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# Guide to Membership Assessments

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## 1. Introduction

This guide is intended to assist companies in preparing for an assessment visit by SELECT. It supplements the SELECT Assessment Criteria and sets out to expand and explain the requirements. Its main purpose is to help companies reach and maintain the desired standard so that the assessment process runs smoothly and is meaningful.

The guidance provided in this document is related directly to the main headings of the SELECT Assessment Criteria.

## 2. Commercial Criteria

Members are required to be solvent and to pass various validity checks. Two trade references (one an electrical wholesaler), annual turnover, bank details and VAT number (if registered) will be required.

## 3. Technical Competence

The requirements relating to technical competence are listed in Appendix 1 of the SELECT Assessment Criteria and are very detailed and hopefully self-explanatory. They are measured during a technical visit, which is centred around a technical assessment.

The Assessment of a prospective member will check compliance with the criteria for all categories of work for which accreditation is sought.

The Assessment of an existing member will check compliance with the criteria for all categories of work for which continued (and any additional) accreditation is required.

The Technical Assessment will include scrutiny of the following:

### (a) *Publications*

Current editions of British and European Standards, Codes of Practice and guidance held by the company relevant to the categories of work carried out. **Item (g)** gives a description of the various work categories and also lists **suggested** publication appropriate to each category of work and identifies our **minimum requirements** (where applicable) in respect of publication(s) to be held for each category of work.

### (b) *Test Equipment*

A complete list of all test equipment held by the company at the address to be visited, together with evidence of calibration. In addition a sample set of instruments relevant to each category of work should be available. **Item (h)** lists the instruments required for contractors carrying out electrical installations up to 1kV.

(c) ***Documentation***

Copies of certificates, reports and schedules of inspections and schedules of test results for all work carried out in the previous twelve months.

(d) ***Competent Persons***

Evidence that the company has competent persons for each category of work to be assessed. This evidence should cover qualifications, training and experience of the individual(s). Details are given in the SELECT Assessment Criteria document.

(e) ***Site Visits***

During a prospective member assessment, the inspecting engineer will normally require to visit a minimum of three sites where work has been carried out within the previous twelve months, two of which must be completed contracts. The site visits must encompass suitable examples of all categories of work for which accreditation is sought.

During the assessment of an existing member, the inspecting engineer will normally require to visit at least two sites where work has been carried out within the previous twelve months, one of which must be a completed contract. The site visit should, where possible, encompass suitable examples of all categories of work for which continued (and any additional) accreditation is required.

The company's nominated qualified supervisor or nominated competent person is required to be available to accompany the inspecting engineer during the site visits. If difficulty in gaining access to completed contracts is envisaged, prior arrangements should be made.

(f) ***Duration of Technical Assessments***

An Assessment will normally take approximately 5-6 hours for a prospective member or 3 - 4 hours for an existing member, but can be longer or shorter depending on the number and locations of the sites to be visited. Please contact the inspecting engineer if additional time may be required.

(g) **Work Categories and Publications**

**3.1 Low and Extra-low Voltage Electrical Installations up to 1kV**

<b>Categories</b>	<b>Applicable Standard, Code of Practice or Guidance</b>
Low and extra-low voltage electrical installations up to 1kV	<ul style="list-style-type: none"><li>* BS 7671: 2008 Requirements for Electrical Installations. (IEE Wiring Regulations)</li><li>* HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) or equivalent.</li></ul> <p>HSG141 Electrical Safety on Construction Sites.</p> <p>HSG85 Electricity at Work – Safe working practices.</p> <p>IEE Guidance Notes 1 to 8.</p> <p>BS 7375: 1996 Code of Practice for Distribution of Electricity on Construction and Building Sites.</p> <p>BS 7430: 1998 Code of Practice for Earthing.</p>

\* The minimum requirement where work in this category is carried out

**3.2 Low Voltage Electrical Installations up to 1kV (Defined Approved)**

<b>Categories</b>	<b>Applicable Standard, Code of Practice or Guidance</b>
Electrical Installation work limited to the installation, extension or alteration of a single Low Voltage (LV) circuit supplying for example a domestic type central heating system, intruder alarm/CCTV system etc	<ul style="list-style-type: none"><li>* BS 7671: 2008 Requirements for Electrical Installations. (IEE Wiring Regulations)</li><li>* HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) or equivalent.</li></ul>

\* The minimum requirement where work in this category is carried out

**3.3 Fire Detection and Fire Alarm Systems in Dwellings only**

<b>Categories</b>	<b>Applicable Standard, Code of Practice or Guidance</b>
Installation of fire detection and fire alarm systems only in dwellings	<p>BS 5839-6: 2004 Fire Detection and Fire Alarm Systems for Buildings - Code of Practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.</p> <p>Electrical Installers Guide to Certification and the Scottish Building Standards – Technical Guidance for Certifiers of Construction. (Published by SELECT)</p>

### 3.4 Fire Detection and Fire Alarm Systems in Buildings including dwellings

Categories	Applicable Standard, Code of Practice or Guidance
Installation of fire detection and fire alarm systems in all premises (including dwellings)	<p>* BS 5839-1: 2002 (as amended) Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for system design, installation, commissioning and maintenance.</p> <p>* BS 5839-6: 2004 (as amended) Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.</p> <p>BS 5839-8: 2008 Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for the design, installation, commissioning and maintenance of voice alarm systems.</p> <p>BS 7807: 1995 Code of Practice for design, installation and servicing of integrated systems incorporating fire detection and alarm systems and/or other security systems for buildings other than dwellings.</p>

\* The minimum requirement where work in this category is carried out

### 3.5 Emergency Lighting Systems

Categories	Applicable Standard, Code of Practice or Guidance
Installation of emergency lighting and emergency escape lighting systems	<p>* BS 5266-1: 2005 (as amended) Emergency Lighting – Code of Practice for the emergency lighting of premises.</p> <p>* BS 5266-8: 2004 (BS EN 50172: 2004) Emergency escape lighting systems.</p> <p>BS 5266-7: 1999 (BS EN 1838: 1999) (as amended) Lighting Applications – Emergency Lighting.</p>

\* The minimum requirement where work in this category is carried out

### 3.6 Manufacture and/or Installation of Control Panels and Control Systems

Categories	Applicable Standard, Code of Practice or Guidance
Manufacture and/or installation of control panels or control systems	<p>BS EN ISO 13849-1: 2006 Safety of Machinery. Safety-related parts of control systems. General principles for design.</p> <p>BS EN 60204-1: 2006 Safety of Machinery. Electrical equipment of machines. General requirements.</p> <p>BS EN 1088: 1995 Safety of Machinery. Interlocking devices associated with guards. Principles for design and selection.</p> <p>BS EN ISO 14121-1: 2007 Safety of Machinery. Risk assessment. Principles.</p> <p>BS IEC 61508: 2002 Functional safety of electrical/electronic/programmable electronic safety-related systems.</p>

### 3.7 Hazardous Areas

Categories	Applicable Standard, Code of Practice or Guidance
Electrical Installation and Maintenance in potentially explosive (gaseous and/or dust laden) atmospheres other than mines	<p>BS EN 1127-1: 2007 Explosive atmospheres – Explosion prevention and protection. Basic concepts and methodology.</p> <p>BS EN 60079-10: 2003 Electrical apparatus for explosive atmospheres. Classification of hazardous areas.</p> <p>BS EN 60079-14: 2003 Electrical apparatus for explosive atmospheres. Electrical installations in hazardous areas (other than mines).</p> <p>BS EN 60079-17: 2007 Explosive atmospheres. Electrical installations inspection and maintenance.</p> <p>APEA/IP Guidance for the Design, construction, modification, maintenance and decommissioning of filling stations – 2<sup>nd</sup> edition 2005.</p>

### 3.8 Security Systems

Categories	Applicable Standard, Code of Practice or Guidance
Installation of security systems	* BS EN 50131-1: 2006 Alarm Systems. Intrusion and hold-up systems. System requirements.

\* The minimum requirement where work in this category is carried out

### 3.9 Voice and Data Systems

Categories	Applicable Standard, Code of Practice or Guidance
Installation of voice and data systems	<p>BS EN 50173-1: 2007 Information technology. Generic cabling systems. General requirements.</p> <p>BS EN 50173-2: 2007 Information technology. Generic cabling systems. Office premises.</p> <p>BS EN 50174-1: 2001 Information technology. Cabling installation Specification and quality assurance.</p> <p>BS EN 50174-2: 2001 Information technology. Cabling installation. Installation planning and practices inside buildings.</p> <p>BS EN 50174-3: 2003 Information technology. Cabling installation. Installation planning and practices outside buildings.</p> <p>PD1002: 1997 A Guide to cabling in private telecommunications systems.</p> <p>BS 6701: 2004 Telecommunication equipment and telecommunications cabling. Specification for installation, operation and maintenance.</p> <p>BIP 0007: 2004 Telecommunications cabling and equipment installations – a guide to requirements and responsibilities</p>

### 3.10 In-service Inspection and Testing of Electrical Equipment

Categories	Applicable Standard, Code of Practice or Guidance
Industrial and/or non-industrial Portable and Stationary Electrical Equipment	* IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment (as amended).

\* The minimum requirement where work in this category is carried out

#### **NOTE**

**British and European Standards, Codes of Practice and guidance may, from time to time, be subject to update. Only updated ‘current status’ publications are acceptable.**

## ***h) Test Instruments***

### ***Test Instruments required for Electrical Installations up to 1kV***

1. Insulation/Continuity test instrument
2. Phase/Earth fault loop impedance test instrument\*
3. Residual Current Device test instrument\*
4. Voltage indicating instrument and Proving Unit.
5. Voltage measuring instrument

\* Two-wire and/or three-wire fused test leads with probes are required with these instruments.

Two or more of the functions of the above test instruments may be combined in a single instrument.

The company should also hold additional test instruments particular to each category of work being inspected e.g. LAN cable tester for structured cabling installations and Portable Appliance Tester for In-service Inspection and Testing of Electrical Equipment.

## **4. Health and Safety Management**

The assessment visit will also be used to check a company's compliance with the requirements for Health and Safety Management. The assessor will ask a set of questions, similar to the following, to establish if you meet the criteria.

- Do you have a clear policy for health and safety and is it written down?
- How is the policy communicated to your employees and others that may be affected by your operations?
- Have you organised key people to achieve implementation?
- Have you appointed a competent person to help you comply with your duties?
- Have you identified your main hazards and assessed the risks involved?
- How are the results of risk assessment being applied in practice?
- Have you set a date to review health and safety performance?
- Are you aware of your duties concerning accident prevention and do you keep records of accidents?

A clearly written Health and Safety Policy will go a long way to meeting many of the above points. The policy should state the company's firm commitment to health and safety including the need to provide the necessary resources to comply with all duties and a clear description of the organisation and arrangements for the implementation of the policy. The policy should also detail how the policy is brought to the attention of employees, how it is to be reviewed and how employees will be advised of any revisions.

In addition to a written Safety Policy, a company needs to have written risk assessments for its work activities. The Health and Safety Executive's free publication, '5 Steps to Risk Assessment' – INDG163 provides clear simple guidance in identifying and documenting the risks concerned with your business.

Guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) can be accessed via the HSE website at [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

A new-style Accident Book (BI 510) can be obtained from HSE Books, the Stationery Office and good book shops.

Additional guidance on any Health and Safety Management issue can be obtained from SELECT or accessed via [www.hse.gov.uk/construction/information.htm](http://www.hse.gov.uk/construction/information.htm).

**5. Environmental Best Practice**

The company must be able to show how it disposes properly of any waste generated by its work and how it deals with hazardous materials generally.

The company should therefore be able to produce risk assessments for any hazardous materials it uses or comes across in its normal work activities and should also have documented its procedure for disposal of normal trade waste. The company may, for example, have a licence from the Scottish Environment Protection Agency (SEPA) or, as a sub-contractor, utilise the facilities of a main contractor. Whichever method is employed, everyone in the company should be clear on the requirements.

**6. Insurance**

The company must provide evidence of current cover. As a minimum the company must hold at least £2 million of public liability insurance. Where applicable the company must hold adequate and appropriate employers' liability insurance.

**7. Code of Practice**

All members of SELECT are required to adhere to the requirements of the Code of Practice. The Code places duties both on member firms and their customers with the aim of promoting good and fair practice between the parties.

Member firms should be clear that as part of the Code:

- They are required to carry out all work to the current relevant Standards for their categories of work;
- Ensure their customers are clear about the prices for work and when the work will be carried out;
- If there are any problems, the customer must contact them in the first instance;
- It is expected that every endeavour will be made to deal with any customer complaint; and
- If conciliation is not possible, where the Association is involved, they are obliged to carry out any necessary rectification work.

**8. Complaints Resolution Procedure**

The procedure for dealing with complaints against a member places duties on the member company to respond fully and timeously to any site visit report produced by SELECT.

Where member companies fail to comply with their duties as a SELECT member it is important to understand that the Association may warn, suspend, fine or expel firms where this is deemed necessary by the Central Board of SELECT.

**9. Additional Information**

Prospective or existing members can discuss any aspect of the Assessment Criteria by contacting SELECT. The first point of contact should be one of the Member Services Advisers or Technical Advisers. If necessary, the Association will arrange a visit to ensure the requirements are clear and to assist the company reach the necessary standard.



**10. Certification of Construction Scheme**

SELECT members and prospective members enrolled or intending to enrol in the Certification of Construction Scheme will be assessed in line with the requirements set out in the Certification of Construction Registration Scheme Guide.

This part of the assessment will include:

- (a) Details of the Certification Co-ordinator
- (b) The Certifier(s) of Construction's qualifications
- (c) Relevant publications to include for example:
  - i) Scottish Building Standards Technical Handbook (Domestic)
  - ii) Scottish Building Standards Technical Handbook (Non-Domestic)
  - iii) The Certification of Construction Registration Scheme Guide\*
  - iv) The Certification of Construction Technical Guide\*

Note \* Denotes minimum requirements.

- (d) Documentation/Certification for completed contracts, to include where applicable:
  - i) Certificate of Construction (Electrical Installations to BS 7671)
  - ii) Support check list for item (d) i) above
  - iii) Fire Detection and Fire Alarm Certification to BS 5839
  - iv) Emergency Lighting Certification to BS 5266