



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 employ 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

The customer was aware of this facility and was able to demonstrate access Yes  No  N/A

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, registration held, are used appropriately as per guidance<br><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  No

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                    |                        | Yes                              | No                    | N/A                   |
|--------------------------------|----------------------------------|-----------------------|------------------------|----------------------------------|-----------------------|-----------------------|
| a) BS 7671 (current amendment) | <input checked="" type="radio"/> | <input type="radio"/> | c) Approved Document P | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b) HS(R)25 or HS(A)55          | <input checked="" type="radio"/> | <input type="radio"/> | d) Other               |                                  |                       |                       |

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

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Favoured manufacturer

## 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	<input type="text"/>	a) Public Liability amount £m £2m minimum required	<input type="text"/>
Policy Number	<input type="text"/>	b) Employers Liability amount £m Trustmark only - £5m minimum required	<input type="text"/>
Expiry Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	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 Yes  No  N/A

Certificate Reference	<input type="text"/>	Part P Reference	<input type="text"/>
Certificate Reference	<input type="text"/>	Part P Reference	<input type="text"/>
Certificate Reference	<input type="text"/>	Part P Reference	<input type="text"/>

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



# Qualified Supervisor Assessment

Named Qualified Supervisor

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Registered       Proposed       Additional QS assessment during this visit?      Yes       No

## 10. Personnel

Only competent persons are used to carry out Electrical Work; who are adequately and appropriately supervised

10a) QS has a satisfactory working knowledge and is conversant with BS 7671, Electricity at Work Regulations, Associated Building Regulations and appropriate British Standards & Codes of Practice. Yes       No

QS demonstrated a good knowledge of relevant standards ▼

10b) QS is well versed in inspection, testing, verification, certification & reporting procedures for the range of work undertaken. Yes       No

QS was well versed in inspection, testing and verification of installations ▼

10c) QS is responsible for ensuring that results of inspection and testing are accurately recorded on prescribed forms. Yes       No

A sample of completed certificates and reports was taken. Good standard observed ▼

Details of examples of the range sampled, appropriate to the scope of work carried out

Sampled 3 electrical installation certificates and 3, minor works certificates

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10d) QS is a principal or employee of the business who is available on a full-time basis, responsible on a day-to-day basis for the safety, quality and technical standard of electrical work under their supervision. Yes       No

QS is available on a full time basis ▼

10e) Electrical work is undertaken by competent persons and adequately supervised Yes       No

The firm employ sufficient numbers of QSs at this time ▼

Supporting comments of this Qualified Supervisors responsibilities. eg. No. of operatives supervised, geographical spread and scope of work.

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Items discussed with this QS.

Good general technical discussion held ▼

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Technical non-conformance(s) observed      Yes       No       Major non-conformances

# Summary of Visit

## Office Audit Summary

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

## Site Visit / Desktop Review Summary

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

## QS Assessment Summary

The assessor has noted  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

Units required for Revisit or Additional Visits

No. of domestic installations sampled

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

:

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 you 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: [acservice@niceic.com](mailto:acservice@niceic.com). Please restrict attachments to 8MB.

For Applicants to NICEIC schemes please email: [registrations@niceic.com](mailto:registrations@niceic.com)

For all ELECSA Customers please email: [enquiries.elecsa@certsure.com](mailto: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 and 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