



Hazardous Area scheme assessment

Guidance and checklist

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Introduction

We know your time is important. So whether you're applying to gain certification for the first time or completing a surveillance assessment, this guide will help you know what to expect, the steps involved and explain the terminology we use.

Your assessment is a fundamental part of your business's certification with NICEIC. It allows your business to display the NICEIC brandmark with pride knowing that your business has met the high standards that people expect from NICEIC-certified businesses.

It's 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.

This assessment guide and checklist explains how to book and fully prepare, including what to have ready to show your assessor, as well as some top tips to ensure a successful outcome.

**Anyone can carry a toolbox.
Only the best carry our badge.**



Your assessment

Assessments are not one size fits all.

Ideally, the samples of work in all the work categories you undertake should be within a local area, so your assessor has time to travel to all sites and back to your contracting office within the allocated time. If this isn't possible, an additional chargeable assessment will be required.



Booking your application assessment

Once your online application, insurance and qualifications documents have been validated and payment made, we will contact you to agree a suitable pre-assessment visit.

Booking your surveillance assessment

- 12 weeks prior to the date proposed at your pre-assessment, we will contact you to confirm your availability and arrangements for the HA assessment visit.
- Eight weeks before your assessment is due, we will send you an email confirming the agreed date.
- Remember: without regular assessments your business risks losing its certification.

Important

If anything significant has changed since your last assessment – such as your Principal Duty Holder (PDH) or Qualified Supervisor HA (QS HA) leaving the business, or the HA electrical work categories you undertake differing – please contact us so we can update the details we hold and ensure the appropriate assessment is scheduled.

Your QS HA will be expected to make adequate arrangements for access to HA electrical work at each of the sites selected, and to accompany your assessor to each of those sites. Suitable transport and equipment for this purpose are to be provided by you.

We are committed to safety. It is paramount that Health and Safety procedures are observed at all times during your assessment.

On the day

Your assessor will need to meet key people: your Principal Duty Holder (PDH) and your Qualified Supervisor(s) HA (QS HA). In some businesses the same person can fulfil both positions.

Your assessor will start the assessment at your contracting office address. They will review your office management systems; including documents, records and equipment to ensure it is appropriate to the range and scale of HA electrical work your business carries out.

Competence of the proposed Qualified Supervisor (HA)

During the on-site assessments, your assessor will expect the (proposed) Qualified Supervisor (HA) to demonstrate an in-depth appreciation of the requirements of the British Standards and Codes of Practice relevant to the range of hazardous area work undertaken by the business.

Your (proposed) Qualified Supervisor (HA) must take to site the records of the initial inspection and/or periodic inspection of the installations selected for assessment.

These HA electrical certificates and reports should be accompanied by the appropriate hazardous area forms, as detailed in BS EN 60079 or the IP/APEA Guide.

Your (proposed) Qualified Supervisor (HA) will be expected to carry out a close inspection of parts of HA electrical installations selected by your assessor to demonstrate compliance with the relevant standards. Where circumstances permit, a detailed inspection may be required.

If your (proposed) Qualified Supervisor (HA) is not fully conversant with the requirements of the relevant standards for the range of hazardous area work undertaken, further training may be recommended and a chargeable successful additional assessment will be required before an extension to certification can be granted.



Assessment checklist

To ensure your business is managing HA electrical work effectively, your assessor will assess the following areas.

✓ Scheme rules

A business directly carrying out HA electrical work and wishing to be assessed by NICEIC must adhere to the relevant scheme rules and where the business's resources and HA electrical work are subsequently assessed and found to meet the scheme rules, the business may be granted certification.

✓ Insurance

- At least £2 million public liability insurance – appropriate to the risk, nature, scope and scale of work undertaken.
- At least £250k professional indemnity insurance
- At least £5 million employee liability insurance (for TrustMark registered businesses, excluding sole traders).
- Insurance documents must show cover for work in hazardous areas in the policy.

Insufficient public liability insurance will prevent a site assessment from being carried out. Issues could include insufficient financial cover or business names/addresses etc.

Did you know?

NICEIC Insurance Services offer certified contractors 10% discount on contractor insurance, a free business insurance check and highly competitive rates. Visit our [insurance website](#) for more information.

✓ Records

The business will be required to hold the following records as appropriate to the range, scale, geographical spread and categories of HA electrical work undertaken:

- A sample of HA electrical installation certificates and Hazardous Area documents for potentially explosive areas issued since your last assessment.
- If appropriate, a sample of EICRs (Electrical Installation Condition Reports) and Hazardous Area documents for potentially explosive areas issued since last assessment.
- Relevant documentation, inventories, hazardous area certificates, manufacturers instructions and drawings for work related to potentially explosive areas.
- Required qualifications, training (including continuing professional development) and experience for all employed persons undertaking HA electrical work within potentially explosive atmospheres. Click [here](#) for Additional Guidance for Demonstrating Competence of Employed Persons.
- All complaints received over the previous six years about the technical standard, safety and functionality of HA electrical work you have installed in potentially explosive areas, and details of actions taken to resolve. Example complaints record can be downloaded [here](#).
- Written Health and Safety policy statement which is signed and dated and risk assessments as appropriate. A guide to preparing a health and safety policy can be downloaded [here](#).
- Safe isolation procedures.
- Copy of business stationery.

✓ Technical reference documents

Your business must, as a minimum, have access to the current version (including all amendments) of:

- BS 7671 - Requirements for Electrical Installations (IET Wiring Regulations)
- [The Electricity at Work Regulations 1989 Guidance on regulations HSR25](#)

Additional technical documents which will be required depending on the range of Hazardous Area work undertaken include:

- BS EN 60079 - 10
- BS EN 60079 - 14
- BS EN 60079 - 17
- EEMUA Publication 186
- APEA/IP Guide for Filling stations
- Other relevant client specific guide
- Current edition of the APEA Design, construction, modification, maintenance and decommissioning of filling stations.

✓ Test equipment

Your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of HA electrical work that you undertake.

A sample of this equipment must be available to your assessor during the assessment. They will then need to be taken and used during the on-site assessment by the Qualified Supervisor (HA) to demonstrate testing and safe isolation procedures if possible.

As a minimum, the business will need to have one or more instruments that can test the following:

- Voltage Indication Continuity.
- Insulation Resistance Residual Current Devices.
- Earth Fault Loop Impedance.
- Other test instruments appropriate to work carried out.

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

In addition, your business will be required to hold additional test instruments particular to the scope, range and scale of work being assessed.

Your assessor will also need to ensure that you are maintaining the on-going accuracy and consistency of test instruments held or hired (not borrowed) used for certification and reporting.

Click [here](#) for Safety Through Accuracy of Test Instruments guidance.

"We are NICEIC-
certified because we
want to be part of
something that gives
people a level of
trust in us."

Chris Day,
Mayday Electrical



Assessment outcomes

The assessment report will indicate the outcome of the assessment and make one of the following recommendations to our Head Office for validation.

- **Pass** – Certification will be recommended if the business is compliant with the scheme requirements.
- **Evidence required** – Evidence must be provided to confirm that all non-compliances, as recorded on the report, have been remedied.
- **Reassessment required** – One or more major non-compliances were recorded at the assessment. A reassessment is necessary to confirm that adequate procedures have been put in place to prevent non-compliances occurring and to check all non-compliances noted at the original assessment have been remedied.
- **Additional assessment required** – Further assessment time required, possibly due to range, scale and scope of works carried out or additional QS HA assessment time.

The majority of additional assessment outcomes are due to insufficient representative examples of work put forward for assessment.

Additional information

Being fully prepared for your assessment is the key to a good outcome.

Being organised not only helps your assessor to perform their task more efficiently, but also means you can use the time to your own advantage.

This means more time for your own questions about technical standards, industry best practice and advice on how NICEIC can support you more in your business.

Please visit our [hazardous area scheme webpage](#) for more 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.

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