

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 since 2005, Part P of the building regulations affects this work.

ELECSA is an authorised Part P competent persons scheme for domestic electrical contractors and 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 describe the ELECSA Part P scheme in detail and 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 Approved contractors enjoy the benefits of being with a scheme that is run by electricians for the electrical trade. ELECSA is owned by the Electrical Contractors' Association (ECA), the premier trade association that has represented the electrical industry for over 100 years. We are confident that you will find registering with ELECSA a smooth path to achieving Part P compliance.

Contents

Section 1: The Basics	2
Section 2: Notifiable Work	3
Section 3: Application Process	4
Section 4: The Assessment	4
Section 5: Notifying Your Work	5
Section 6: Maintaining Your ELECSA Registration and Costs	6

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

Section 2: Notifiable Work

Not all electrical work needs to be notified to the Local Authority Building Control. This is often the area of Part P that generates a great deal of misunderstanding within the industry and in this section, we will attempt to explain as clearly as possible what does and does not need to be notified.

Minor works

In general, minor electrical works do not require notification so long as they do not take place in what is referred to as a 'designated special location' and the works are not listed as special installations. Special locations include kitchens, bathrooms, gardens and swimming pools etc. If you carry out any extension/modification to electrical circuits in 'designated special locations', then this work must be notified as complying with Part P.

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 electrical installation certificate completed, and issued to the person who ordered the work.

New circuits

Any installation that involves the provision of a new circuit requires 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 homeowner and one copy must be retained by you.

Examples of notifiable works

For your ease of reference, we have included a table that lists the most common locations within the home and whether or not the electrical works taking place within these locations require Part P notification. A tick means that the work requires Part P notification; a cross indicates that it does not. Do not forget that the appropriate BS7671 certificate must always be completed.

Domestic location Where work is being carried out	Minor Works (extensions & modification to circuits)	Major Works (new circuits)
Bathrooms	✓	✓
Bedrooms	✗	✓
Bedrooms containing a shower or basin	✓	✓
Ceiling (over head) heating	✓	✓
Communal area of flats	✓	✓
Computer cabling	✗	✗
Conservatories	✗	✓
Dining rooms	✗	✓
Extra low voltage (E.L.V.) non pre-assembled CE marked lights	✓	✓
Garden – lighting	✓	✓
Gardens – power	✓	✓
Greenhouses	✓	✓
Halls	✗	✓
Integral garages	✗	✓
Kitchen	✓	✓
Kitchen diners	✓	✓
Landings	✗	✓
Lounge	✗	✓
Remote buildings	✓	✓
Remote garages	✓	✓
Saunas	✓	✓
Sheds	✓	✓
Shower rooms	✓	✓
Small scale generators	✓	✓
Solar power systems	✓	✓
Stairways	✗	✓
Studies	✗	✓
Swimming pools	✓	✓
Telephone cabling	✗	✗
TV Rooms	✗	✓
Under floor heating	✓	✓
Workshops (remote)	✓	✓

How do I notify my work?

All notifiable work must be notified by one of the two routes recognised by the Government.

Route 1: Direct notification through Local Authority Building Control

The homeowner must contact Building Control directly to ensure that a Building Control Officer visits the installation and issues a compliance certificate. The cost for this can vary depending on area.

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.

It is important to note that registered firms can only certify their own work – **they are not allowed to certify the work of a third party as complying with Part P.** This does not affect their ability to inspect and test.

Section 3: Application Process

How can I register with the ELECSA scheme?

The ELECSA scheme is open to firms and self-employed individuals and the registration process is simple. Either complete the application form included in this pack and return it to us or visit www.elecsa.co.uk and complete the application online. The online application route is the cheapest way to join the ELECSA scheme.

Scheme levels

ELECSA runs two levels of Self-Certification Scheme, which scheme is most suitable to you depends on the type of electrical installation work that your organisation carries out.

Level A ('Full-Scope Scheme'):

This scheme is most suitable for qualified electricians and businesses that specifically deal in electrical installation work and allows them to certify all types of domestic electrical installation work.

Level B ('Defined-Scope Scheme'):

This scheme is most suitable for those businesses that only ever carry out minor works.

Firms registering for this level of the ELECSA scheme will be assessed against, and hence be able to self-certify, electrical installations of minor works that do not include the provision of a new circuit (intending to operate at low or extra-low voltage) that are carried out in support of an overall business type.

Assessment appointment

Our registration team will process your completed application form and allocate you an assessment date. This will typically take place 4 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 team of 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 your work. You will also be listed on the ELECSA and Local Authority Building Control websites and 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

- **Current edition of BS7671 (IEE Wiring Regulations)**
- **Memorandum of Guidance on the Electricity at Work Regulations**
- **Approved Document P**
- **IEE On-Site Guide**

For the Level B scheme, the IEE On-Site Guide is acceptable in place of the full BS7671 Book. All of these documents are available to purchase from ELECSA.

ii) Instruments: The assessor will need to see your measuring and testing equipment to ensure that it is appropriate, calibrated and in working order. To this end, calibration certificates will be required (unless the equipment is less than 12 months old in which case a receipt 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 that you have issued in the last 12 months.

iv) Complaints: The assessor will review complaints 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.

v) Insurance Backed Warranty: It is a requirement of all schemes that registered contractors are able to offer their customers the opportunity to purchase an insurance backed warranty and your warranty facility will be checked at assessment. Should you wish, ELECSA can make available to you a facility that is **free of charge to you**. Please contact the office for further details.

vi) Risk Assessment: You must have a risk assessment procedure in place. You can obtain guidance on this from us.

vii) Health & Safety: You must have a signed and dated Health & Safety policy statement in place. Please let us know if you do not have this in place as we can provide you a guide.

viii) Site Visit: The assessor will need to see installation work representative of that undertaken by you. The installation work should be adequate to enable an objective assessment of your capabilities to be made. The assessor will be looking for compliance with the appropriate regulations and will ask you to demonstrate your competence in testing. The assessor will also determine your level of knowledge on other related parts of the building regulations eg Part A – relevant for drilling holes in joists. Local work is preferable but if you have no local work available, please contact us as early as possible prior to your assessment to make alternative arrangements.

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 **0845 634 9043** to discuss your situation in greater detail.

Demonstrating knowledge and competence

In addition to the above, the assessor will be looking carefully for comprehensive knowledge and understanding of the following aspects of electrical installation work.

IEE wiring regulations

You must be able to demonstrate a full grasp of the latest Wiring Regulations. The recognised qualification for this is an accredited 17th Edition qualification. At ELECSA's discretion an equivalent qualification that references the regulations may be acceptable. If you do not have suitable qualifications in place, it may still be possible for you to pass the assessment by demonstrating a high level of understanding in the assessment as a result of question & answer sessions, practical problems and so on. You can then pass the assessment on the understanding that you will take a 17th Edition qualification during the first twelve months of your registration. **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.** 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.

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.

What happens if the assessment is not successful?

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 company to be unsuccessful at assessment:

Documentation

Quite often, the reason for not passing is simply matter of paperwork – perhaps a calibration certificate was missing or the person being assessed did not own 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 the 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 does not consider you to be able to yet certify work as complying with Part P. This can be for a variety of reasons but arises most commonly as a result of a lack of understanding of the wiring regulations or an inability to carry out the necessary testing and inspection.

In this situation, the assessor will explain the nature of the remedial action required, most usually advising that some sort of training course is undertaken.

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

Section 5: Notifying Your 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. To this end, we have 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.**

Who needs to be notified?

It is a legal requirement that each notifiable installation carried out by a registered contractor needs to be notified to three separate bodies:

- The relevant self-certifying scheme – done by you
- The relevant Local Authority – done by ELECSA
- The householder – done by ELECSA

How to notify

If you have completed a job that is notifiable, you will need to inform ELECSA about the work within 20 days of it being completed.

There are two methods available for you to do this – either submitting the details to us directly over the Internet through your online ELECSA account or by fax. The Internet method is by far the most user-friendly and cost effective option and we would advise utilising this route if at all possible.

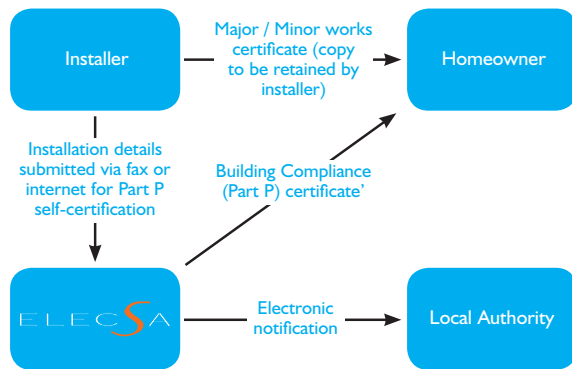
When you notify the work with us, we do not need the full test results or commercial details about the job. We only need the details of the address, the date the work was completed and a summary of the works carried out from a predetermined list.

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 homeowner.

A full flow-chart of the process is given below:

Figure 1: Flowchart for Part P notification process:

Following the completion of a notifiable domestic installation:



A step-by-step guide to online job notification is provided in the welcome pack sent out upon successful assessment.

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 proposed changes in company details; such as name, address, telephone number, email or technical personnel, are notified to us as soon as possible to ensure our contact details for you are maintained. 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 to the scheme. The direct debit system can also be used for easy ordering of branded goods from the ELECSA online shop.

Additionally, once you are registered, there is also a flexible monthly direct debit payment option available to you to help you manage the annual renewal fee over a number of months rather than having to pay out one lump sum.

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 scheme fees which are included as part of the application form).

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 once again assessing you to ensure that you are maintaining the scheme requirements as demonstrated at your original assessment.

ELECSA fees

The scheme fees are included as part of the application form which is available as either a paper form or can be downloaded from our website.

ELECSA shop

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

We trust that you will find the ELECSA scheme 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 of 0845 634 9043 or e-mail us at enquiries@elecsa.co.uk.

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