
SELECT Assessment Criteria

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1.0 Introduction

SELECT (The Electrical Contractors' Association of Scotland) is the trade association representing the Electrical, Electronic and Communications systems industry in Scotland.

SELECT has many roles including representing the industry to Government, training the industry and providing services to its members. Key among its roles however is the regulation of the electrotechnical industry in Scotland. SELECT has always led industry standards and continues to ensure that work carried out by member companies is of the highest quality, employs the best of modern technology and, above all, is safe.

SELECT aims to achieve this by ensuring all its members comply with the assessment criteria contained in this publication. Enforcement of the criteria is carried out by SELECT's Inspection Service which is accredited by the United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020 for bodies performing inspection.

The aim of SELECT's regulatory role is to give clients confidence that they are dealing with quality enterprises and to provide for appropriate redress should anything go wrong.

2.0 Assessment Criteria

The Assessment criteria for membership of SELECT are comprehensive. They include measures for:

- Commercial Integrity
- Use of competent and qualified employees
- Compliance with relevant statutory requirements and Industry Standards
- Health and Safety Management
- Environmental Best Practice
- Requirement to have in place adequate public liability insurance and employers' liability insurance (where applicable)
- Adherence to the SELECT Code of Practice
- Participation in a customer complaints resolution procedure

Detailed criteria relating to each of these requirements are listed in the relevant sections or appendices that follow.

3.0 Commercial Integrity

Enterprises must operate from a fixed business address and have a telephone landline. They shall pass a commercial assessment that the business is a going concern i.e. that they are trading profitably and have sufficient funds to meet their debts. The commercial assessment requirements are aligned with those of the Government's list of approved contractors operated by Constructionline.

4.0 Technical Competence

The technical competence of enterprises will be measured against the requirements of Appendix 1. This will include requirements for competent and qualified employees and compliance with relevant statutory and industry standards.

Enterprises are also required to have equipment, tools, plant, premises and stocks of material appropriate to the range and scale of work undertaken in the relevant technology. Additionally they shall possess and maintain appropriate calibrated test equipment and demonstrate competence in its use and interpretation of results. They shall also have appropriate documentation for each work category applied for.

Enterprises should have sufficient work across the range normally undertaken, available at all times for regular inspection by SELECT.

5.0 Health and Safety Management

Enterprises should be complying with the duties placed upon employers, employees and the self-employed (where applicable) by, for example, the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2007 and the Electricity at Work Regulations 1989.

Enterprises (other than those having no employees) shall have the following:

- a) a written health and safety policy statement that is made available to all employees; and
- b) written risk assessments for its work activities; and
- c) an accident recording system, such as an accident book (e.g. HSE publication BI 510).

Enterprises shall demonstrate awareness of the necessary reporting procedures under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Enterprises shall also provide accident statistics as and when requested by SELECT.

6.0 Environmental Best Practice

Enterprises should be able to demonstrate awareness of the requirements of environmental best practice. Particular attention will be paid to ensuring adherence with legislation regarding the safe disposal of trade wastes and the handling of hazardous materials, such as the use of local authority recycling skips, specialist contractors etc.

Enterprises should be able to present examples of risk assessments (where applicable) carried out as required by, for example, the Control of Substances Hazardous to Health (COSHH) Regulations.

7.0 Insurance

Enterprises shall hold at least £2 million of public liability insurance covering the categories of work being assessed and, where applicable, shall also be covered by adequate and appropriate employers' liability insurance.

8.0 Code of Practice

Enterprises are required to comply with SELECT's Code of Practice, which is detailed in Appendix 2. The document details information on good practice, general guarantees and what action customers can take if they are not satisfied.

9.0 Customer Complaints Resolution Procedure

Enterprises should be able to demonstrate measures for dealing with justified customer complaints (e.g. written procedure, QA system etc.) which includes the measures described in the SELECT Code of Practice (Appendix 2) and shown in the Complaints Resolution Procedure flow chart (Appendix 3).

TECHNICAL ASSESSMENT CRITERIA

Appendix 1
Technical Assessment Criteria

1.0 Scope

1.1 This document sets out the minimum requirements to be met by Electrical Installation Enterprises in order to be recognised as technically competent to undertake particular categories of electrical work.

1.2 This document includes requirements relating to the resources, facilities, personnel and technical standard of electrical work of Electrical Installation Enterprises being assessed.

2.0 Definitions

Assessment – objective examination of an Electrical Installation Enterprise’s equipment, technical reference documents, test equipment, insurance documents and samples of electrical installation work, completed certification forms and health and safety management, in order to determine the technical competence of the enterprise.

Competent Person – a person possessing the necessary technical knowledge and skills as defined in the appropriate occupational standards and experience relevant to the nature of the electrical installation work undertaken, and who is able to prevent danger and where appropriate injury.

Qualified Supervisor – the nominated competent person possessing the necessary technical knowledge, qualifications and experience as defined in A, B or C in Work Category 3.1.

Electrical Installation Enterprise – an electrotechnical enterprise undertaking electrical installation work in one or more of the particular work categories listed. An Electrical Installation Enterprise may be a sole trader, partnership, limited liability company, public limited company, public authority or other organisation carrying out electrical installation work.

Electrical Installation Work – the design, construction, maintenance, commissioning, inspecting, testing and/or certification of one or more of the particular work categories listed.

3.0 Work Categories and Classification

An Electrical Installation Enterprise is accredited to undertake work in the categories in which it has received a satisfactory assessment.

The requirements for classification in the following work categories include:

- possession and knowledge of relevant industry and statutory standards; and
- good standards of work; and
- competence of personnel.

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

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 enterprise:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which must include BS 7671: 2008 (IEE Wiring Regulations) and the Memorandum of Guidance on the Electricity at Work Regulations 1989 or equivalent.
- Will undertake that all work is carried out by competent persons 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.
- Has at least one competent person (the nominated Qualified Supervisor) who is either a principal or full-time employee of the company and has either A, B or C:-
 - A. Served a full apprenticeship in the industry, has gained a SCOTVEC certificate in Electrical Installation parts one and two, and has successfully completed the Advanced Measurement Test (AM2). Additionally, has evidence of having successfully completed recent assessed training in current standards and regulations, and the ECS Health and Safety Assessment, or equivalent (see note below), and has completed at least two year's supervisory experience in the industry.
 - B. Gained a Level III SVQ including the Final Integrated Competence Assessment (FICA) Test and the Advanced Competence Assessment (ACA), and has evidence of having successfully completed recent assessed training in current standards and regulations (see note below), and has completed at least two years supervisory experience in the industry.
 - C. Has been granted, or is eligible to be granted, at least Approved Electrician grade and has evidence of having successfully completed recent assessed training in electrical installations to current regulations and the ECS Health and Safety Assessment, or equivalent (see note below), or has had some equivalent form of training and experience acceptable to the Central Board, and has completed at least two years supervisory experience in the industry.

Note:

Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent BS 7671 training, and within the last three years for the ECS Health and Safety Assessment. This however is at the discretion of the Central Board, depending on the level of knowledge and experience of the nominated Qualified Supervisor, and the scope of work undertaken.

The level of training required is dependant on the qualifications and experience of the applicant but will normally include a specified assessed training course in BS 7671, for those applying with qualifications listed in A and C above. For ECS Health and Safety Assessment equivalents see the SJIB website. www.sjib.org.uk

Completion of the ACA within the previous five years can be regarded as successful completion of all recent training for those applying with qualifications listed in B above.

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

Classification in this category is intended for those enterprises undertaking electrical installation work, the approval being 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. The use of SELECT Electrical Installation Certificates must be limited to this category of work.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which must include BS 7671: 2008 and the Memorandum of Guidance on the Electricity at Work Regulations 1989 (or equivalent).
- Will undertake that all work is carried out by competent persons 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.
- Has at least one nominated competent person who is either a principal or full-time employee of the company, and has the necessary skills and experience to carry out the work. In addition has successfully completed recent assessed training in Design and Verification of Electrical Installations to current regulations (see note below), and has completed at least two years supervisory experience in the industry.

Note:

Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent training. This however is at the discretion of the Central Board depending on the level of knowledge and experience of the nominated competent person, and the scope of work undertaken.

3.3 Fire Detection and Fire Alarm Systems in Dwellings only

Classification in this category is intended for those enterprises undertaking the installation of fire detection and fire alarm systems only in dwellings.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which may include 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.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5839-6 including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

3.4 Fire Detection and Fire Alarm Systems in Buildings including Dwellings

Classification in this category is intended for those enterprises undertaking the installation of fire detection and fire alarm systems in all premises, including dwellings.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which must include BS 5839-1: 2002 as amended, Fire detection and fire alarm systems for buildings – Code of Practice for system design, installation, commissioning and maintenance and 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.

Additional appropriate documentation may include: 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.

- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5839-1 and BS 5839-6 including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work, has evidence of having undergone relevant training in the requirements of BS 5839-1 and BS 5839-6 and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

3.5 Emergency Lighting Systems

Classification in this category is intended for those enterprises undertaking the installation of emergency lighting systems.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which must include the following:
 - a) BS 5266-1: 2005, Emergency Lighting - Code of practice for the emergency lighting of premises.
 - b) BS 5266-8: 2004 (BS EN 50172: 2004) Emergency Escape Lighting Systems.

Additional appropriate documentation may include BS 5266-7: 1999 (BS EN 1838: 1999) as amended, Lighting Applications – Emergency Lighting.

- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5266 including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work to the appropriate standards and meets the

requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

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

Classification in this category is intended for those enterprises undertaking the manufacture and/or installation of control panels and control systems.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which may include the following:
 - a) BS EN ISO 13849-1: 2006 Safety of machinery. Safety-related parts of control systems. General principles for design.
 - b) BS EN 60204-1: 2006 Safety of Machinery. Electrical equipment of machines. General requirements.
 - c) BS EN 1088: 1995 Safety of Machinery. Interlocking devices associated with guards. Principles for design and selection.
 - d) BS EN ISO 14121-1: 2007 Safety of Machinery. Risk assessment. Principles.
 - e) BS IEC 61508: 2002 Functional safety of electrical / electronic / programmable electronic safety-related systems.
- Will undertake that all work is carried out by competent persons to appropriate standards and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989, where appropriate.
- Has at least one nominated competent person who has the necessary training and skills to carry out the work to the appropriate standards and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

3.7 Hazardous Areas

Classification in this category is intended for those enterprises undertaking electrical installation and maintenance work on low and extra-low voltage electrical installations and equipment up to 1kV in potentially explosive (gaseous and/or dust-laden) atmospheres other than mines.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which may include the following:
 - a) BS EN 1127-1: 2007 Explosive atmospheres – Explosion prevention and protection. Basic concepts and methodology.
 - b) BS EN 60079-10: 2003 Electrical apparatus for explosive atmospheres. Classification of hazardous areas.
 - c) BS EN 60079-14: 2003 Electrical apparatus for explosive atmospheres. Electrical installations in hazardous areas (other than mines).
 - d) BS EN 60079-17: 2007 Explosive atmospheres. Electrical installations inspection and maintenance.

- e) APEA/IP guidance for the Design, construction, modification, maintenance and decommissioning of filling stations – 2nd edition 2005.
- Will undertake that all work is carried out by competent persons to appropriate standards including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has successfully completed COMP'Ex' training units appropriate to the hazardous area work undertaken and meets the requirements for a nominated Qualified Supervisor in work category 3.1 for Low and Extra-low Voltage Electrical Installations up to 1kV.

3.8 Security Systems

Classification in this category is intended for those enterprises undertaking the installation of security systems.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which must include BS EN 50131-1: 2006, Alarm systems. Intrusion and hold-up systems. System requirements.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS EN 50131 and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and has the necessary training and skills to carry out the work to the appropriate standards.

3.9 Voice and Data Systems

Classification in this category is intended for those enterprises undertaking the installation of voice and data systems.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which may include the following:
 - a) BS EN 50173-1: 2007 Information technology. Generic cabling systems. General requirements.
 - b) BS EN 50173-2: 2007 Information technology. Generic cabling systems. Offices premises.
 - c) BS EN 50174-1: 2001 Information technology. Cabling Installation. Specification and quality assurance.
 - d) BS EN 50174-2: 2001 Information technology. Cabling installation. Installation planning and practices inside buildings.
 - e) BS EN 50174-3: 2003 Information technology. Cabling installation. Installation planning and practices outside buildings.
 - f) PD1002: 1997 A Guide to cabling in private telecommunications systems.

- g) BS 6701: 2004 Telecommunication equipment and telecommunications cabling. Specification for installation, operation and maintenance.
 - h) BIP 0007: 2004 Telecommunications cabling and equipment installations – a guide to requirements and responsibilities.
- Will undertake that all work is carried out by competent persons to appropriate standards and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989, where appropriate.
 - Has at least one nominated competent person who is either a principal or full-time employee of the company and has the necessary training and skills to carry out the work to the appropriate standards.

3.10 In-Service Inspection and Testing of Electrical Equipment

Classification in this category is intended for those enterprises undertaking in-service inspection and testing of electrical equipment.

Classification in this category may be achieved if the enterprise:

- Has publications and documentation appropriate to the range and scale of work undertaken which must include the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment (as amended).
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in the IEE Code of Practice and shall conform with the requirements of BS7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company, has the necessary skills and experience to carry out the work and has successfully completed recent assessed training on in-service inspection and testing of electrical equipment (see note below).

Note:

Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent training. This however is at the discretion of the Central Board depending on the level of knowledge and experience of the nominated competent person, and the scope of work undertaken.

4.0 Certification of Work

The Electrical Installation Enterprise shall issue appropriate certification, in accordance with the relevant standards, for all work carried out. For record and assessment purposes the Electrical Installation Enterprise shall have available, as a minimum, copies of certification issued within the previous 12 months.

5.0 Assessment Decision

On completion of the technical assessment the Electrical Installation Enterprise will receive an inspection and assessment report recording any non-compliances from the relevant technical standards and membership criteria, including any corrective remedial action and the time-scale for its completion.

6.0 Frequency of Assessment

6.1 The maximum period between assessments (audits) shall be three years. Notwithstanding this period, a shorter time interval may be specified under the circumstances outlined in Section 6.2 below or should the Electrical Installation Enterprise be required to undertake corrective remedial action arising from a previous assessment.

6.2 A further assessment will also be necessary within a shorter time interval in the following circumstances:

6.2.1 The Electrical Installation Enterprise wishes to be recognised for new categories of work.

6.2.2 There has been a change of nominated Competent Person. (See 2.0 Definitions)

6.2.3 Where complaints have been received against the Electrical Installation Enterprise.

6.2.4 Where the Enterprise is a member of an additional scheme which requires more frequent assessments.

6.3 The Electrical Installation Enterprise has a **duty** to immediately advise SELECT should any of the circumstances listed in 6.2 arise and to comply with the requirements regarding assessment.

7.0 Assessment Marks and Logos

7.1 The Electrical Installation Enterprise shall use specified marks or logos only as authorised by SELECT.

7.2 When an assessed enterprise is removed from the list of assessed enterprises, it shall immediately cease to be authorised to use the mark or logo of SELECT and any such other marks or logos as are conveyed by and conditional upon membership of SELECT.

CODE OF PRACTICE

Appendix 2
Code of Practice

Introduction

SELECT is the trade association for the electrotechnical industry in Scotland.

This Code of Practice aims to ensure the best possible relationship between SELECT Member firms and their customers.

The Code covers all electrotechnical work undertaken by Member firms in the work categories in which they have been satisfactorily assessed by SELECT.

The Code is in addition to the customer's statutory right.

Work

All work carried out by SELECT Members is required to comply with relevant British or European Standards, the Building (Scotland) Regulations and/or other relevant regulations, including Health and Safety legislation.

SELECT Members will use their skill and knowledge to complete their work in the most efficient, timeous and economical manner and in accordance with the terms and conditions of the contract used.

Quotations/Estimates and Tendering

Wherever possible quotations/estimates and the scope of work shall be in writing and include any qualifications, charges imposed and programme of work and state clearly when payments are due to be made by the customer. Where, during the course of work being carried out, changes are sought, the charges for the amended work should be agreed and customers kept informed, whenever possible, of costs and work programmes.

Prior to starting work Members are urged to request acceptance of a quotation/estimate by the customer, in writing.

Where, because of the nature of the task in hand, it is not possible to agree a price before work starts, it should be made clear to the customer that charges will be on a labour and materials basis. Both parties should agree the hourly labour charge that will be made together with any incidental costs, such as travel and accommodation costs, where appropriate.

SELECT Members should keep accurate records of work carried out, labour and materials used and all related expenses. SELECT members are required to comply with tendering procedures that conform to current recognised Industry Codes.

SELECT members are required to use fair conditions of contract and promote the usage of standard forms of contract.

Guarantees

SELECT Members shall carry all relevant insurance, including professional indemnity insurance, as necessary.

Members shall provide customers with the terms and duration of any guarantee with the quotation/estimate and pass benefits of separate manufacturers' guarantees for materials used (if available) to the customer. When the operation of a guarantee is conditional on the appropriate use or maintenance of an installation by the customer, this should be brought to the customer's attention.

Advertising

All promotion and advertising is required to comply with the current British Code of Advertising Practice and Sales Promotion.

Complaints Procedure

In event of any complaint about the standard of work carried out, the customer should first raise the matter with the Member firm and give them full opportunity to rectify any alleged faults, defects or deviations from current standards. The Member firm is required to investigate any complaint made and take the necessary action to resolve it within a reasonable time.

SELECT will assist if the matter cannot be brought to a satisfactory conclusion. The customer will be requested to complete and forward a complaint form providing details of the complaint, including any relevant documentation to SELECT.

SELECT will contact both parties and if necessary arrange to inspect the work in question.

If defects are identified, SELECT will liaise with the Member and the customer in order to reach agreement on any required rectification work and, once agreed, the Member will be provided with a detailed report to action. On completion of the necessary work, SELECT will seek confirmation of the satisfactory resolution of the complaint from the customer.

Where it is not possible to involve the Member firm that carried out the original work, SELECT will deal with the complaint in its entirety and, if required, employ another SELECT member to assist.

Monitoring and Compliance

An independent Registration Board will monitor compliance with this Code of Practice. Any decision by SELECT can be appealed with the Registration Board.

SELECT can take disciplinary action if a Member does not comply with SELECT's Constitution and Rules.

Complaints Resolution Procedure

