

# Kitemark™ Scheme for Electrical Contractors

## What is Part P?

An amendment to the Building Regulations of England and Wales which became law from 1st January 2005, requiring all relevant electrical installation work to be notified to the local authority's Building Control department for inspection and to be certified as safe. Only once an electrician has passed inspection and had the Kitemark Licence issued can they self-certify their work..



## What are "Competent Person Schemes"?

Competent Person Scheme, such as the BSI Kitemark scheme, inspects the quality and safety of work carried out by electrical installation businesses, according to Part P requirements. If you are certified as competent with BSI, you are authorised to "self-certify" your own work. In other words, you can sign off your own Building Regulations Certificates and avoid building control inspections.

## What does becoming competent involve?

An inspection of your business's office based operations, record keeping etc, followed by a field inspection of two samples of your work to BS 7671 and Part P. Why should I join the BSI Kitemark Scheme? Not only will you be fully compliant with Part P, you will also become an officially licensed Kitemark Electrical Installer. This means that once you have your licence you can use the highly respected Kitemark symbol of excellence to promote your business

## What if most of my work is industrial or commercial?

Your business can still achieve the Kitemark. Any business that demonstrates that its electrical work meets BS 7671 can apply for the Kitemark.

## What else will the scheme give me?

- Licence to use the Kitemark in advertising, documentation and marketing literature & company vehicles
- Company listing in the BSI Website for Registered Installers
- Free downloads of BS 7671 certificates from the BSI website.
- Choice of transfer methods for building control Information (electronic/post/fax)
- Access to Technical assistance and support from BSI experts

## Who is inspected and what is required?

The company's Qualified Supervisor (QS), namely the person(s) responsible for signing off the safety of electrical installations, will need to demonstrate

their knowledge of all aspects of electrical installation. If you are a sole trader, the QS will obviously be you. We need to look at specific areas such as public liability insurance, health and safety, technical library etc. Further details can be found in the attached Information Sheet, but full details of exactly what is required will be sent to you when your assessment is booked.

## What happens if I fail or there are "nonconformities"?

If your assessment highlights minor-nonconformities, you will be given 30 days to clear these without incurring any additional assessment charges. In the event that you fail your assessment due to major non-conformities, you will have the option to be reassessed. Your Inspector will advise you of the cost which will depend on the findings from your first assessment. A half-day may be all that is needed.

## Scheme Requirements

Before you can achieve the Kitemark you will receive an assessment visit. This assessment will look at both the quality of electrical installation work and the general administration associated with such work. We will carry out periodic surveillance visits to ensure quality standards are being maintained.

### Class 'A' Scheme

BSI operates a Class A scheme for full time electrical installers and those companies employing at least one full time electrician. BSI does not operate 'defined scope' schemes.

### Qualifications

The minimum qualification required for the qualifying supervisor (QS) is a Level 3 NVQ in Building Regulations For Electrical Installations in dwellings, such as the C&G 2392, they should also hold an appropriate BS 7671 Qualification such as the C&G 2382, within two years of a change to the BS 7671 regulations coming into effect or be able to demonstrate an equivalent level of knowledge. There are different requirements if you have been a QS with another company within the last 2 years.

### Technical assessment

The technical assessment looks at your Qualified Supervisor (QS)'s knowledge of design, installation, maintenance (minor works), inspection, testing and certification to BS 7671 as applicable to the type of work you do. The assessment will be based on what is seen on site and through questioning, including knowledge of the Building Regulations applicable to the work. For testing, we will also need to see examples of test certificates issued as well as check your test instrumentation

The assessment will include at least 2 site visits; normally including one work in progress, preferably 1st fix stage for domestic dwellings, and another site completed and certificated work; for each work category applied for. Completed work should be available for a small amount of retesting to be carried out. This serves the purpose of checking the test data on completion certificates and the Qualified Supervisor's knowledge and testing technique

If you wish to be assessed for multiple categories in domestic and/or industrial/commercial installations, try and choose client sites for which as many categories as possible can be inspected in one place. This will speed up the process and help keep the number of assessment days your business requires to a minimum.

The sites to be visited should contain sufficient technical content to warrant an assessment.

### Office Based Assessment (Check List)

The office-based assessment will check that the business has in place such things as: -

- Public liability insurance - a minimum cover of £2M is required
- A Written Health and Safety Policy Statement
- How you record and deal with complaints received about the technical standard, safety and functionality of electrical installation work.
- The qualifications and experience of the Qualified Supervisor(s) (QS)
- Copies of all Electrical Certification and Reports issued. This will depend on what type of certificates you issue; e.g. Installation Certificates; Condition Reports; Minor Works Certificates etc
- Inventory of test instruments and records of calibration tests/checks.

### Technical library (Check list cont..)

The business must hold:

- A current copy of BS 7671 (17th Edition)
- A current copy of the On Site Guide
- HS (R) 25 the Memorandum of Guidance to the Electricity at Work Regulations 1989. This can be downloaded free of charge from <http://books.hse.gov.uk/hse/public/saleproductjsf?catalogueCode=9780717662289>
- The Part P document (If seeking to self-certify under the new regulations). This is available free of charge from the website of the Department for Communities and Local Government (DCLG), at <http://www.planningportal.gov.uk/buildingregulations/approveddocuments/partp/approved>

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## Qualified Supervisor

A Qualified Supervisor (QS) is a competent person with specific responsibility, on a day-to-day basis, for the safety, technical standard and quality of electrical installation work under their supervision. They shall be directly employed by the contractor and be available on a full-time basis. It is the QS(s) who is assessed under the scheme.

## Warranty

Under current legislation, the government requires that an offer of an insurance backed warranty be made to your customer on all notifiable work over £250. BSI has arranged such an insurance for its members to benefit from which exceeded the scope required by government.

## Why register for anything less?

All businesses awarded the Kitemark and so authorised to self certify will be assessed against the same criteria and achieve the same standard, regardless of size.

## How much does it cost? (Ex VAT)

- £618 a year
- After the first year there is also an option for the £618 annual fee to be broken down into 10 convenient monthly instalments.



88% of the UK adult population believe the Kitemark shows a reputable company\*

91% of UK adults who recognise the Kitemark believe it gives them reassurance of quality\*

\*GFK NOP Survey

Need more information or would like to apply for the Kitemark Scheme for Electrical Contractors? Please call us on: **+84 8 3932 0778** or email [info.vietnam@bsigroup.com](mailto:info.vietnam@bsigroup.com)

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