

## Power your business with the Kitemark®



Kitemark Licensees usually see a 20% increase in revenue

### 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.



**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 a reassurance of quality\*

### What else will the scheme give me?

- Licence to use the Kitemark in advertising, documentation and marketing literature
- Free Kitemark stickers for your vehicles
- Company listings in the BSI Website for Registered Installers
- Free downloads of BS 7671 certificates from the BSI website.
- First set of Kitemark branded BS 7671 certificates free of charge
- Choice of transfer methods for building control information (electronic/post/fax)
- Access to BSI's preferred supplier for your insurance backed warranty, if required
- Access to Technical assistance and support from BSI experts

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

- The initial application fee is just £99.
- A single day inspection, which is likely to be all that is required for most businesses, is just £510.
- Inspections are carried out once a year.
- Your annual Kitemark license also costs just £500, which you pay just once a year in May. Or you can spread the license cost over 6 months at just £78 per month. In the first year, the cost is prorata (reduced proportionately), depending on which month of the year you join.

\* GFK NOP Survey

## FAQs

### 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. (Please refer to the attached Information Sheet for more information). If you are a one-man band, 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 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 happens if I fail or there are “non-conformities”?

If your assessment highlights minor-non-conformities, 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.

### So what happens next?

1. If you have already requested a quotation, simply sign the quotation acceptance, along with the Kitemark application form and return them to us, along with payment of the application and assessment fee. If you would like a quotation, please contact us.
2. As soon as payment is cleared, your inspector will contact you to arrange a convenient time to begin your assessment.

### Where can I get more information and support?

Simply pick up the phone and call us. We'll talk you through the whole process and answer any questions you may have.

## 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 is C&G 2382 (17th edition); Higher qualifications are also acceptable. If the Qualified Supervisor (QS) does not hold 17th edition qualifications, you can still become certified based on the expertise you demonstrate during the assessment. You will then have 12 months from the time you become certified to attain at least the 'minimum' qualification.

### 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.

## Scheme requirements – *continued*

### Sample work locations

- 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.

Where you wish to self-certify under Part P of the Building Regulations, BSI will look for examples of both 'in progress' and 'completed' work in domestic dwellings where possible.

- The sites to be visited should contain sufficient technical content to warrant an assessment.
- Where a company ONLY carried out either Minor Works and/or Inspection and testing etc, a Kitemark may still be obtained which is restricted to these specific caveats.

### 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. Further information can be obtained from the Kitemark Services team on 08450 765 610.

### Office Based Assessment

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; Periodic Inspection Reports; Minor Works Certificates etc
- Inventory of test instruments and records of calibration tests/checks.

### Technical library

The technical library - The business must hold;

- a correct copy of current edition of BS 7671
- HS (R) 25 the Memorandum of Guidance to the Electricity at Work Regulations 1989.
- 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 [www.communities.gov.uk](http://www.communities.gov.uk)

The above is a summary of some of the key areas covered during your assessment. A more detailed insight into the exact requirements will be sent when your assessment is booked. Alternatively, if you would like more information before you book, please contact us on the details below and we will forward this information to you.

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.

## Why register for anything less?



## BS7671 Kitemark® Scheme Quotation Guidance notes

The BS 7671 Kitemark Scheme for Electrical Installers is available for all work carried out by your business, not only work notifiable under the Part P of the Building Regulations 2000 of England and Wales, but also work for industrial or commercial premises can carry the Kitemark.

### Factors which influence cost

The cost of the Kitemark scheme depends on the number of assessment days required by your business. In most cases this can be achieved in one day. Normally, two examples are required for each category applied for at initial assessment, and this MAY run into a second day depending on the locations of the site visits required. If you have sufficient work examples with sufficient technical content for inspection in close proximity to your office base, it is likely that you will only require one inspection day. At subsequent surveillance visits it is possible that only 3 site visits may be required, normally two 'domestic' and one 'industrial/commercial'. (The different work categories are listed below).

### Which work categories do you need?

**A1.1** Electrical Installations to BS7671 in "Dwellings"

**A1.2** Electrical Installations to BS7671 in "Commercial/Industrial Locations"

**Note:** We can assess you for work categories in which you do AT LEAST 5% of your total work. If you do less than 5% of your total work in a specific category, it is unlikely that you will have sufficient work examples for us to assess.

### Don't do full installations?

Some businesses don't do design & installations or full house rewires and instead carry out work which is "limited in scope", such as minor works, or inspection & testing only. Where limited scope installations form the majority of work undertaken, the Kitemark can still be awarded to reflect this.

### Key Contacts

Your business will be required to name a Principal Duty Holder\* (PDH) and a Qualified Supervisor\*\*. If you are a sole trader the PDH and QS can obviously be combined.

\* The Principal Duty Holder (PDH) must be a full-time principal or senior manager of the business having an understanding of, and responsibility for, the health and safety and other legal requirements relating to the range of electrical work undertaken by the business. The PDH shall be responsible for the assignment of electrical work to the Qualified Supervisor(s), be responsible for ensuring that all work undertaken is carried out by competent persons who are adequately and appropriately supervised, and be responsible for ensuring that the appropriate certificates and reports are issued for electrical work.

\*\* 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.

**If you have any questions, PLEASE contact us. Our team will be happy to talk you through the whole process.**

**Call us: 08450 765 606**

**Fax us: 01908 228 060**

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