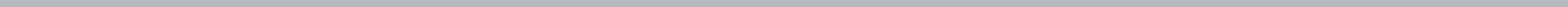
Trading Address

The image shows a blank ledger page. The top section is a header area with a light gray background. Below the header is a table with 10 columns and 5 rows. The table is divided into two main sections by a vertical line. The left section has 5 columns and the right section has 5 columns. The table is currently empty.

Postcode

Customer SAP Number

Registration Number



Landline Telephone Number

Mobile Telephone Number

Registered Customer Email

Confirmed Customer Email

Date of Assessment

Assessment Start Time

Does the Customer have an Email Address?

Yes ☒ No ☐

Named Registered Principal Duty Holder

1	2	3	4	5	6	7	8	9	10		11	12	13	14	15	16	17	18	19	20
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Assessor Name

Assessment Unit Details

No. of registered Qualified Supervisors or proposed for Applicants Scheduled Visit Duration Registration with Domestic CPS required Yes ☒ No ☐

Opening of Meeting

Introductions and purpose of meeting	<input checked="" type="checkbox"/>	Expected duration of the assessment	<input checked="" type="checkbox"/>
Role of the PDH and QS during the assessment	<input checked="" type="checkbox"/>	Health & Safety requirements for site visits	<input checked="" type="checkbox"/>
Possible outcomes and explanation of actions required	<input checked="" type="checkbox"/>	Confidentiality & Impartiality	<input checked="" type="checkbox"/>

Discuss the outcome of the previous visit in particular any non-compliances with the Scheme Requirements. Yes ☒ No ☐ N/A ☐

Number of Electrical Skilled or Supervised Operatives. Directly Employed or Temporary

1

☒

Less than 5

☐

5 to 10

☐

11 to 50

☐

51 +

☐

Do you currently employee apprentices

Yes

☐

No

☒

Are you considering employing apprentices

Yes

☒

No

☐

Scope of Business - Note: Select relevant radio button for scope of work carried out or applying for

	Yes	N/A		Yes	N/A		Yes	N/A
Domestic	<input checked="" type="radio"/>	<input type="radio"/>	Trustmark	<input type="radio"/>	<input checked="" type="radio"/>	Which?	<input type="radio"/>	<input checked="" type="radio"/>
Non Domestic	<input type="radio"/>	<input checked="" type="radio"/>	MCS	<input type="radio"/>	<input checked="" type="radio"/>	BSD Scotland	<input type="radio"/>	<input checked="" type="radio"/>
EICR	<input type="radio"/>	<input checked="" type="radio"/>	PAT	<input type="radio"/>	<input checked="" type="radio"/>	Hazardous Area	<input type="radio"/>	<input checked="" type="radio"/>
Other	<input type="radio"/>	<input checked="" type="radio"/>	Maintenance	<input type="radio"/>	<input checked="" type="radio"/>			

Defined Approval Category (Select from list below if applicable)

Notes for Assessor

Confirmation that the customer was able to demonstrate access to their Certsure portal to enable them to make changes to registration details

Yes

☒

No

☐

N/A

☐

The customer was aware of this facilitiy and was able to demonstrate access

Discussed Benefits of Certsure Schemes

Office Audit

1. Confirmation of Particulars

	Yes	No	N/A
a) The business is directly engaged in electrical work under their present trading title as an applicant or continues as a registered contractor.	<input checked="" type="radio"/>	<input type="radio"/>	
b) All marks/brands are used appropriately and registration covers all work the business claims to be registered for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) All logos for, regsitration held, are used appropriately as per guidance <small>NOTE Checks to include uses of logo on, but not limited to, organisation website, email signatures, business cards, vehicle livery, office signage, uniform, quotation templates, methods of reporting and certification</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) The business has premises that are appropriate for its scope of work	<input checked="" type="radio"/>	<input type="radio"/>	
e) A Principal Duty Holder is in place and was available for the opening & closing of the meeting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) The required Qualified Supervisor(s) Proposed or Registered, present for the duration of the assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Have there been any changes in legal constitution, trading title, address, Principal Duty Holder, Certification Coordinator, Qualified Supervisors, Approved Certifiers or other significant particulars such as Email or Telephone Numbers that will affect the business's Certification.	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

Confirmed no changes since registration and confirmed use of logo

2 - Technical Reference Documents

The business is able to access the following documents, with current editions including all amendments.		Yes	No	N/A
a) BS 7671 (current amendment)	<input checked="" type="radio"/>	<input type="radio"/>		
b) HS(R)25 or HS(A)55	<input checked="" type="radio"/>	<input type="radio"/>		
c) Approved Document P	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d) Other	<div></div>			

Confirmed the business holds up to date versions of the required technical reference documents

3 - Health & Safety

	Yes	No	N/A
a) The business holds a dated and signed Health and Safety Policy Statement.	<input checked="" type="radio"/>	<input type="radio"/>	
b) The business undertakes Risk Assessments where appropriate. (where there are 5 or more employees these must be documented)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) The business has means to effectively manage safe isolation.	<input checked="" type="radio"/>	<input type="radio"/>	

Signed and dated health and safety policy in place and confirmed risk assessment and safe isolation procedure

4 - Test Instruments

	Yes	No
a) The business holds a sufficient number of serviceable test instruments and lead sets appropriate to the range and scale of electrical work undertaken	<input checked="" type="radio"/>	<input type="radio"/>
b) There is a suitable system in place to ensure the accuracy and consistency of all test instruments is maintained	<input checked="" type="radio"/>	<input type="radio"/>

Please detail serial number(s) of test instruments sampled

Favoured manufacturer

Kewtech

5 - Customer Complaints

	Yes	No
a) The business maintains a record of all complaints received about the technical standard of electrical work undertaken, together with a record of the corrective action, if any, taken to resolve those complaints	<input checked="" type="radio"/>	<input type="radio"/>

Confirmed complaints handling procedure

6 - Site-Based Assessments

a) Sufficient work has been made available that is representative of the day-to-day activities of the business and the scheme being applied for

Yes

No

Desktop review carried out

Yes

No

Site Visits possible during this assessment

Yes

No

Local domestic site made available for assessment

7 - Details of Insurances

Insurer

Policy Number

Expiry Date

/

/

a) Public Liabilty amount £m

£2m minimum required

b) Employers Liability amount £m

Trustmark only - £5m minimum required

No site visit can take place without insurance in place

Confirmed the business has suitable PLI in place

8 - Inspection, Testing & Certification

a) The business has an effective system in place for recording all electrical work in progress and completed. If scheme specific certification is in use the business should safeguard its issue

Yes

No

N/A

b) The business has an effective system in place for notifying Part P works. Detail sample below

Certificate Reference

Certificate Reference

Certificate Reference

Part P Reference

Part P Reference

Part P Reference

What method of certification is in use

Handwritten

Electronic

Software - NICEIC Online

Non-conformance(s) observed

Yes

No

Major non-conformance(s)

Non-conformance(s)

Further clarification, observations and comments on systems reviewed

Site/Job Reference No.1

9. Scheme Technical Criteria

The business's electrical installation work complies with BS 7671, recognised industry standards and codes of practice, appropriate Building Regulations and Technical Standards in accordance with the Scheme Requirements.

[illegible]

Installation Type	Domestic	Non Domestic	EICR	PAT	Other
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Site Address

Description of work carried out	Risks Assessed by Assessor
Consumer unit change	

Test Results Obtained at the time of the Assessment

Test	Circuit Details	Results of Test / Inspection
Safe Isolation	Consumer Unit	Procedure carried out correctly
Z_e Ω		0.07
Pfc kA		L-E L-N L-L
Continuity Ω	Ring Circuit	R1+R2 R2 r1 0.64 r n 0.66 r2 1.13
Ins. Res. $M\Omega$		L-E L-N L-L N-E
Polarity	Ring Circuit	Polarity Confirmed
Z_s Ω	Ring Circuit	0.38
RCD ms	Ring Circuit	x1/2 2000 2000 x1 41 32 x5 15 23
Inspections	Installation earthing & bonding arrangements	Inspections were satisfactory
	Workmanship	Inspections were satisfactory

Technical non-conformance(s) observed
Including those associated with Building Regulations

Yes ☐ No ☒ Major non-conformances ☐ Non-conformance(s) ☐

Further site to visit ☐ Yes ☒ No

Details of installation seen and any supporting comments

[illegible]

Summary of Visit

Office Audit Summary

The assessor has noted 00 major non-conformance(s) and 00 minor non-conformance(s)

Site Visit / Desktop Review Summary

The assessor has noted 00 major non-conformance(s) and 00 minor non-conformance(s)

QS Assessment Summary

The assessor has noted 00 major non-conformance(s) for the Competent Person with specific responsibility on a day to day basis for the safety, technical standard and quality of Electrical Installation Work.

Overall Assessment Recommended Outcome

Pass

☒

Evidence Required

☐

Revisit Required

☐

Void visit

☐

Additional visit required. Same assessor

☐

Evidence Required for items referred to in this report. Additional visit required. Same assessor

☐

Out of Area Additional visit required

☐

Evidence Required for items referred to in this report. Out of Area Additional visit required

☐

Summary of Visit

A good assessment. The business was well prepared for the visit. No non-conformances observed

was well prepared for the visit and the office systems review went well with no non conformances. On site, the work was found to be carried out to a high standard of workmanship and compliant with the requirements of BS7671

Clarification of any actions required, including any evidence required

No further action required

Actual Work Completed

Half Day Assessment

Units required for Revisit or Additional Visits

No. of domestic installations sampled

1

Customer Signature

Before signing please take a moment to read the important notes below regarding the outcome of this assessment

signed

Name

Assessment Finish Time

12 : 25

Recommendations for Applicants

Full Scope☐Defined☐

Recommended Duration for 1st Periodic Visit

N/A

▽

Note: Extended Assessment Duration will attract additional fees

Defined Approval Category (Select from list below)

▽

▽

▽

Please Note:

The final outcome of the assessment is subject to validation by Head Office. Should this result in any further actions required, the business will be sent written notification

Applicants will receive written confirmation of the validated outcome.

The report is an assessment of the business's compliance with Scheme Rules Relating to Registration. It is based on a sample assessment of the resources, personnel and work, thus does not indicate that the installations seen fully comply with BS7671 & any other associated Codes of Practice, National Standards or Building Regulations.

If the normal range, scale or geographical spread of your organisation's electrical work is wide, the assessor may not be able to see a representative sample of work during a single assessment visit. In these circumstances one or more additional assessments will be required each year. Additional assessments are used to look at other electrical work carried out by the business and must be attended by your Qualified Supervisor / Approved Certifier. They may be undertaken by other Certsure assessors, dependent on the location of the other installation(s)

Additional assessment units may be chargeable – please refer to our current fee sheet

GDPR:

General Data Protection Regulation (GDPR) legislation will provide additional protection for individuals and their data, providing greater transparency and control over where and how that personal data is saved and used.The GDPR is intended to extend additional protection for individuals and their data, providing greater transparency and control over where and how their personal data is saved and used.

Are you aware of GDPR?

Yes☒

No☐

Preference Centre:

We have updated our business practices in line with the GDPR legislation, empowering you to control your personal data, communication preferences including communication channels and topics of interest through our preference centre.In every email from us, there will be a link to our preference centre which empowers you to control the marketing communications you receive from us
We want to continue to keep your informed of the topics, news and events that interest you.

Do you understand you can control your communication preferences?

Yes☒

No☐

Please forward any requested evidence to NICEIC Customer Services who will process accordingly.

For Registered NICEIC Customers please email: acservic@niceic.com. Please restrict attachments to 8MB.

For Applicants to NICEIC schemes please email: registrations@niceic.com

For all ELECSA Customers please email:enquiries.elecsa@certsure.com

Alternatively if email is not possible please post to:
NICEIC Customer Services
Warwick House
Houghton Hall Park
Houghton Regis
LU5 5ZX

ELECSA Customer Services
Mansfield Business Centre
Ashfield Avenue
Mansfield
NG18 2AE

Definition of Outcomes:

Pass - A successful outcome to the assessment.
The assessor may have noted Observations or Non-conformances (NC) that require action to be taken.

Evidence Required - Major non-conformance(s) observed that require evidence to be provided to satisfy all Major non-conformance(s)
The assessor may have also noted Observations or Non-conformances (NC) that require action to be taken.

Revisit Required - One or more major non-compliances were noted at the assessment.
A revisit is necessary to confirm that adequate procedures have been put in place to prevent non-compliances occurring and to check that all non-compliances noted at the original assessment have been remedied

Additional Visit or Out of Area Visit Required - further assessment required, at additional cost. This may be due to the size an scope of work carried out or the geographical spread of work not being able to be fully assessed during the allocated assessment time

Non-conformance (NC) - An issue identified by the assessor that does not comply with the Scheme or the technical requirements of the Scheme.

Major non-conformance (M) - An issue identified by the assessor that does not comply with the Electricity at Work Regulations, Scheme Requirements or anything that presents a real and immediate or potential danger.

Recommendations for Applicants -
Full Scope - Sufficient samples of work carried out by the company
Defined Scope - Samples observed sufficient for Defined Approval in the specific areas of electrical work