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## Overview

This standard is for Individuals who are responsible for approving that completed electrical installation work in “Dwellings” is in compliance with Building Regulations (England and Wales) and the identified category of the electrical installation work and its specification.

This standard is about the technical competencies involved with interpreting requirements from work specifications, monitoring the progress of electrical installation operatives for whom you are responsible in the workplace, and ensuring that relevant technical, regulatory and safety issues are complied with appropriately.

## Approve Completed Electrical Installation Work In Dwellings In Compliance with Building Regulations

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### Performance criteria

- You must be able to:*
- P1 identify from the work specification what materials and plant and equipment are required in order to carry out the work efficiently, effectively and safely
  - P2 plan and confirm a programme of work with relevant people which includes effective co-ordination with the work of other contractors
  - P3 confirm that the correct amount and type of materials are available for the electrical installation work to be undertaken
  - P4 allocate duties and responsibilities to electrical installation operatives to make best use of their skills and job capabilities
  - P5 instruct the electrical installation operatives about their duties and responsibilities clearly and concisely
  - P6 ensure that all your communications are clear, accurate and appropriate to the situation
  - P7 ensure that all documentation is in accordance with relevant organisational and regulatory requirements and is legible, accurate and within given timescales
  - P8 monitor that the work of electrical installation operatives is
    - P8.1 safe
    - P8.2 resource-effective
    - P8.3 within the programme of work and meets industry standards
  - P9 ensure that inspection, testing and commissioning activities are carried out
    - P9.1 safely
    - P9.2 resource-effectively
    - P9.3 within the programme of work
    - P9.4 in accordance with industry recognised working practices
    - P9.5 in accordance with relevant regulatory requirements including:
      - i. Building Regulations (England and Wales)
      - ii. BS7671 Change to British Standard 7671:2008
  - P10 ensure that safe and appropriate action is taken promptly where a non-compliance is identified during the programme of work
  - P11 recognise and comply to the scope and limits of your responsibility and job role
  - P12 liaise with the relevant person to resolve issues which are outside the scope of your job role
  - P13 ensure that the work on completion is safe, complies with both the work specification, industry standards and is fit for purpose
  - P14 confirm that correct procedures for the completion and dissemination of necessary documentation has been adhered to;
    - P14.1 Inspection, testing and commissioning (Installation certification)
    - P14.2 Hand-over documents

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### Knowledge and understanding

*You need to know and understand:*

- K1 the scope, purpose and requirements of the identified category of electrical installation work with which you are involved
- K2 how to interpret the work specification to identify the required materials, plant, equipment and accessories
- K3 how to plan a programme of work from the work specification
- K4 safety requirements with regard to other contractors and your ability to re-schedule work to co-ordinate with their requirements
- K5 the material schedule and how to confirm you have the right type and quantity for work to start
- K6 the skills and capabilities of the electrical installation operatives for whom you are responsible
- K7 how to plan the work allocations, duties and responsibilities of electrical installation operatives for whom you are responsible
- K8 how to communicate with others including electrical installation operatives clearly and concisely
- K9 how to be effective when communicating with and responding to others
- K10 organisational and regulatory requirements for completing the necessary documentation and how to ensure clarity, accuracy and completion within schedule
- K11 the scope for carrying out and improving the work whilst maintaining safety, resource-effectiveness and remaining within the programme of work
- K12 the relevant industry standards for work carried out in electrical installation operations
- K13 how to interpret and respond to a risk assessment and monitor changing conditions in the workplace
- K14 the advantages, disadvantages and limitations of instruments used to inspect, test and commission electrical installation work in “Dwellings”
- K15 the importance of calibrating instruments at regular intervals
- K16 the requirements, procedures and methods of
  - K16.1 inspection
  - K16.2 testing and commissioning
  - K16.3 interpreting, completing and disseminating relevant documentation (e.g. Installation Certification) as applied to the electrical installation work in “Dwellings”
- K17 how to deal with non-compliances occurring within
  - K17.1 inspections
  - K17.2 testing
  - K17.3 commissioning as applied to the electrical installation operations with which you are involved
- K18 the scope of your job role and when to involve someone with higher responsibility/accountability

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K19 how to confirm that on completion the electrical installation work you are responsible for is fit for purpose, safe and complies with industry standards and regulatory requirements

### **you should know and understand the following aspects relating to: Health and Safety**

*You need to know and understand:*

- K20 the importance of using personal protective equipment and safe appropriate tools for specific jobs
- K21 the procedures for reporting any potentially dangerous situations or incidents
- K22 isolation procedures before connection, inspection, test and commission work is undertaken
- K23 industry approved practices and instruments for confirming a supply is not present
- K24 Your legal responsibilities for health & safety as required by the Health & Safety Act and Electricity at Work Act as appropriate to electrical installation work in “Dwellings”

### **With regard to Principles and theory you should know and understand as relevant:**

*You need to know and understand:*

- K25 HSE Memorandum of guidance on The Electricity at Work Regulations (HSR 25);
  - K25.1 Building Regulations (England and Wales)
  - K25.2 British Standard 7671:2008;
  - K25.3 IEE On-Site Guide to BS7671:2008 or equivalent.
  - K25.4 Electricity Safety, Quality and Continuity Regulations 2002
  - K25.5 The principles of electrical theory and installation practices which allow for the safe and efficient connection, inspection and testing electrical wiring systems and equipment in “Dwellings”

## Additional Information

### Glossary

These National Occupational Standards identify the level of competence that is required by individuals who have the responsibility on a day-to-day basis for the safety, technical standard and quality of “Full Scope” and/or “Defined Scope” electrical installation work in “Dwellings”

1. Electrical Installation Work in a “**Dwelling**” includes work in;
  - 1.1. Houses or flats
  - 1.2. “Dwellings” and business premises that have a common electrical supply – e.g. shops or public houses with a flat/living quarter as part of the main structure
  - 1.3. Common access areas in blocks of flats such as corridors and staircases
  - 1.4. Shared amenities of blocks of flats/bedsits such as laundries, kitchen or WC
  
2. These National Occupational Standards **DO NOT** apply to a “room (s) for residential purposes” which is used by one or more persons to live and sleep in, including rooms in hotels, hostels, boarding houses, halls of residence and residential homes.”
3. These National Occupational Standards **APPLY** to electrical installations that are intended to operate at low or extra-low voltage (BS7671) and are;
  - 3.1. in or attached to a “Dwelling”
  - 3.2. in the common parts of a building serving one or more “Dwellings”, but excluding power supplies to lifts
  - 3.3. in a building that receives its electricity from a source located within or shared with a dwelling
  - 3.4. in a garden or in or on land associated with a building where the electricity is from a source located within or shared with a “Dwelling”
  
4. Electrical Installation Work is the design, installation, inspection and testing of electrical systems and equipment in “Dwellings”, as a whole system or part thereof located on the consumers side of the electricity supply. Electrical systems and equipment includes;
  - 4.1. Equipment - apparatus/components, accessories switch-gear, distribution panels, consumer units, control systems, cables/cable carriers and luminaries that are fit purpose for an electrical installation in a “Dwelling”
  - 4.2. Wiring systems – An assembly made up of cable or busbars and parts which secure and, if necessary, enclose the cable or busbars, for example multi-core and single core cables with PVC, XLPE or LSF insulation and sheathing, M I cables with or without PVC/LSF sheathing and SWA cables with PVC, XLPE or LSF insulation and sheathing, conduit, trunking and tray
  - 4.3. Accessories - devices, other than current-using equipment, associated with such equipment or with the wiring of an installation
  - 4.4. Appliance - an item of current-using equipment other than a luminaire or an independent motor
5. The categories of Electrical Installation Work in “Dwellings” are;
  - 5.1. Full Scope (Level A) “Electrical Installation Work” includes the

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- design, installation, inspection and testing of electrical installation work that is associated with dwellings and is intended to operate at a voltage that does not exceed low-voltage
- 5.2. Defined Scope (Level B) “Electrical Installation Work” that is limited to the design, installation, inspection and testing of defined electrical installation work intended to operate at a voltage that does not exceed low-voltage that is associated with dwellings and is undertaken in connection with, or ancillary to some other work
6. Defined Scope Electrical Installation Work in “Dwellings” can be;
    - 6.1. Plumbing
      - connection of an “Appliance” flex into a fused Spur Unit
      - additions to and extensions of certified fixed wiring systems
      - replacement of accessories and equipment – e.g. double-pole switch for a shower-unit to a pre-installed supply cable/outlet
    - 6.2. Gas installation work (Similar to plumbing)
    - 6.3. Installation of oil-fired combustion appliances;
    - 6.4. Installation of solid fuel burning combustion appliances;
    - 6.5. Installation or refurbishment of kitchens, bathrooms or bedrooms;
    - 6.6. Stair-lift installation work;
    - 6.7. Air conditioning installation work;
    - 6.8. Installation of domestic extractor fans;
    - 6.9. Installation of security systems;
    - 6.10. Installation of telecommunications systems;
    - 6.11. Installation of door or gate entry systems;
    - 6.12. CCTV systems;
    - 6.13. Property maintenance.
    - 6.14. Spa bath installations
    - 6.15. Swimming pool installations
  7. A Competent Person is a person with sufficient technical knowledge and competence to undertake the identified “Electrical Installation Work” in “Dwellings” in terms of preventing danger, the risk of injury and be able to render “Electrical Installation Work” fit for purpose in terms of the identified scope of work
  8. Qualified Supervisor - a competent person with specific responsibility on a day-to-day basis for the safety, technical standard and quality of “Full Scope” electrical installation work in “Dwellings”
  9. Responsible Person - a person who is competent to do electrical work and has specific responsibility on a day-to-day basis for the safety, technical standard and quality of “Defined Scope” electrical installation work in “Dwellings”
  10. **Principal Duty Holder** - can be a person who is appointed by the enterprise to have responsibility for the maintenance of the overall standard and safety of electrical installation work in “Dwellings”

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## Approve Completed Electrical Installation Work In Dwellings In Compliance with Building Regulations

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**Suite** Ensuring the Compliance of Electrical Installation Work in Dwellings with the Building Regulations (England & Wales)

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