

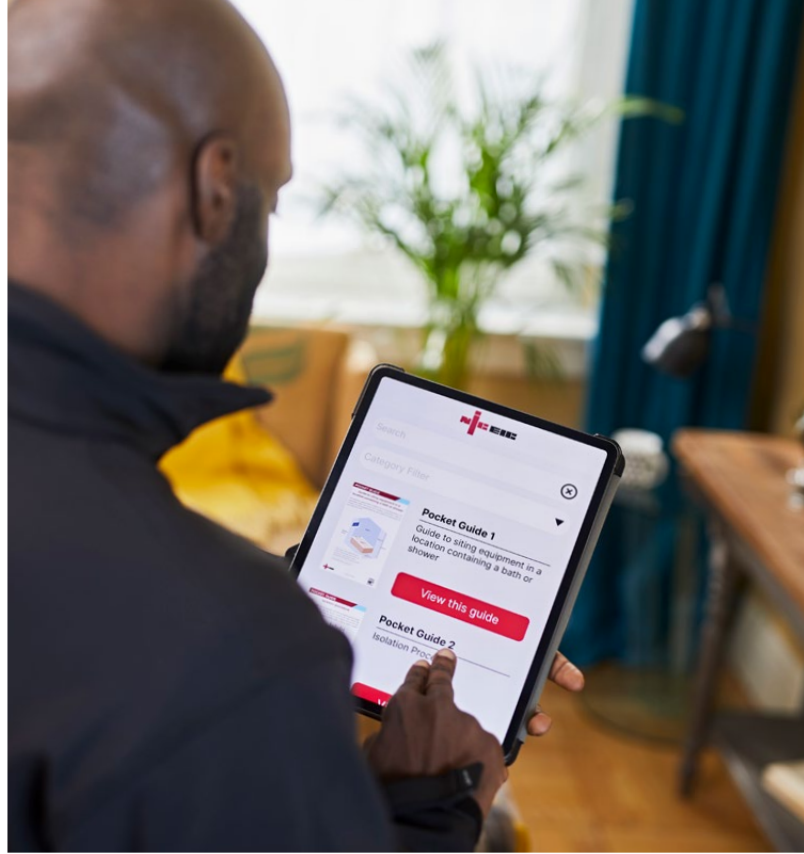
➡ NICEIC. The sign of a serious professional.

Competent Person scheme guide

Become a CPS Installer.

- ➡ How your business can benefit
- ➡ What work the scheme covers
- ➡ How to apply for certification





Contents

NICEIC – well known and highly trusted	4
The Platinum Promise	4
Benefits you can build your business on	6
Competent Person scheme overview	7
What does the scheme cover?	8
Let's get you certified	9
Your assessment	10
Certification	11
After you are certified	11
Contacting NICEIC	12

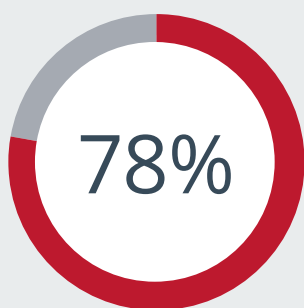
"No-one has the kudos of NICEIC. I don't know how anyone can have credibility without the NICEIC seal of approval."

Keith Basing, Phoenix ME

Build your reputation on ours

NICEIC has been the UK's largest certification body for electrical businesses for almost 70 years, with over 40,000 currently certified with us. As the industry leader, we drive the highest standards of competence and safety.

NICEIC-certified businesses demonstrate these standards through rigorous assessments and continuing professional development. Once certified, we provide ongoing advice and support, and list your business on our online '[Find a trusted NICEIC tradesperson](#)' register. We help build public trust in trade professionals – and we never compromise on that trust.



NICEIC-certified businesses completed 78% of all notifiable electrical work in England & Wales*

* percentage correct for the period 04/24 – 09/24

Platinum Promise

Our Platinum Promise is protection for your customers. If an NICEIC-certified business carries out work (within their scope of certification) that turns out to be non-compliant – and they have ceased trading – we will step in to rectify the problem. At no extra cost to the customer, we will employ another business to rectify the non-compliant work.

Subject to the Platinum Promise conditions and exclusions.

More information on our Platinum Promise process, conditions and exclusions can be found [here](#).



Supporting our NICEIC-certified businesses in 2024

NICEIC in numbers

48%

of all MCS installations in the UK completed by NICEIC-certified businesses



49,300+

technical helpline calls answered



40,000+

businesses currently certified with us



36,000+

assessments carried out



14,100+

businesses covered with tailored insurance



1,300+

training courses delivered



412,000+

consumers connected with NICEIC-certified businesses through our Don't Do DIY national marketing campaign



59,000+

joined The Wire webinars live and on-demand



35,900+

Pocket Guides app downloads



Benefits you can build your business on

Being an NICEIC-certified business not only gives you credibility and a competitive edge, it also comes with a range of benefits that can save you time and money.

Giving you access to the industry's best technical minds and resources



Technical helpline for expert support with installations, compliance and products.



NICEIC Pocket Guides app with 37+ technical guides.



CPD resources including The Wire webinars, NICEIC events, quarterly Connections magazine, live Technical Q&As and our monthly Circuit e-newsletter.



Regular assessments to help you stay compliant, with guidance and technical advice.



10% discount on in-person and online training plus qualifications covering everything from electrical and renewables to emergency lighting and fire alarms.



NICEIC Online Certification System saving you time and money by self-certifying your work, and completing and sending certificates and reports.



Savings on specialist, tailored trade insurance.



Discounts on branded NICEIC workwear and tools in our online shop and 10% off selected purchases at TradePoint.

Driving demand from customers



National marketing campaigns to raise public awareness of the high standards of NICEIC-certified businesses.



Find a trusted NICEIC tradesperson tool to receive marketing-qualified leads from consumers and specifiers straight to your inbox. We are connecting thousands of customers with NICEIC-certified businesses every single day.



Opening up opportunities with specifiers such as facilities businesses, landlords and housing associations.

Representing you in the industry



Communicating your voice and influencing government and sector bodies through our role on industry committees.



Shaping future policy and regulations informed by your feedback.

Competent Person scheme overview

This scheme guide supports 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.

We can cover for Building Regulations notification in gas, heating and hot water, ventilation, plumbing and microgeneration. For contractors only doing electrical work we recommend [NICEIC's Domestic Installer scheme](#).

When you're certified for the NICEIC Competent Person scheme you can:

- Save time – you don't have to notify the local authority in advance of the work. Simply notify your work online with us, and we will issue a building compliance certificate to your customer and advise the relevant local authority that work has taken place.

- Improve the service you offer your customers - when you're certified under the Competent Person scheme, your consumers also benefit from lower prices, as any building control charges will not be passed on.

MCS and PAS 2030 certified business can take advantage of reduced prices and assessment time by combining their scheme assessments.



The Competent Person scheme certification can cover:

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). For insulation certification, examples of the Approved Documents you may be assessed against are [Approved Documents F and L](#).

Solid fuel appliance installation

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

Heating and hot water systems

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

Microgeneration installations

Work undertaken on heat pumps, solar thermal and solar PV. 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 air conditioning systems in dwellings and non-dwellings. 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.

Electrical installations – dwellings

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

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.

For electrical work in buildings other than dwellings certification, examples of the Approved Documents you may be assessed against are [Approved Documents L](#).

For a more comprehensive list of notifiable work please visit our [webpage](#).

Let's get you certified

Applying for NICEIC schemes is a straightforward process. Your business will need to submit an online application form, pay an application fee and undergo an assessment against the requirements of the NICEIC Competent Person scheme.

In your application, you'll need to disclose your contracting address – the place where you carry out and/or manage work included in the scope of certification, and where post can be sent – to meet the requirements of the Economic Crime and Corporate Transparency Act.

This must be a physical location. Virtual offices, PO boxes and digital office platforms are not acceptable.

You will need to complete an online application form and submit your application with your relevant insurance documents and Competent Persons' qualifications. Your application will not progress if you have not uploaded your insurance and qualifications information.

A fully completed application must be signed by the Principal Duty Holder (PDH) on behalf of the business for each contracting office that required certification.

Along with your fully completed application form and supporting documents you will be required to pay a non-refundable application fee. Your application will then be reviewed. Once your application has been verified as meeting the requirements of the scheme, we will arrange an assessment.

You are not permitted to use our scheme landmarks until certification has been achieved.



Your assessment

Your assessment is a fundamental part of your business certification with NICEIC.

It allows your business to display the NICEIC scheme landmark with pride knowing that your business has met the high standards that people expect from NICEIC-certified businesses.

It is your chance to show that your business:

- has insurances, documentation and records in place to support you and your customers
- carries out work that complies with the relevant industry standards.

It also gives you an opportunity to ask your Assessor any technical questions you might have.

Your NICEIC Assessor will need to meet two key people: your Competent Person and your Principal Duty Holder (PDH). In some businesses the same person can fulfil both roles.

Being fully prepared for your assessment is the key to a good outcome. We're here to help you every step of the way. Please review our comprehensive [assessment guide and checklist](#) for more information.



Certification

Once your assessment is completed by the Assessor, and validated, we'll give you the results. If your business is certified, you will receive a certificate and gain access to the many benefits being a NICEIC-certified business brings (see page 6) or visit our [website](#).

Once your business is certified

To give assurances to your customers that your business is continuing to comply with the requirements of the relevant scheme rules, your business will require surveillance assessments, normally at annual intervals.

Please refer to our [assessment guide and checklist](#) for more detailed information.



About NICEIC

For almost 70 years, NICEIC has been the UK's largest certification body for electrical businesses with over 40,000 currently certified with us. As the industry leader, we drive the highest standards of competence and safety.

We assess, certify and train electricians, plumbers, renewable energy installers, and gas and heating engineers. To become certified, businesses must demonstrate their compliance with technical standards and industry best-practice through rigorous assessments and continuing professional development.

Trade professionals look to us for certification and technical leadership, and value the credibility our name gives theirs. We provide ongoing advice and support, and list their businesses on our online 'Find a trusted NICEIC tradesperson' tool.

We help build public trust in trade professionals – and we never compromise on that trust. We work alongside government and industry to shape policy and drive standards. Many UK businesses, government organisations, local authorities and landlords will only work with NICEIC-certified businesses.

The NICEIC brand is owned and managed by Certsure LLP.

Contacting NICEIC

Post

Warwick House,
Houghton Hall Park,
Porz Avenue, Houghton Regis,
Dunstable, LU5 5ZX.

Call

0333 015 6625

Email

renewablesadmin@niceic.com

Website

niceic.com

