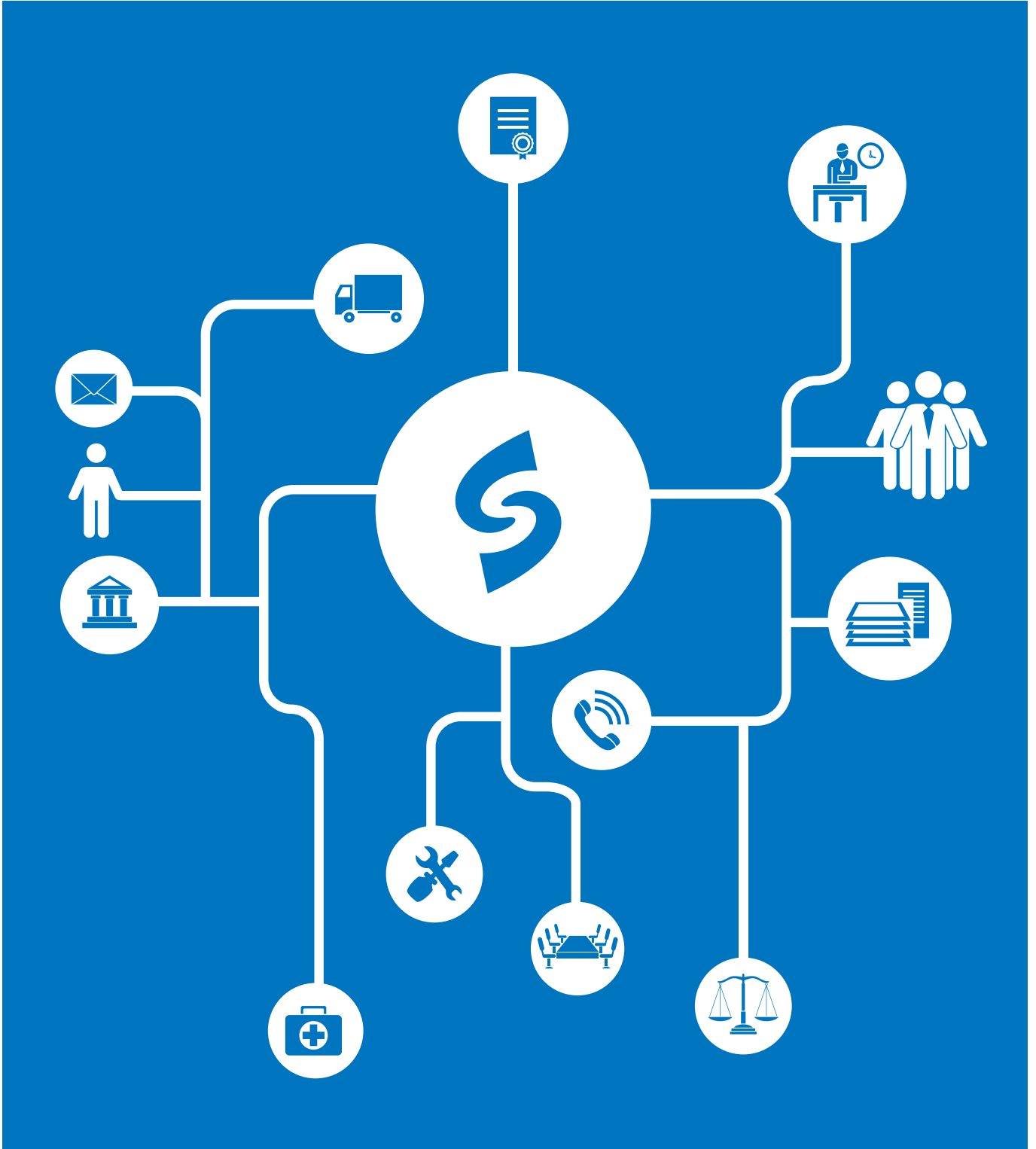


Your Gateway to SELECT Membership



From the Managing Director

“You are taking the first and most important step towards becoming a Member of SELECT.

Founded in 1900, Members of the Association have built a reputation for undertaking high quality work ranging from the simplest electrical installation to some of the most complicated and technically demanding projects in the Scottish construction industry.

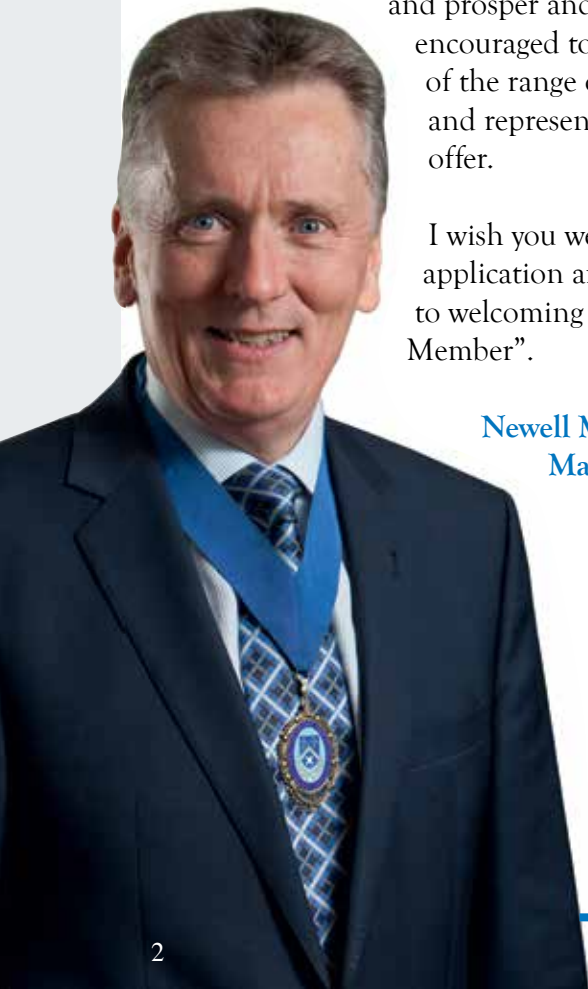
SELECT has over 1200 Member companies employing over 15,000 people and Members are responsible for the majority of all electrical installation work carried out in Scotland.

Being a Member of SELECT gives recognition of your ability to operate to the highest industry standards, improves your ability to secure new work and enables you to access our professional in-house team who can offer advice and assistance on almost all aspects of running your business.

Our role is to deliver services and schemes which will help your business grow and prosper and Members are encouraged to take advantage of the range of advice, training and representational services we offer.

I wish you well with your application and look forward to welcoming you as a SELECT Member”.

**Newell McGuiness,
Managing Director**



Why you need to become a Member of SELECT

Those working in the electrical contracting sector face many challenges. Getting work, getting paid, keeping up to date with changes with all types of legislation, wiring and building regulations, etc. are a real challenge. By becoming a SELECT Member you will be part of an organisation which helps its members with these issues.

Not only can members obtain vital advice on a range of employment, safety, technical and training issues but our range of member services, listed in this booklet, will also help save your business time and money.

SELECT Members deliver high quality work

Our strict membership criteria ensure that our Members work to approved industry standards and competent individuals, appropriately trained, carry out the work. All applicants will have their work inspected by one of our Technical Advisers to ensure that standards are met. We also undertake a Commercial Audit to ensure that applying firms are well-run and financially viable enterprises.

Membership of SELECT also gives clients confidence that they are dealing with a quality contractor who is backed by a Contract Completion Guarantee and a Code of Practice which includes a Complaint Resolution and Disciplinary Procedure*

**Full details of what is covered under these schemes are available from the SELECT website.*

SELECT Members can join a Scottish Government Approved Contractor scheme

The Building (Scotland) Act 2003 introduced a Building Standards system for Scotland aimed at raising standards and simplifying the approval of many construction activities for the public, verifiers (local authorities) and the industry. The introduction of Approved

Certifiers of Construction means that properly qualified electrical professionals, who meet the scheme criteria, can apply to join the Scottish Government's scheme and have the authority to certify work for building warrant purposes. Members of the scheme can also use and display the Scottish Government Certification Mark.

SELECT represents the industry

As the authoritative trade association for the electrotechnical industry in Scotland, SELECT helps to shape the market environment. By representing the industry to government, we help to influence and shape legislation creating industry conditions to help Members provide a quality service and operate profitably at the same time. Our representative function involves the influencing of local, Scottish, UK and European Governments, involvement in setting and monitoring industry standards (such as BS 7671), negotiation in industrial relations and in the contractual, technical and regulatory fields.

SELECT promotes Members to clients and specifiers, which means that Members are recognised and respected for the safety, quality and technical excellence of their work.

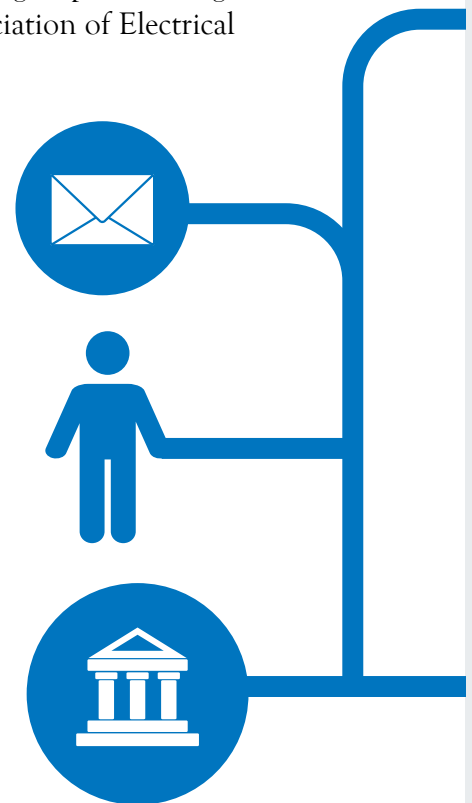
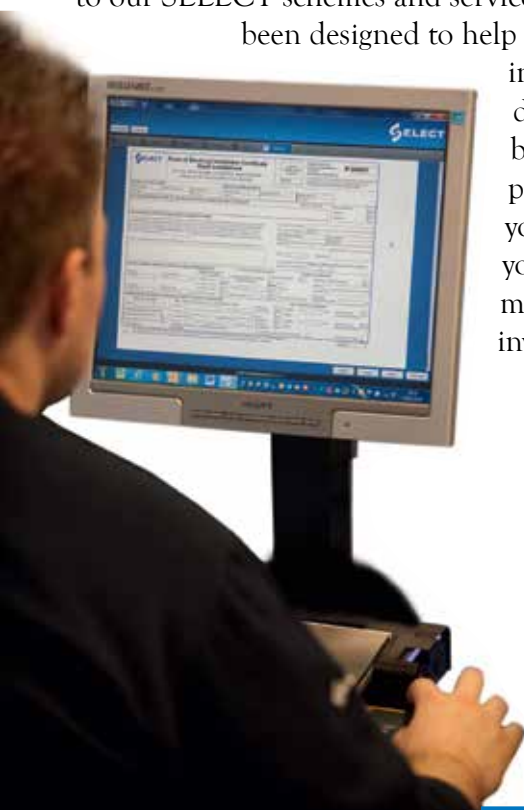
SELECT also works in the best interests of Members directly, through its membership of umbrella bodies in the construction and electrotechnical industries, such as the Specialist Engineering Contractors' Group, which lobbies on issues such as payment and procurement and within international groups including the European Association of Electrical Contractors (AIE).



SELECT provides a wide range of Member services

Our success over the years has been based on providing professional and practical assistance to Members. Whether its access to our team of professional advisers, who can assist with technical, health and safety or employment issues, or access to our SELECT schemes and services which have been designed to help Members

improve and develop their business performance, you will find your SELECT membership invaluable.



SELECTcerts

SELECT Services



Technical Advice & Support

We offer a comprehensive range of technical benefits to Members including access to our highly regarded technical helpline. We also provide a full range of electrical certification products and support which are available in paper format, or electronically via our SELECTcerts software.

Health & Safety Advice & Support

SELECT's in-house source of health and safety advice is a valued service to provide answers to any health & safety issues or to guide Members through health and safety legislation.



Employment Advice & Support

Our Employment Affairs team delivers sensible, business focussed solutions on a wide range of employment issues. The team has extensive experience in advising on contracts of employment, discipline, grievance, equality, discrimination, recruitment, dismissal and redundancy issues.

Member Contact

We keep in touch with Members in a number of ways. We have a team of Member Representatives, who visit Members on a regular basis, we arrange regular local branch meetings and each month we issue a newsletter and our industry journal 'CABLEtalk'. We also have an on-line presence via our websites and through social media sites.



Contractual Advice & Support

We provide access to a free legal helpline to provide advice on contractual disputes as well as access to a debt collection and credit checking facility.

Business Protection

Via ECInsurance we offer a package of commercial insurance products including Public and Employers' liability and vehicle insurance for all types of businesses.



Promotion and Marketing

Membership of SELECT helps boost the marketing of your business through use of our branded logo. We also undertake regular advertising campaigns using various media.

Other services

We offer our own unique "Protection for you" service which provides a range of welfare benefits for you and your staff at exceptional rates. This scheme covers sick pay, death in service, BUPA and dental cover and you can choose from a "menu" to suit your own needs.

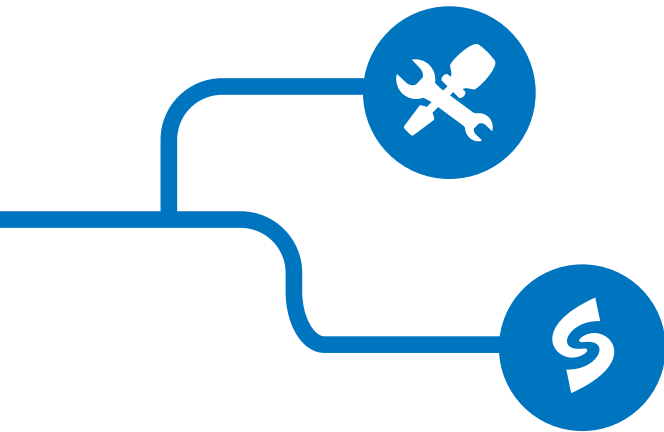


Social and Sporting

As well as the great range of business support we offer, SELECT also recognises the important role that social and sporting events play in commercial life and we arrange a number of events which allow Members to meet in a social environment.

SELECT is committed to training and lifelong learning

At our headquarters at the Walled Garden, near Edinburgh, we have a purpose built training centre where we deliver a comprehensive training programme which includes technical and non-technical subjects. We also deliver training courses at other venues throughout Scotland. All of our BS 7671 training programmes have been accredited by the Scottish Qualifications Authority. Management Skills are provided through our Graduate Certificate in Management Practice, a one year course designed to assist participants to develop their managerial skills.



Scottish Joint Industry Board for the Electrical Contracting Industry (SJIB)

The principal objects of the SJIB are to regulate relations between employers and employees engaged in the industry in Scotland. The main functions of the SJIB are the maintenance of the National Working Rules, the registration and training of Apprentices and Adult Trainees, grading and registration of employees, the resolution of disputes and the provision of welfare benefits.

Apprentice and Adult Training

The SJIB Schemes are designed to regulate the entry, conditions of service, training and education of Apprentices and Adult Trainees in the Electrical Contracting Industry. The day-to-day administration of the scheme is undertaken, on behalf of the SJIB, by the Scottish Electrical Charitable Training Trust (SECTT), the industry's training provider.

At any one time, SELECT Members are training around 1500 apprentices - more single discipline Modern Apprenticeships than any other industry in Scotland.



Members at one of our ToolBox Talks.

Criteria for Membership

SELECT’s Membership criteria are set out in two parts:

Part A: Basic requirements for membership

Enterprises engaged in the electrotechnical industries may be eligible for membership of SELECT if the applicant:

- operates from a fixed business address (this may be a domestic residence)
- has been in business for a minimum of six months and is financially viable
- holds Public Liability Insurance (at least £2m) and Employer’s Liability insurance where appropriate
- undertakes to abide by SELECT’s Constitution, Rules and Codes
- has equipment, tools and plant appropriate to the range and scale of work undertaken in the relevant technical category
- has appropriate calibrated test equipment and demonstrates competence in its use and interpretation of results
- has appropriate documentation for the technical category applied for
- is able to demonstrate competence in the inspection and testing of any work undertaken, including the keeping of necessary records and test results
- undertakes that all work will be carried out to standards by persons who are competent and appropriately supervised
- employs persons who are competent and who successfully undertaken technical training acceptable to the Central Board of SELECT. (A ‘competent person’ is defined as being a person possessing the necessary technical knowledge and skills as defined in the appropriate National Occupational Standards, and experience relevant to the nature of the work undertaken, who is able to prevent danger and where appropriate, injury).
- has a written Health & Safety Policy and complies with the duties placed upon employers and employees by the Health & Safety at Work etc. Act 1974 and other relevant codes and regulations
- can demonstrate an awareness of the requirements of environmental best practice

Part B: Accreditation to Technical Criteria

Members may be classified as being accredited in one or more of the following ten technical categories:

Electrical Installations	Electrical Installations (limited)
Fire alarms (dwelling)	Fire alarms (all buildings)
Emergency lighting	Control Systems
Hazardous areas	Security Systems
Voice and data systems	In-service inspection & Testing of Electrical Equipment

Criteria have been established for each category and examples for “Electrical Installation” and “In-service Inspection & Testing of Electrical Equipment (PAT)” are set out opposite (below).

Electrical Installation

Classification in this category is intended for those enterprises undertaking electrical installation work on low and extra-low voltage electrical installations up to 1kV.

Classification in this category may be achieved if the applicant:

- has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which must include BS 7671: 2011 (IET Wiring Regulations) as amended. Plus the Memorandum of Guidance on the Electricity at Work Regulations 1989 or equivalent;
- will ensure that all work is carried out by persons who are competent to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989; and
- employs at least one competent person (the nominated Qualified Supervisor) who meets the criteria set out under either A or B:-

A

- has been awarded a SQA/SJIB Level 3 SVQ in Electrical Installation; and
- has successfully completed the SJIB Advanced Competence Assessment (ACA); and
- has successfully completed an assessed course in BS 7671 (IET Wiring Regulations) within the last five years; and
- has successfully completed an ECS Health & Safety Assessment (or approved exemption¹); and
- is able to provide evidence of at least two years supervisory experience in the electrotechnical industry; and
- is graded (or is eligible to be graded) as a SJIB Approved Electrician.

Or

B

- has completed a recognised apprenticeship² ; or
- Is able to provide evidence of training and experience deemed acceptable by SELECT's Central Board³; and
- Has successfully completed an assessed course in BS 7671 (IET Wiring Regulations) within the last five years; and
- Has successfully completed an ECS Health & Safety Assessment (or approved exemption¹); and
- Is able to provide evidence of at least two years supervisory experience in the electrotechnical industry; and
- Is eligible to sit the SJIB's Advanced Competence Assessment (ACA); and
- Is eligible to apply for grading as a SJIB Approved Electrician.

Note¹ The List of Exemptions can be found at www.sjib.org.uk/

Note² The SJIB recognises a number of related qualifications. Some map directly to the SQA/SJIB SVQ in Electrical Installation, others require additional/conversion training. This can be arranged through the SJIB's Crediting Electrotechnical Competence Scheme (CEC).

Note³ This route is only available at the discretion of SELECT's Central Board and depends on the level of knowledge and experience of the nominated Qualified Supervisor and the scope of work undertaken.

In-Service Inspection & Testing of Electrical Equipment (PAT)

Classification in this category is intended for those undertaking practical inspection and testing of electrical equipment. The electrical equipment considered within the scope of this category includes electrical appliances for household and similar use, certain IT equipment supplied by plug and socket, luminaries and similar equipment. Industrial electrical equipment is not considered within the scope of this category.

Classification may be achieved if the applicant:

- has documentation appropriate to the range and scale of work undertaken which must include the latest edition of the Institution of Engineering and Technology (IET) Code of Practice for:
 - Electrical Installations (limited)
 - Fire alarms (dwellings)
 - Fire alarms (all buildings)
 - Emergency lighting
 - In-Service Inspection and Testing of Electrical Equipment;
- ensures that all work shall be carried out by competent persons to a standard not less than laid down in the above IET Code of Practice and shall conform with the requirements of the Electricity at Work Regulations 1989; and
- employs nominated competent persons who have successfully completed a recognised training course in the Inspection and Testing of In-Service Electrical Equipment.

Other Categories

Criteria for the remaining eight categories can be obtained from the Membership and Communications team or your Membership Representative.

- Control Systems
- Hazardous areas
- Security systems
- Voice and data systems

Detailed criteria relating to these requirements can be found in the SELECT Assessment Criteria and the SELECT Guide to Membership Assessments documents, both of which are available from the Membership and Communications team.



Application Procedure

Your application for membership must be made using an official SELECT application for membership form, be signed by a Principal, Partner or Director of the applicant, who acts as the Authorised Signatory and returned to one of our Membership Representatives.

The application must be accompanied by:

- your initial application fee;
- the contact details of two suppliers, who we will contact for reference purposes;
- evidence that you hold Public Liability Insurance cover* (£2m minimum) and a Certificate of Employers' Liability where appropriate; and
- a copy of a Certificate of Incorporation (Limited Companies only).

*Or details of your Insurer/Broker.

On receipt your application will be displayed on the SELECT website for a period of 28 days. Thereafter, we will carry out a financial assessment and provided that this is acceptable and confirmation of adequate insurance cover has been obtained, the next stage of the application will be a technical assessment.



Member Reps Allan McCabe (Top Left), Elaine Gilchrist (Top Right), Yvonne Wilson (Bottom Left) and John Allen (Bottom Right)

Acceptance as a SELECT Member

Acceptance of Membership is subject to:

- confirmation of the length of trading requirement and of current financial viability;
- confirmation of adequate insurance cover;
- confirmation of employing qualified personnel with up-to-date training; and
- a successful technical assessment completed by one of the Association's UKAS Accredited Technical Inspection Team.

Successful applicants are required to pay the appropriate annual subscription and levy fee upon acceptance and once paid shall be entitled to use the range of services and benefits provided by SELECT.

It is important that applicants meet the necessary criteria for membership and understand the application procedure prior to applying for membership.

Copies of the full SELECT Assessment Criteria and Guide are available from the Membership and Communications team at the Walled Garden.



The Membership and Communications Team (Left to Right) Natalie Burke, Helle Hång and Anita Horeckj

Now you have read about SELECT and the services we provide, do you think you can meet our Membership criteria?

Are You Ready For Full Membership?

(This is intended as a quick check for applicants in electrical installation categories)

Requirements for full membership	Tick as appropriate
1. Has your business been trading for more than six months?	<input type="checkbox"/>
2. * Are you, or is your nominated Qualified Supervisor an SJIB Approved Electrician?	<input type="checkbox"/>
3. * Have you, or your nominated Qualified Supervisor, completed BS 7671 training within the last 5 years?	<input type="checkbox"/>
4. Have you undertaken the ECS Health & Safety assessment within the last 3 years?	<input type="checkbox"/>
6. Do you possess a current copy of BS 7671: Requirements for Electrical Installations (IET Wiring Regulations)?	<input type="checkbox"/>
7. Do you possess a copy of The Memorandum of Guidance on the Electricity at Work Regulations 1989 (HSR25)?	<input type="checkbox"/>
8. Have you carried out sufficient work to the appropriate standards to enable an assessment to be made by SELECT's Technical Advisers?	<input type="checkbox"/>
9. Are you using and issuing appropriate certificates for work?	<input type="checkbox"/>
10. Do you have calibrated test equipment?	<input type="checkbox"/>
11. Do you have a written Health & Safety Policy?	<input type="checkbox"/>
12. Do you hold Public Liability insurance cover of at least £2m and Employers' Liability insurance cover (If appropriate)?	<input type="checkbox"/>

* See *Criteria for Membership* for further details.

If you can't answer yes to all of these questions at the moment, we can help, so get in touch as soon as possible. We can assist with training, publications, certification and Health & Safety policies which will help you become a member of SELECT.

We also offer a Probationary Scheme for companies who do not meet the full criteria.

More Information

Our Membership and Communications team is available to tell you more about SELECT and the services we provide or to discuss how to become a Member.

- Tel: 0131 445 5577
 - e-mail memberservices@select.org.uk
- Or visit www.select.org.uk for more information.

Call us now for more information or to arrange a visit from one of our Membership Representatives.

The Walled Garden, Bush Estate, Midlothian EH26 OSB

Tel: 0131 445 5577 Fax: 0131 445 5548

e-mail: admin@select.org.uk

Web site: www.select.org.uk