

**SELECT**

Scheme Provider

Certification of Construction  
(Electrical Installations to BS 7671)



# **SELECT**

Dave Forrester

Head of Technical Services

Head of Certification



# SCOPE

- Who we are
- Scheme overview
- The audit process
- Value of Certification
- Complaints Handling

## Who we are

- 1200 + Member Companies
- 90% of all electrical installation work
- 15,000 electricians employed
- 2,200 apprentices in training



## **Mission Statement**

“To be recognised as delivering the exceptional support which enables our members to prosper”



# Scheme Overview

Building  
(Scotland)  
Act 2003



1000  
Approved  
Certifiers  
(2008)



LABSS  
created  
(2012)

Developing a  
Future  
Vision &  
Strategy  
(2014)



First  
Certification of  
Construction  
Scheme (2005)

Scottish  
Government  
Certification  
Mark (2010)



## Scheme Overview

- Approved Body
- Approved Certifier of Construction
- Certificate of Construction
- Scheme Provider
- Certification Coordinator
- Verifier

# Audit Process

- The Assessor
  - SELECT Technical Adviser
  - Incorporated Engineer
  - Many year's experience in the industry
  - UKAS accredited inspection



## **Audit Process**

- At the Approved Body's premises the Assessor checks:
  - Appropriate documents are available
  - copies of BS certification have been retained
  - Appropriate test equipment is available
  - Qualification certificates of ACCs are available

## **Audit Process**

- At appropriate site(s) the Assessor will ask the Approved Certifier to:
  - Inspect all or part of the electrical installation(s)
  - Carry out tests of all or part of the installation(s)
  - Assess all or part of the installation(s) for overall compliance with the Building Regulations

## **Audit Process**

- The Assessor will compile a report.
- Any non-compliance will require action
- The Assessor will make a recommendation:
  - Acceptance
  - Deferment
  - Rejection
- The applicant may appeal the decision



Home

Find an Approved Body  
(Design)

Find an Approved Body  
(Construction)

Check Registration of a  
Firm (Design)

[Check Registration of a  
Firm \(Construction\)](#)

Check Validity of a  
Certificate of Design

Check Validity of a  
Certificate of  
Construction

Check Notice Of Intent

Approved Certifiers List

Return to Building  
Standards website

## Certification of Construction with Completion Certificates

### Check registration of a firm.

- To find an Approved Certifier of Construction you must first contact an Approved Body that provides certification under an appropriate scheme.
- Enter the name or number below to check to see if they are registered today to provide the certification services that you need.

**Enter either the company name or registration number or both:**

**Company Name:**

**Registration No:**  -  -  

**Today's Date:** 30 September 2010

# The Audit Process

- Scheme providers
  - Subject to audit by BSD
  - Continuous Improvement Action Plan
  - Issues Log



**Certificate of Construction (Electrical Installations to BS 7671)**

Warrant Number: 05/24589/ALT  
Verifier Issuing Warrant: Midlothian Council  
Certificate Number: SEL1-C-44444-2041077

**Part A: To be completed by the Approved Certifier of Construction**

1) Project Address: 2 Mill Bank Road Anytown Midlothian  
2) Brief Description of Work: New dwelling  
3) Building use (tick as appropriate; could be both domestic and non-domestic)  
Domestic:  Non-Domestic: N/A

4) Nature of Work and Supporting Documents used to check compliance (tick as appropriate)

	Nature of work	Scheme checklist	BS Certificate
Low and Extra-low Voltage Electrical Installations to BS 7671	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Lighting Systems for premises other than dwellings and certain places of entertainment to BS 5266	N/A	N/A	N/A
Fire Detection and Fire Alarm Systems for dwellings to BS 5839-6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Detection and Fire Alarm Systems for buildings other than dwellings to BS 5839-1	N/A	N/A	N/A

I certify that the electrical installation included in the construction work described in this Certificate complies with the Building (Scotland) Regulations 2004. I am registered by the Scottish Government Building Standards Division as competent to certify the construction of such work.

5) Is this part of a multiplot?   
Plot: 2 of: 10  
Is this the final plot? N/A

Signature  
Name: T Certifier  
Date: 16/09/2010  
Certifier Registration Number: SEL1-C- 4 4 4 4 4



# Certificate of Construction



The Approved Certifier signs Part A

**Part B: To be completed by the Certification Co-ordinator of the Approved Body**

I confirm that the person who signed Part A of this Certificate is an Approved Certifier of Construction (Electrical Installations to BS 7671) and is employed by this body. This body is registered by the Scottish Government Building Standards Division to provide certification services for Certification of Construction (Electrical Installations to BS 7671) and employs at least one approved certifier under that scheme.

I am registered as certification co-ordinator for this body.

Signature  
Name: Co-ordinator name  
Company Name: Test Electrics  
Date: 01/10/2010  
Body Registration Number: SEL1-CB- 9 9 9 9 9



The Certification Co-ordinator signs Part B



**Checklist**

**Checklist in 5  
(Electrical In**

SEL1-C-44444

Confirm how you i

- 1 You hav
- 2 You hav
- 3 You hav
- N/A Not i  
(if there

Insert 1, 2, 3 or N

**Structure**

Notches and hole

Walls chases (rag

**Fire**

Service openings in compartment floors and walls fire stopped	N/A
Service openings in separating floors and walls fire stopped	N/A
Service openings in cavity barriers fire stopped	N/A
Recessed downlighters in combustible floors provided with fire protection	2
Thermoplastic light fittings and diffusers meet limits of Table 2.5.7 or ceiling tested	N/A
Electrical installation does not obstruct escape routes	2

Escape route light

Emergency lighting

Fire detection and

**Safety**

Electrical installation does not impede access within buildings including stairs and ramps	2
Automatic illumination provided for accessible entrances (domestic buildings only)	2
Electrical installation to BS 7671: 2008	2
Sufficient lighting points and socket-outlets (dwellings only)	2
Aids to communication with appropriate performance and segregation (non-domestic buildings only)	N/A
Outlets and controls of electrical fixtures positioned within limits	2
Bedroom/c) provided for wheelchair users in residential premises fitted with assistance alarm/c)	N/A

**Environment**

Sealing of opening

Facilities in dwellin

Sanitary facilities in

Sufficient fixed he

Suitable mechanic

**Energy**

Restitution of any thermal insulation disturbed by electrical installation	2
Controls for heating and hot water systems to ensure optimum energy efficiency	2
Artificial and/or display lighting energy conservation measures	2
Provision of written information on maintenance and operation of electrical installation	2

This checklist should be retained by the Approved Certifier of Construction for audit purposes.

Guidance on each item in this checklist is given in the 2010 SELECT Technical Guide to the Scottish Building Standards. If any doubt exists contact SELECT Technical Services for clarification.

# Scheme Checklist

# FIRE DETECTION AND FIRE ALARM INSTALLATION CERTIFICATE (DWELLINGS)

(As recommended by BS 5839-6:2004 for  
Grades B,C,DE and F systems)

Certificate of design, installation and commissioning\* of the fire detection and fire alarm system at:

Address: ..... **2 Mill Bank Road** .....

..... **Anytown** .....

It is certified that the fire detection and fire alarm system at the above address complies with the recommendations of BS 5839-6 for design, installation and commissioning of a Category ..... **LD2** ..... Grade ..... **D** ..... System, other than in respect of the following Variations:

Brief description of areas protected ( only applicable to Category LD2 and PD2 systems ).

..... **Circulation Spaces, Living room and kitchen** .....

The entire system has been tested for the satisfactory operation in accordance with the recommendations of 23.3p) of BS 5839 - 6:2004.

..... **The requirements of paragraph p) section i) of clause 23.3 have not been performed, having been substituted by the following the inspection and testing procedure recommendations contained within the Siting and Installation Instructions supplied by the manufacturer of the smoke/heat alarms installed** .....

Instructions in accordance with the recommendations of Clause 24 of BS 5839-6:2004 have been supplied to:

..... **Brown Buildings Ltd** .....

Signed: ..... Date: ..... **01/10/2010** .....

For and on behalf of:

..... **Test Electrics** .....

This certificate may be required by an authority responsible for enforcement of fire safety legislation, such as the building control authority or housing authority. The recipient of this certificate might rely on the certificate as evidence of compliance with legislation. Liability could arise on the part of any organisation or person that issues a certificate without due care in ensuring its validity.

## Certificate

Requirements for  
Electrical Installations — **SI 000000**  
BS 7671  
(IEE Wiring Regulations)

tion and testing  
(on)

Copyright © The Electrical Contractors' Association of  
Scotland, The Electrical Contractors' Association  
This certificate is not valid if the number is defaced or altered

New installation   
Addition   
Alteration

Name ..... **Tom Certifier** .....

for ..... **Test Electrics** .....

..... **High Street** .....

..... **Anytown** .....

Position ..... **Partner** .....

Signed .....

Date ..... **01/10/2010** .....

I recommend that the installation be further inspected and tested after an interval of not more than **10** years/months.

Earthing arrangements

- TN-S  
 TN-C-S  
 TT

Distributor's facility

Installation earth electrode

Type ..... **N/A** .....

Location .....

Resistance ..... **Ω** .....

### Main Protective Conductors

Copper csa ..... **16** ..... mm<sup>2</sup> connection verified

Steel .....

Copper csa ..... **16** ..... mm<sup>2</sup> connection verified

Steel .....

Incoming water and/or gas  to other elements



# Certification Practice

1. The building owner or developer should inform the Verifier that they intend to use an Approved Certifier at the warrant application stage
2. During construction and on completion the Certifier must be satisfied that the work complies with the Building (Scotland) Regulations 2004
3. The Certifier must be satisfied that they are competent to certify aspects of the work or use the advice of suitably qualified persons
4. The Certifier completes the Certificate of Construction, signs Part A and the Certification Co-ordinator signs Part B

## **Certification Practice**

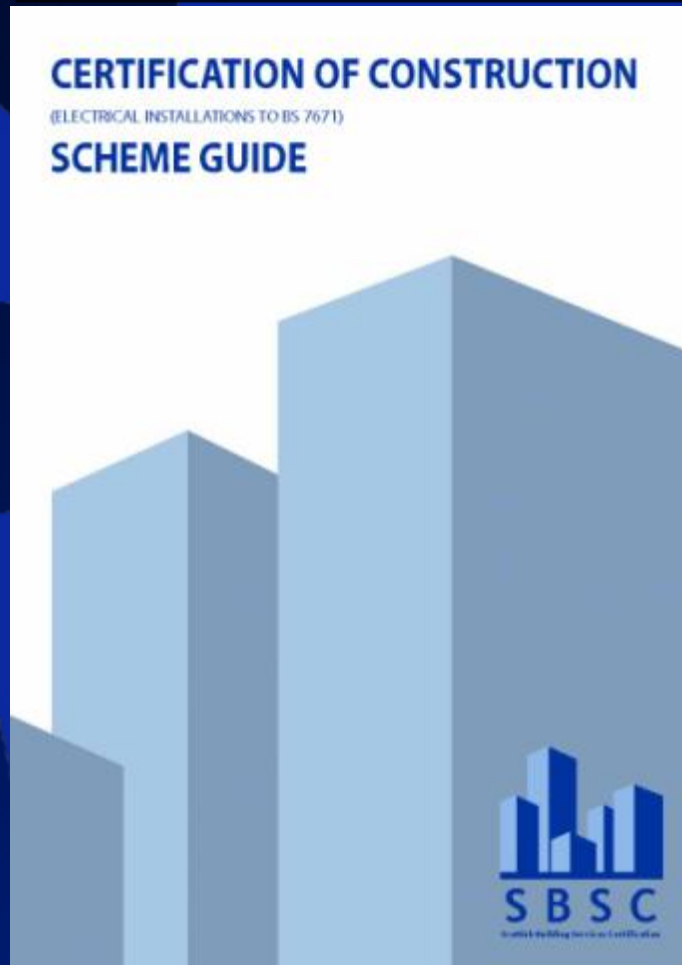
- 5. The Certifier completes the Scheme Checklist and retains it**
- 6. The completed Certificate of Construction along with the appropriate BS Certification is given to the building owner or developer**
- 7. The relevant person fills in the Completion Certificate, attaches the Certificate of Construction and submits them to the Verifier**
- 8. The Verifier will check that the Approved Body and Approved Certifier are currently registered on the Certification Register**
- 9. A record of all certificates issued must be maintained by the Approved Body**



## Value of Certification

- No additional inspection required
- The Approved Certifier takes responsibility
- Scottish Government backed

# Complaints Handling



**The Guide is produced jointly by the two scheme providers SELECT and NICEIC.**

**It describes the scheme and its operation!**



## Complaints Handling

- Complaint received by Approved Body/  
Approved Certifier
- Complaint received by Scheme Provider
  - valid?
  - Inspection required?
  - breach of Scheme rules?
  - breach of section 19(4) of Act?

# Complaints Handling

- Scheme Disciplinary Panel
- Certification Disciplinary Panel
- Disciplinary procedure
  - reported to local authority
  - action plan
  - cancellation of registration

## Summary

- SELECT has been part of Certification from the beginning
- Regular audit is a key part
- Certification brings benefits for all  
...but requires collaborative working



## Contacts

- John Allen – Highlands & Islands  
– [john.allen@select.org.uk](mailto:john.allen@select.org.uk)
- Allan McCabe – Glasgow/Dumfries & Galloway  
– [Allan.mccabe@select.org.uk](mailto:Allan.mccabe@select.org.uk)
- Yvonne Wilson – Fife, Tayside & Grampian  
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