



# Competent Person Scheme Guide

## Well known & highly respected

NICEIC is the UK's leading certification body for the electrical contracting industry and wider building services sector with over 37,000 certified businesses.

There are many benefits to becoming an NICEIC certified business, details of which can be found inside. In addition to the services we provide we promise to work hard at promoting your business to consumers, householders and specifiers.

NICEIC is the leading industry voice of Technical Excellence, with over 65 years heritage.

### Platinum Promise

Put simply, our Platinum Promise is protection for your customers. If an NICEIC certified business carries out work that falls within their scope of certification but it turns out to be non-compliant - and they have ceased trading – then we will step in. At no extra cost to the customer, we will employ another business to rectify the non compliant work. Subject to the Platinum Promise Conditions & Exclusions.



## Tools to Build your Business

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**NICEIC** and Scheme  
Logos

for your business vehicles,  
stationery and website



**Opportunity**

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with TrustMark -

**Trustmark.org.uk**

**NICEIC**

personalised business stationery  
and photo UD cards

Available  
to order



**NICEIC  
Contractors**

promoted to  
consumers and  
specifiers

**Opportunity**

to become registered with  
Which? Trusted Traders -

**Trustedtraders.Which.  
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**Supported Over**

**117,000**

consumers find  
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to certify  
and notify  
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Classroom  
and In-house  
Training  
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queries through  
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## Overview

Competent Person Schemes (CPS) allow certified businesses who are competent in their field, to self-certify certain types of building work as compliant with the requirements of the Building Regulations in England and Wales.

Competent Person Schemes help to tackle the problem of unqualified tradespeople by raising standards in the industry and enabling consumers to identify competent installers. They also allow building control bodies to concentrate their resources on areas of higher risk.

These schemes offer benefits to both the building industry and consumers:

- Certified businesses save time by not having to notify in advance and use a building control body (i.e. a local authority or a private sector approved inspector) to check/inspect their work
- Businesses certified on the scheme are able to self-certify their work online. NICEIC will then issue a certificate to the customer and advise the relevant local authority that work has taken place, reducing the paperwork for you
- The schemes offer a complete solution to multi-disciplinary businesses and specialist businesses, who in a single job may undertake installations covered by several different Building Regulations
- The schemes cover work carried out in domestic and non-domestic premises
- Consumers will benefit from lower prices as building control charges will not be passed on.

# Building Regulation Registrations

Please see below what work Competent Person Scheme certification can cover and what is notifiable.

## Cavity and Solid Wall Insulation in an Existing Building

Work undertaken in respect of cavity wall, internal wall, external wall and hybrid insulation installation, in buildings 18 meters and under. (not including the insulation of demountable-clad buildings).

### Notifiable work

- Install cavity wall insulation
- Install internal solid wall insulation
- Install external solid wall insulation system
- Install hybrid solid wall insulation

For insulation certification, examples of the Approved Documents you may be assessed against are Approved Documents F and L.\*

## Oil installation

Work undertaken on oil appliances, including liquid biofuels.

### Notifiable work

- Install an oil storage tank
- Install oil supply pipework
- Installation of an oil fired boiler
- Install an oil-fired room heater, stove or cooker
- Install a non-masonry flue/chimney system
- Install a flue liner

For oil certification, examples of the Approved Documents you may be assessed against are Approved Documents J and L\* and other guides such as the Domestic Building Services Compliance Guide.

## Solid Fuel Appliance Installation

Work undertaken on solid fuel appliances, other than a biomass appliance.

### Notifiable work

- Install a solid fuel dry fuel room heater, stove or cooker
- Install a solid fuel wet boiler, room heater, stove or cooker
- Install a solid fuel stove with warm air distribution system
- Install a solid fuel dry open fire
- Install a non-masonry flue/chimney system
- Install a flue liner

For solid fuel certification, examples of the Approved Documents you may be assessed against are Approved Documents J, F and L\* and other guides such as the Domestic Building Services Compliance Guide.

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## Heating and Hot Water Systems

Work undertaken on hot water storage systems, heating systems and heat recovery devices such as wastewater heat recovery.

### Notifiable work

- Install a hot water system without storage
- Install an unvented hot water storage vessel
- Install a vented hot water storage vessel
- Install a heating system
- Install an extension to an existing heating system
- Install a waste water heat recovery device
- Install a flue gas heat recovery device

For heating and hot water systems certification, examples of the Approved Documents you may be assessed against are Approved Documents G, J and L\* and other guides such as the Domestic Building Services Compliance Guide.

## Plumbing and Water Supply Systems

Work undertaken on wholesome and softened wholesome water supply, non-wholesome water (not involving work on shared or underground drainage) as well as work on toilets, sinks, washbasins, fixed baths, showers or bathrooms in dwellings.

### Notifiable work

- Install/replace sanitary ware
- Install water efficient taps (Non replacement only)
- Install a water efficient shower (Non replacement only)
- Install wholesome cold water supply
- Install a supply of non-wholesome water to a sanitary convenience

For plumbing and water supply systems certification, examples of the Approved Documents you may be assessed against are Approved Documents G and L\* and other guides such as the Domestic Building Services Compliance Guide.

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## Microgeneration Installations

Work undertaken on heat pumps, solar thermal and solar PV.

### Notifiable work

- Install a solar thermal system
- Install an air source heat pump
- Install a ground source heat pump
- Install a water source heat pump
- Install a photovoltaic system

For microgeneration installation certification, examples of the Approved Documents you may be assessed against are Approved Documents A, G, E and L.\*

## Ventilation and Air-conditioning System Installations

Work undertaken on ventilation, heat recovery and airconditioning systems in dwellings and non-dwellings.

### Notifiable work

- Install an air conditioning system in a non-dwelling
- Install a mechanical ventilation system in a non-dwelling
- Install a mechanical installation heat recovery system in a non-dwelling
- Install an air conditioning system in a dwelling
- Install a mechanical ventilation system in a dwelling
- Install a mechanical ventilation heat recovery system in a dwelling

For ventilation and air-conditioning certification, examples of the Approved Documents you may be assessed against are Approved Documents F and L\* and other guides such as the Domestic Building Services Compliance Guide and the Ventilation Compliance Guide.

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## Electrical Installations - Dwellings

Work undertaken in dwellings, which covers the installation of new circuits as well as work on existing electrical installations.

### Notifiable work (England)

- Circuit alteration or addition in a special location
- Install one or more new circuits
- Install a replacement consumer unit
- Rewire of all circuits
- Partial rewire
- New full electrical installation (new build)

### Notifiable work (Wales)

- Circuit alteration or addition in a special location
- Install one or more new circuits
- Install a replacement consumer unit
- Rewire of all circuits
- Partial rewire
- New full electrical installation (new build)
- Install a new circuit for ELV lighting within a dwelling
- Install a new circuit for electrical heating
- Installation of a generator (excluding microgeneration)
- Circuit alteration or addition in a kitchen
- Install electrical lighting and/or power outdoors
- Install control wiring including that of fire/security/heating/cooling/ventilation
- Upgrade of alteration to means of earthing

For electrical work in dwellings certification, examples of the Approved Documents you may be assessed against are Approved Documents A, B and P.\*



## Electrical Installations - Buildings other than Dwellings

Work undertaken in buildings other than dwellings, which covers the installation of lighting or electrical heating systems.

### Notifiable work

- Installation of non-domestic energy efficient lighting
- Installation of non-domestic energy efficient electrical heating system

For electrical work in buildings other than dwellings certification, examples of the Approved Documents you may be assessed against are Approved Documents L.\*

**This notifiable list is not comprehensive and is subject to change. If you are in any doubt you should contact your local building control body or competent person scheme for advice.**

### Competence Requirements

Applicants to the Competent Persons Scheme for any of the above types of work need to demonstrate the Minimum Technical Competence requirements published by the Department of Leveling Up, Housing and Communities.

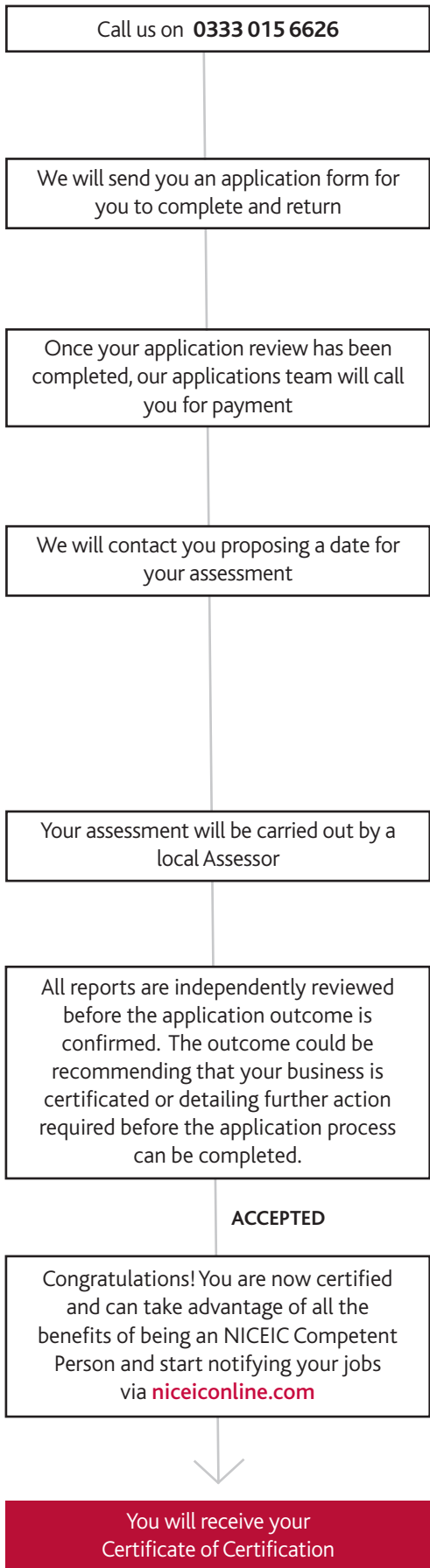
(<https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised#minimum-technical-competence-mtc-requirements-for-competent-person-schemes>).

Qualifications to a national vocational standard Level 2 or above would be expected.

\* Approved Documents can be found [here](#)

# Application Process

## Route 1



## Route 2



\*An example: NICEIC Certification's Domestic Ventilation Certificate of Competence which is mapped to ISO/EN 17024 and industry technical standards. More details can be found at niceic.com/contractor/training

## Application Requirements Checklist

Listed below is a summary of the application requirements for the Competent Person Scheme. Each technology has individual specific requirements.

- The business holds copies or has access to the Building Regulations
- The business completes certification and/or commissioning detailed in the building regulations or other relevant standards
- The business has a minimum of £2 million Public Liability Insurance and where appropriate, Professional Indemnity Insurance / Employers Liability insurance. Insurance must be appropriate to the risk, nature, scope and scale of work undertaken. Insufficient Public Liability Insurance will prevent a site assessment being carried out. This could be insufficient financial cover, business name(s), address etc. NICEIC Insurance Services offer NICEIC certified business's 10% discount on contractor insurance, a free, no obligation insurance Health Check and highly competitive rates - Visit our [insurance website](#) for more information
- The business has and maintains suitable tools and equipment for all installation work undertaken
- The business has completed an installation, for each of the type of work applied for which access has been agreed/ arranged for the assessment

## Preparation for your Assessment

The assessment of the Competent Person Scheme comprises of two parts:

### 1. Assessment of the documentation used by the business

The business will be assessed against the below requirements:

**Your business must operate robust management systems and processes, please have the following in place.**

- Have an individual responsible for the business's certification and all activities relating to Compliance with the Building Regulations (usually a business owner or director)
- Have a Health and Safety policy that identifies risks associated with installation(s)
- Have a process for identifying and resolving product and process non-conformities
- Maintain records for a minimum of 6 years
- Operate a complaints process
- Have a system for ensuring and recording all equipment is calibrated and maintained
- Ensure all product storage and transportation is conducted safely and in accordance to manufacturer's instructions
- Ensure and record all employees and subcontractors competence and training
- Have a process for assigning work to the appropriate staff and supervising their work (including subcontractors)

- Demonstrate management of subcontractors, if applicable
- Ensure work is inspected and verified by the appropriate competent person
- Have a process for notifying that installations meet the requirements of Building Regulations
- Ensure work is undertaken by competent persons and in compliance with the Building Regulations relevant to the country(ies) in which the business operates
- Be competent to Mandatory Technical Competence requirements
- Provide access to records or previous and current installation work

## 2. On-site Assessment

The business needs to demonstrate it can install the measures it is applying/certified for. It is important that sufficient samples of work which are reflective of work undertaken within your NICEIC certification are within an area to allow the Assessor time to travel to all sites and back to your contracting office within the allocated time. If this isn't possible and we are unable to complete the Assessment, then an additional chargeable assessment will be required.

This is established through an on-site assessment, the installation should:

- The travel time between the office and the site should typically be no more than 30 minutes.
- Have been pre-arranged with the customer to ensure access and permission
- Have a risk assessment to ensure the safety of all personnel
- Be accompanied by the operative that was responsible for the installation work
- Have one example of each measure installed; it is preferable if more than one measure is located at the same site
- Be the business's own work that they take full responsibility for, which includes any liabilities for non-conformances

## Assessment Outcomes

At the end of your assessment, the assessor will make one of the following recommendations to our Head Office for validation:

**Recommended** - Your business will be recommended for certification if your document system and installation work are compliant.

**Further action required** - Your business will be notified of any areas that need to be addressed. In some cases this will be achieved by providing documentary evidence such as when a technical reference document needs to be purchased. In some cases you will need a further chargeable assessment if the matter is relating to the technical standard of work.

**Not recommended** - Your business did not comply with the requirements of the scheme at either the office or on-site assessment.

More information on our Competent Person Scheme can be found on our [website](#).

## Notifying Work

Competent Persons undertaking installation work are required by the Building Regulations to notify specified work to local authority building control.

Once successfully certified, our simple online notification service will allow you to easily submit these details. We will then notify building control and send your customer a Building Regulations Compliance Certificate on your behalf, confirming that the work complies with the relevant Building Regulations.

For more information on NICEIC's Online Certification visit our [website](#).

Details of notifiable work need to be provided to NICEIC within 25 days of completion of the work.

### Payment of Notifications

You can choose to pay by Direct Debit, to set this up please call us on 0333 015 6625.

Alternatively, if you choose to pay by another method, your certification invoices will be due immediately.

## After you are Certified

As a Competent Certified Business you must demonstrate that you are continuing to comply with NICEIC Scheme Rules and that technical standards are being maintained.

We will ensure this by undertaking assessments with you on a regular basis, normally every year.

## What is TrustMark?



TrustMark is the Government Endorsed Quality Scheme that covers work a consumer chooses to have carried out in or around their home. When a consumer chooses a TrustMark Registered Business, they are engaging an organisation that has been thoroughly vetted to meet required standards and has made a commitment to good customer service.

NICEIC are approved to carry the TrustMark logo and recruit reliable and trustworthy businesses onto the TrustMark register. This enables TrustMark and its scheme operators to provide reputable businesses to consumers, improve sector standards and tackle related issues such as better enforcement.

For more information on TrustMark please visit [www.trustmark.org.uk](http://www.trustmark.org.uk)






As a TrustMark Operator, we are able to offer TrustMark registration to our certified businesses.

**For more information or to access any of our services contact us now:**

**Telephone** 0333 015 6626 **Email** [renewablesadmin@certsure.com](mailto:renewablesadmin@certsure.com)

**Post** Warwick House, Houghton Hall Park, Houghton Regis, Bedfordshire, LU5 5ZX

**Online** [niceic.com](http://niceic.com)

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