

## MINIMUM TECHNICAL COMPETENCE FOR THIRD PARTY CERTIFICATION SCHEMES FOR ELECTRICAL INSTALLATIONS IN DWELLINGS

### Purpose and scope

1. This Minimum Technical Competence Document (MTC) is intended for use by authorised third party certification schemes for electrical installations in dwellings (commonly called 'Part P third party certification schemes'). It sets out the minimum inspection and testing competence requirements to be met by persons (i.e. businesses) applying to join such schemes and against which periodic surveillance will take place.
2. The competences relate to the inspection and testing of notifiable electrical installation work in dwellings as set out in regulation 12(6A) of the Building Regulations 2010, i.e. work which consists of:
  - Installation of a new circuit
  - Replacement of a consumer unit
  - Addition or alteration to existing circuits in a special location
3. The detailed technical requirements on carrying out inspection and testing of electrical installations are set out in BS 7671:2008, as amended (the seventeenth edition of the IET wiring regulations).

### Definitions

4. The following definitions are used in this MTC:

*Assessment:* An objective examination of the technical competence of the business and the individual certifiers in the business to carry out inspection and testing of electrical installations. It will include both a verification of the technical qualifications and an on site witnessed assessment of inspection and testing by each individual certifier of electrical installation work carried out by an individual or business other than by a business applying to be registered with a Part P third party certification scheme.

*Awarding organisation:* An organisation approved by OFQUAL, CCEA or SQA to offer regulated qualifications.

*Building Regulations:* the Building Regulations 2010 (S.I. 2010/2214), as amended.

*Business:* An individual or body corporate which undertakes the inspection and testing of electrical installations in dwellings where the installation was carried out by someone other than the business.

*Conditions of Authorisation:* Conditions set by the Department for Communities and Local Government which each third party certification scheme operator must agree to as a condition of their authorisation and which they must continue to satisfy so long as they remain a scheme operator.

*National Occupational Standards (NOS):* Standards for the competence requirements of a defined job role or occupation as set out by the appropriate sector skills body.

*Part P:* Part P of Schedule 1 to the Building Regulations, which sets out the functional requirements for electrical design and installations in dwellings.

*Qualification:* An OFQUAL, CCEA or SQA regulated award based on approved National Occupational Standards and delivered through an awarding organisation.

*Qualified supervisor:* An individual assessed as competent by a certification or registration body under the Electrotechnical Assessment Specification.

*Third Party Certification Scheme:* A scheme authorised under paragraph 4A of Schedule 1 to the Building Act 1984 and listed in Schedule 3A to the Building Regulations.

*Third Party Certification Scheme Operator:* A body authorised to operate a third party certification scheme.

## **Responsibilities of third party certification scheme operators**

5. Part P third party scheme operators must, at all times whilst they are authorised as such, comply with all the requirements in the Department of Communities and Local Government's Conditions of Authorisation for Part P Third Party Certification Schemes. In particular:

- It is the responsibility of each third party certification scheme operators to assess all businesses applying for registration with its third party certification scheme in line with the requirements of this MTC; the Department of Communities and Local Government's Conditions of Authorisation for Part P Third Party Certification Schemes; and the Building Regulations. Businesses may be assessed against the relevant route of entry in Annex A to this MTC but may be registered only if they demonstrate the required competence levels set out in the Annex B to this MTC. Details of the relevant National Occupational Standards are given at Annex C.
- On request, third party scheme operators will make available to applicants to their schemes copies of this MTC and the NOS.
- Each third party scheme operator must carry out periodic surveillance of businesses registered with its third party certification scheme as required under the Conditions of Authorisation. Such surveillance will include ensuring that registered businesses are conforming with their responsibilities under this MTC, the Conditions of Authorisation and the Building Regulations.
- Where surveillance shows that a registered business no longer has the technical competences required to carry out third party certification of electrical installations, the scheme operator must take appropriate steps to suspend the business from carrying out third party certification until it can demonstrate that it has acquired the required technical competence. If it is unable to do so the business must be removed from the register.

### **Responsibilities of registered third party certification scheme businesses and certifiers**

9. Within a registered business only individuals with the relevant competences may be allowed to carry out third party inspection and testing, complete a condition report and certificate the installation. A registered business may not sub-contract this work to anyone outside the business.

10. It is the responsibility of businesses applying for registration with a Part P third party scheme operator to make available all information required by the scheme operator for the purpose of the assessment of the business and of each of the individuals who will carry out third party inspection and testing. The business and each of the certifiers within it who will carry out third party inspection and testing must also make themselves available for a witnessed on site assessment of the inspection and testing of electrical installation work carried out by a person other than by the applicant business.

11. It is also the responsibility of a registered business to co-operate with any periodic surveillance carried out by the scheme operator with which the business is registered.

12. Registered businesses must have access to the following documents:

- BS 7671:2008, as amended: Requirements for Electrical Installations
- IET On-Site Guide to BS 7671 or equivalent
- HS(R)25 Memorandum of Guidance on the Electricity at Work Regulations
- Building Regulations Approved Document P (2013)

13. Registered businesses must have access to and have in place a suitable system to ensure the accuracy and consistency of all the following test instruments:

- Voltage indicating instrument<sup>1</sup>
- Insulation resistance test instrument
- Continuity test instrument
- Earth fault loop impedance test instrument
- Residual current device test instrument
- Suitable split test leads for both the phase/loop impedance test instrument and the residual current device test instrument

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<sup>1</sup> Voltage indicating equipment does not require calibration

14. Registered businesses must hold at least £2 million public liability insurance, and £250,000 professional indemnity insurance covering third party inspection, testing and certification activities for compliance with Part P.

15. Registered businesses remain responsible for ensuring that all Part P third party certification work is carried out under a contract with the customer and is compliant with the Building Regulations. They must keep records of all Part P third party certification jobs for at least three years from the date of certification of each installation. The records must contain at least a copy of any BS 7671 report or Part P electrical installation condition report.

## ANNEX A: Entry Routes for Registration of Third Party Certifiers of Electrical Installations in Dwellings

Entry route	Knowledge and understanding requirements	Length of experience required	On site assessment of inspection and testing of work done by others
1	Level 3 certificate in electrical work in dwellings including a Level 3 certificate in inspection and testing	2 years	Yes, unless an assessment done within previous two years
2	NVQ 3 in electrical installation including a level 3 award or certificate in inspection and testing of electrical installations in dwellings	2 years	Yes, unless an assessment done within previous two years
3	Relevant electrical installation qualification preceding NVQ plus a level 3 award or certificate in inspection and testing of electrical installations in dwellings	2 years	Yes, unless an assessment done within previous twelve months
4	Auditable evidence, for example certificates of competence, that reflect the learning outcomes in the level 3 certificate in electrical installations in dwellings and in a level 3 award or certificate in inspection and testing of electrical installations in dwellings	2 years	Yes, unless an assessment done within previous twelve months
5	Existing recognised qualified supervisors with a level 3 award or certificate in inspection and testing of electrical installations in dwellings or auditable evidence that reflects the learning outcomes in such an award or certificate.	2 years	Yes, unless an assessment done within previous twelve months

**ANNEX B: JOB FUNCTION COMPETENCE/KNOWLEDGE REQUIREMENTS FOR THIRD PARTY CERTIFIERS OF ELECTRICAL INSTALLATIONS IN DWELLINGS**

<b>JOB FUNCTION</b>	<b>COMPETENCE/KNOWLEDGE AND EXPERIENCE REQUIREMENTS</b>
1. The assessment and verification of a circuit's design	<ul style="list-style-type: none"> <li>The understanding and application of the principles of electrical installation design in accordance with BS 7671:2008</li> <li>The understanding and application of the requirements of BS7671: 2008 and Building Regulations 2010 in terms of the planning, preparation, and selection of wiring systems, electrotechnical equipment and accessories</li> <li>The understanding and application of the requirements of BS7671: 2008 and Building Regulations 2010 in terms of the practices and procedures for the installation and connection of wiring systems and electrotechnical equipment and accessories</li> </ul>
2. To determine the extent inspection and testing required of the installed circuit (s)	<ul style="list-style-type: none"> <li>The understanding and application of the principles, practices and procedures for the inspection, testing and commissioning of electrical installations in accordance with BS7671: 2008 and Building Regulations 2010</li> <li>The understanding, selection and application of test instruments including the importance of instrument accuracy</li> </ul>
3. The completion and submission of relevant documentation	<ul style="list-style-type: none"> <li>The understanding and application of the practices and procedures for the verification and certification of electrical installations in accordance with BS7671: 2008 and Building Regulations 2010</li> </ul>

**RELATIONSHIP BETWEEN JOB FUNCTION, NATIONAL OCCUPATIONAL STANDARDS AND REGULATED QUALIFICATIONS**

<b>JOB FUNCTION</b>	<b>NATIONAL OCCUPATIONAL STANDARDS (NOS) – see Annex 1</b>	<b>REGULATED QUALIFICATIONS THAT REFLECT THE NOS (Competence)</b>	<b>REGULATED QUALIFICATIONS THAT REFLECT THE KNOWLEDGE</b>
1. The assessment and verification of the circuit's design	SSEID/2; SSEID/3;	Level 3 Certificate in Installing, Testing and ensuring compliance of electrical installation in dwellings (QCF)  NVQ3 in Electrotechnical Services and Systems	Level 3 Certificate in Requirements for Electrical Installations Level 3 Certificate in Design, Erection and verification of Electrical Installations Level 3 Certificate in Electrotechnical Technology (C&G)  Level 3 Diploma in Electrotechnical Services (EAL)
	EL7; EL8; EL9; EL23	Level 3 NVQ Diploma in Installing Electrotechnical Systems & Equipment (Buildings Structures and the Environment) (QCF)  NVQ3 in Electrotechnical Services and Systems (Pre QCF – January 2011)	Level 3 Certificate in Requirements for Electrical Installations Level 3 Certificate in Design, Erection and Verification of Electrical Installations  Level 3 Certificate in Electrotechnical Technology (C&G)  Level 3 Diploma in Electrotechnical Services (EAL)

2. The inspection and testing of the installed circuit(s)	SSEID/4	Level 3 Certificate in Installing, Testing and ensuring compliance of electrical installation in dwellings (QCF)	Level 3 Certificate in Requirements for Electrical Installations Level 3 Certificate in inspecting and testing new installation work (initial verification):  Level 3 Certificate in periodic inspection and testing
	EL24; EL25; EL26	Level 3 NVQ Diploma in Installing Electrotechnical Systems & Equipment (Buildings Structures and the Environment) (QCF)  NVQ3 in Electrotechnical Services and Systems (Pre QCF – January 2011)	Level 3 Certificate in Requirements for Electrical Installations Level 3 Certificate in inspecting and testing new installation work (initial verification):  Level 3 Certificate in periodic inspection and testing  Level 3 Certificate in Electrotechnical Technology (C&G)  Level 3 Diploma in Electrotechnical Services (EAL)
4. The completion and submission of an “Electrical Installation Condition Report”	SSEID/6	Level 3 Certificate in Installing, Testing and ensuring compliance of electrical installation in dwellings (QCF)  Level 3 Award in Approving Electrical Installation Work in Dwellings in Compliance with Building Regulations (QCF)	Level 3 Certificate in Requirements for Electrical Installations Level 3 Certificate in inspecting and testing new installation work (initial verification):  Level 3 Certificate in periodic inspection and testing
	EL24; EL25; EL26	Level 3 NVQ Diploma in Installing Electrotechnical Systems & Equipment (Buildings Structures and the Environment) (QCF)  NVQ3 in Electrotechnical Services and Systems (Pre QCF – January 2011)	Level 3 Certificate in Requirements for Electrical Installations Level 3 Certificate in inspecting and testing new installation work (initial verification):  Level 3 Certificate in periodic inspection and testing



## **ANNEX C**

### **National Occupational Standards relevant to the job roles, responsibilities and competence requirements of a Third Party Certifier in accordance with Part “P” of the Building Regulations 2010**

**Access UKCES NOS Directory links for details**

**EL7: Prepare to Carry Out Work**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS7.pdf>

**EL8: Identify Systems, Equipment and Components**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS8.pdf>

**EL9: Install Electrical Systems in Buildings and Structures**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS9.pdf>

**EL23: Connect Electrical Systems, Equipment and Components**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS23.pdf>

**EL24: Inspect Electrical Systems and Components**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS24.pdf>

**EL25: Test Electrical Systems, Equipment and Components**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS25.pdf>

**EL26: Commission Electrical Systems, Equipment and Components**

<http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments/SUMETS26.pdf>

**SSEID/2: Design and determine the positioning, fitting and fixing of electrical wiring systems, wiring enclosures, accessories and equipment in dwellings in accordance with Building Regulations(England and Wales)**

[http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments\\_2/SUMEID02.pdf](http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments_2/SUMEID02.pdf)

**SSEID/3: Endorse the positioning, fixing and fitting of electrical wiring systems, wiring enclosures, accessories and equipment in dwellings in accordance with Building Regulations (England and Wales)**

[http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments\\_2/SUMEDD03.pdf](http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments_2/SUMEDD03.pdf)

**SSEID/4: Inspect and Test Identified Electrical Wiring Systems and Equipment in Dwellings In Accordance with Building Regulations (England and Wales)**

[http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments\\_2/SUMEID04.pdf](http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments_2/SUMEID04.pdf)

**SSEID/6: Approve completed electrical installation work in dwellings in compliance with Building Regulations (England and Wales)**

[http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments\\_2/SUMEID06.pdf](http://nos.ukces.org.uk/NOS%20Directory/NOS%20PDF%20%20SummitSkills/ConversionDocuments_2/SUMEID06.pdf)