

Assessment Report



Assessment Details

A	p	p	r	o	v	e	d	C	o	n	t	r	a	c	t	o	r	S	c	h	e	m	e													
P	e	r	i	o	d	i	c	A	s	s	e	s	s	m	e	n	t																			

Trading Title

T	W	E	l	e	c	t	r	i	c	a	l																							

Trading Address

U	n	i	t		1	3	8	N	u	m	b	e	r		9																			
J	e	r	d	a	n	P	l	a	c	e																								
F	u	l	h	a	m																													

Postcode				Customer SAP Number								Registration Number																			
S	W	6		1	B	E		0	0	0	3	0	3	7	4	4	1	6	0	1	6	5	3	0	0	0					

Landline Telephone Number												Mobile Telephone Number																					

Registered Customer Email																																	
t	w	e	l	e	c	t	r	i	c	a	l	@	h	o	t	m	a	i	l	.	c	o	.	u	k								

Confirmed Customer Email																																	
t	w	e	l	e	c	t	r	i	c	a	l	@	h	o	t	m	a	i	l	.	c	o	.	u	k								

Date of Assessment						Assessment Start Time						Does the Customer have an Email Address?																		
2	0	1	8	-	1	1	2	-	1	1	1	1	:	3	0	1	1	:	3	0	1	1	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>				

Named Registered Principal Duty Holder																																	
T	o	m																															
W	i	l	l	i	a	m	s																										

Assessor Name																																
J	o	h	n		C	o	n	n	o	l	l	y																				

Assessment Unit Details																													
No. of registered Qualified Supervisors or proposed for Applicants	1	Scheduled Visit Duration	0	.	5	Registration with Domestic CPS required	Yes	<input type="radio"/>	No	<input type="radio"/>																			

Opening of Meeting																													
Introductions and purpose of meeting	<input checked="" type="checkbox"/>	Expected duration of the assessment	<input checked="" type="checkbox"/>																										
Role of the PDH and QS during the assessment	<input checked="" type="checkbox"/>	Health & Safety requirements for site visits	<input checked="" type="checkbox"/>																										
Possible outcomes and explanation of actions required	<input checked="" type="checkbox"/>	Confidentiality & Impartiality	<input checked="" type="checkbox"/>																										

Discuss the outcome of the previous visit in particular any non-compliances with the Scheme Requirements.	Yes	<input checked="" type="radio"/>	No	<input type="radio"/>	N/A	<input type="radio"/>
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Number of Electrical Skilled or Supervised Operatives. Directly Employed or Temporary

1 Less than 5 5 to 10 11 to 50 51 +

Do you currently employ apprentices Yes No Are you considering employing apprentices Yes No

Scope of Business - Note: Select relevant radio button for scope of work carried out or applying for

Domestic	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	Trustmark	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>	Which?	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>
Non Domestic	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	MCS	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>	BSD Scotland	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>
EICR	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	PAT	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>	Hazardous Area	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>
Other	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	Maintenance	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>			

Categories of Other Work

Fire detection and Emergency Lighting	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	Oil	Yes <input type="radio"/>	N/A <input type="radio"/>
Electric Vehicle Charging	Yes <input type="radio"/>	N/A <input type="radio"/>	Solid Fuel	Yes <input type="radio"/>	N/A <input type="radio"/>
Network Cabling and Home Automation	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	Ventilation and Air Conditioning	Yes <input type="radio"/>	N/A <input type="radio"/>
Plumbing Heating and Hot Water	Yes <input type="radio"/>	N/A <input type="radio"/>	Insulation Doors and Windows	Yes <input type="radio"/>	N/A <input type="radio"/>

Defined Approval Category (Select from list below if applicable)

Notes for Assessor

Confirmation that the customer was able to demonstrate access to their Certsure portal to enable them to make changes to registration details

The customer was aware of this facility and was able to demonstrate access Yes No N/A

Discussed Benefits of Certsure Schemes

Office Audit

1. Confirmation of Particulars

	Yes	No	N/A
a) The business is directly engaged in electrical work under their present trading title as an applicant or continues as a registered contractor.	<input checked="" type="radio"/>	<input type="radio"/>	
b) All marks/brands are used appropriately and registration covers all work the business claims to be registered for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) All logos for, registration held, are used appropriately as per guidance <small>NOTE Checks to include uses of logo on, but not limited to, organisation website, email signatures, business cards, vehicle livery, office signage, uniform, quotation templates, methods of reporting and certification</small>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) The business has premises that are appropriate for its scope of work	<input checked="" type="radio"/>	<input type="radio"/>	
e) A Principal Duty Holder is in place and was available for the opening & closing of the meeting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) The required Qualified Supervisor(s) Proposed or Registered, present for the duration of the assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Have there been any changes in legal constitution, trading title, address, Principal Duty Holder, Certification Coordinator, Qualified Supervisors, Approved Certifiers or other significant particulars such as Email or Telephone Numbers that will affect the business's Certification.	Yes <input checked="" type="radio"/>	No <input type="radio"/>	

2 - Technical Reference Documents

The business is able to access the following documents, with current editions including all amendments.

	Yes	No		Yes	No	N/A
a) BS 7671 (current amendment)	<input checked="" type="radio"/>	<input type="radio"/>	c) Approved Document P	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) HS(R)25 or HS(A)55	<input checked="" type="radio"/>	<input type="radio"/>	d) Other	<input type="text"/>		

3 - Health & Safety

	Yes	No	N/A
a) The business holds a dated and signed Health and Safety Policy Statement.	<input checked="" type="radio"/>	<input type="radio"/>	
b) The business undertakes Risk Assessments where appropriate. (where there are 5 or more employees these must be documented)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) The business has means to effectively manage safe isolation.	<input checked="" type="radio"/>	<input type="radio"/>	

4 - Test Instruments

	Yes	No
a) The business holds a sufficient number of serviceable test instruments and lead sets appropriate to the range and scale of electrical work undertaken	<input checked="" type="radio"/>	<input type="radio"/>
b) There is a suitable system in place to ensure the accuracy and consistency of all test instruments is maintained	<input checked="" type="radio"/>	<input type="radio"/>

Please detail serial number(s) of test instruments sampled

Favoured manufacturer

5 - Customer Complaints

	Yes	No
a) The business maintains a record of all complaints received about the technical standard of electrical work undertaken, together with a record of the corrective action, if any, taken to resolve those complaints	<input checked="" type="radio"/>	<input type="radio"/>

6 - Site-Based Assessments

a) Sufficient work has been made available that is representative of the day-to-day activities of the business and the scheme being applied for Yes No

Desktop review carried out Yes No Site Visits possible during this assessment Yes No

7 - Details of Insurances

Insurer	<table border="1" style="border-collapse: collapse;"><tr><td>A</td><td>X</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	A	X	A																		a) Public Liability amount £m <small>£2m minimum required</small>	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 20px;">5</td><td style="width: 20px;"></td></tr></table>	5	
A	X	A																							
5																									
Policy Number	<table border="1" style="border-collapse: collapse;"><tr><td>A</td><td>X</td><td>B</td><td>I</td><td>1</td><td>5</td><td>6</td><td>2</td><td>0</td><td>1</td><td>2</td><td>X</td><td>B</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	A	X	B	I	1	5	6	2	0	1	2	X	B								b) Employers Liability amount £m <small>Trustmark only - £5m minimum required</small>	<table border="1" style="border-collapse: collapse;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>		
A	X	B	I	1	5	6	2	0	1	2	X	B													
Expiry Date	<table border="1" style="border-collapse: collapse;"><tr><td>1</td><td>4</td><td>/</td><td>0</td><td>5</td><td>/</td><td>1</td><td>9</td></tr></table>	1	4	/	0	5	/	1	9	No site visit can take place without insurance in place															
1	4	/	0	5	/	1	9																		

8 - Inspection, Testing & Certification

a) The business has an effective system in place for recording all electrical work in progress and completed. If scheme specific certification is in use the business should safeguard its issue Yes No N/A

b) The business has an effective system in place for notifying Part P works. Detail sample below Yes No N/A

Certificate Reference	<input type="text" value="DCN7C/ 04648979"/>	Part P Reference	<input type="text" value="24805894"/>
Certificate Reference	<input type="text"/>	Part P Reference	<input type="text"/>
Certificate Reference	<input type="text"/>	Part P Reference	<input type="text"/>

What method of certification is in use Handwritten Electronic

Non-conformance(s) observed Yes No Major non-conformance(s) Non-conformance(s)

Further clarification, observations and comments on systems reviewed

Changes in Particulars

Please detail any changes that have been noted or brought to your attention during this assessment

Please indicate the registration particulars affected by the changes detailed below

Electrical

MCS

PAS 2030

Changes to assessment units
 Yes
No
Recommended units for next assessment cycle

This section only to be completed for changes to existing unit allocation

2IUs Full Day
 1IU + 1 OOA
 1IU + Multiple OOAs
 2IUs+ 1 OOA
 2IUs + Multiple OOAs

The customer would like to add Domestic CPS to their existing registration. Note Approved Contractor registrants only.
 Yes
No

Reason for Unit Change

Change of Trading Title
 Yes
No

New Trading Name

Change of Legal Entity
 Yes
No

Details of Changes

Change of Principal Duty Holder
 Yes
No

Details of new Principal Duty Holder

Replacing Existing Principal Duty Holder

Change of Qualified Supervisor
 Yes
No

Details of new Qualified Supervisor

Replacing Existing Qualified Supervisor. If Additional state 'additional'

Details of 2nd new Qualified Supervisor

Replacing Existing Qualified Supervisor. If Additional state 'additional'

Site/Job Reference No.1

9. Scheme Technical Criteria

The business's electrical installation work complies with BS 7671, recognised industry standards and codes of practice, appropriate Building Regulations and Technical Standards in accordance with the Scheme Requirements.

Certificate/Report Reference D M P 5 C / 0 4 5 7 0 7 5 8 QS Responsible for this work QS 1 [checked] QS 2 [checked]

Name of person(s) with other responsibilities for this work. ie Design, construction and/ or inspection and testing. (If other than QS)

Installation Type Domestic [unselected] Non Domestic [selected] EICR [unselected] PAT [unselected] Other []

Site Address B A T T E R S E A A R T S C E N T R E

Description of work carried out Alterations & additions Risks Assessed by Assessor [checked]

Test Results Obtained at the time of the Assessment

Test Circuit Details Results of Test / Inspection Safe Isolation

Ze Ω Pfc kA L-E L-N L-L

Continuity Ω Ins. Res. MΩ Polarity Distribution Board

Zs Ω General Ring Circuit .28 RCD ms General Ring Circuit

Inspections Wiring methods used

Technical non-conformance(s) observed Yes No Major non-conformances Non-conformance(s)

Further site to visit Yes No

Details of installation seen and any supporting comments Neat installation work observed

Site/Job Reference No.2

9. Scheme Technical Criteria

The business's electrical installation work complies with BS 7671, recognised industry standards and codes of practice, appropriate Building Regulations and Technical Standards in accordance with the Scheme Requirements.

Certificate/Report Reference DCN7C / ... QS Responsible for this work QS 1 [checked] QS 2 [checked]

Name of person(s) with other responsibilities for this work. ie Design, construction and/ or inspection and testing. (If other than QS)

Installation Type Domestic [checked] Non Domestic [] EICR [] PAT [] Other []

Site Address ROWALLAN ROAD FULLHAM

Description of work carried out Consumer unit change & additions/alterations Risks Assessed by Assessor [checked]

Test Results Obtained at the time of the Assessment

Test Circuit Details Results of Test / Inspection

Safe Isolation Consumer Unit Procedure carried out correctly

Ze Ω Zdb = .23 Pfc kA Consumer Unit L-E .9 L-N .97 L-L

Continuity Ω R1+R2 R2 r1 rn r2 Ins. Res. MΩ L-E L-N L-L N-E Polarity Consumer Unit Polarity Confirmed

Zs Ω Kitchen Ring Circuit .36 RCD ms Kitchen Ring Circuit x1/2 1999 1999 x1 35.4 24.6 x5 15.7 21?3

Inspections Installation earthing & bonding arrangements

Technical non-conformance(s) observed including those associated with Building Regulations Yes [] No [checked] Major non-conformances [] Non-conformance(s) []

Further site to visit Yes [] No [checked]

Details of installation seen and any supporting comments Neat installation work observed

Qualified Supervisor Assessment

Named Qualified Supervisor

T O M W I L L I A M S

Registered

Proposed

Yes

No

QS Type

Additional QS assessment during this visit?

10. Personnel

Only competent persons are used to carry out Electrical Work; who are adequately and appropriately supervised

10a) QS has a satisfactory working knowledge and is conversant with BS 7671, Electricity at Work Regulations, Associated Building Regulations and appropriate British Standards & Codes of Practice.

Yes

No

QS demonstrated a good knowledge of relevant standards



10b) QS is well versed in inspection, testing, verification, certification & reporting procedures for the range of work undertaken.

Yes

No

QS was well versed in inspection, testing and verification of installations



10c) QS is responsible for ensuring that results of inspection and testing are accurately recorded on prescribed forms.

Yes

No

A sample of completed certificates and reports was taken. Good standard observed



Details of examples of the range sampled, appropriate to the scope of work carried out

10d) QS is a principal or employee of the business who is available on a full-time basis, responsible on a day-to-day basis for the safety, quality and technical standard of electrical work under their supervision.

Yes

No

QS is available on a full time basis



10e) Electrical work is undertaken by competent persons and adequately supervised

Yes

No

The firm employ sufficient numbers of QSs at this time



Supporting comments of this Qualified Supervisors responsibilities. eg. No. of operatives supervised, geographical spread and scope of work.

Items discussed with this QS.

BS7671 18th Edition



Metallic Consumer Units 421.1.201



Aspects for TT installations



Good general technical discussion held



Technical non-conformance(s) observed

Yes

No

Major non-conformances

Summary of Visit

Office Audit Summary

The assessor has noted major non-conformance(s) and minor non-conformance(s)

Site Visit / Desktop Review Summary

The assessor has noted major non-conformance(s) and minor non-conformance(s)

QS Assessment Summary

The assessor has noted major non-conformance(s) for the Competent Person with specific responsibility on a day to day basis for the safety, technical standard and quality of Electrical Installation Work.

Overall Assessment Recommended Outcome

- Pass
- Evidence Required
- Revisit Required
- Void visit
- Additional visit required. Same assessor
- Evidence Required** for items referred to in this report. **Additional visit required.** Same assessor
- Out of Area Additional visit required
- Evidence Required** for items referred to in this report. **Out of Area Additional visit** required

Summary of Visit

<input type="text"/>	▼
<input type="text"/>	▼
Good work and documentation noted again - well done Tom. Future visits will require a broader sample of works carried-out.	
<input type="text"/>	
<input type="text"/>	

Clarification of any actions required, including any evidence required

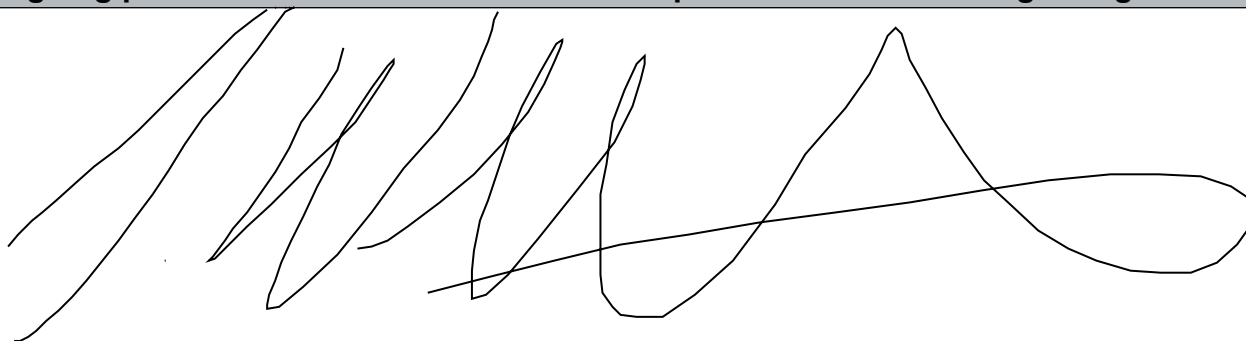
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Actual Work Completed Units required for Revisit or Additional Visits No. of domestic installations sampled

Customer Signature

Before signing please take a moment to read the important notes below regarding the outcome of this assessment

signed



Name

Assessment Finish Time :

Recommendations for Applicants

Full Scope

Defined

Recommended Duration for 1st Periodic Visit

N/A

Note: Extended Assessment Duration will attract additional fees

Defined Approval Category (Select from list below)

Please Note:

The final outcome of the assessment is subject to validation by Head Office. Should this result in any further actions required, the business will be sent written notification

Applicants will receive written confirmation of the validated outcome.

The report is an assessment of the business's compliance with Scheme Rules Relating to Registration. It is based on a sample assessment of the resources, personnel and work, thus does not indicate that the installations seen fully comply with BS7671 & any other associated Codes of Practice, National Standards or Building Regulations.

If the normal range, scale or geographical spread of your organisation's electrical work is wide, the assessor may not be able to see a representative sample of work during a single assessment visit. In these circumstances one or more additional assessments will be required each year. Additional assessments are used to look at other electrical work carried out by the business and must be attended by your Qualified Supervisor / Approved Certifier. They may be undertaken by other Certsure assessors, dependent on the location of the other installation(s)

Additional assessment units may be chargeable – please refer to our current fee sheet

GDPR:

General Data Protection Regulation (GDPR) legislation will provide additional protection for individuals and their data, providing greater transparency and control over where and how that personal data is saved and used. The GDPR is intended to extend additional protection for individuals and their data, providing greater transparency and control over where and how their personal data is saved and used.

Are you aware of GDPR?

Yes

No

Preference Centre:

We have updated our business practices in line with the GDPR legislation, empowering you to control your personal data, communication preferences including communication channels and topics of interest through our preference centre. In every email from us, there will be a link to our preference centre which empowers you to control the marketing communications you receive from us. We want to continue to keep you informed of the topics, news and events that interest you.

Do you understand you can control your communication preferences?

Yes

No

Please forward any requested evidence to NICEIC Customer Services who will process accordingly.

For Registered NICEIC Customers please email: acservice@niceic.com. Please restrict attachments to 8MB.

For Applicants to NICEIC schemes please email: registrations@niceic.com

For all ELECSA Customers please email: enquiries.elecsa@certsure.com

Alternatively if email is not possible please post to:

NICEIC Customer Services
Warwick House
Houghton Hall Park
Houghton Regis
LU5 5ZX

ELECSA Customer Services
Mansfield Business Centre
Ashfield Avenue
Mansfield
NG18 2AE

Definition of Outcomes:

Pass - A successful outcome to the assessment.

The assessor may have noted Observations or Non-conformances (NC) that require action to be taken.

Evidence Required - Major non-conformance(s) observed that require evidence to be provided to satisfy all Major non-conformance(s)

The assessor may have also noted Observations or Non-conformances (NC) that require action to be taken.

Revisit Required - One or more major non-compliances were noted at the assessment.

A revisit is necessary to confirm that adequate procedures have been put in place to prevent non-compliances occurring and to check that all non-compliances noted at the original assessment have been remedied

Additional Visit or Out of Area Visit Required - further assessment required, at additional cost. This may be due to the size and scope of work carried out or the geographical spread of work not being able to be fully assessed during the allocated assessment time

Non-conformance (NC) - An issue identified by the assessor that does not comply with the Scheme or the technical requirements of the Scheme.

Major non-conformance (M) - An issue identified by the assessor that does not comply with the Electricity at Work Regulations, Scheme Requirements or anything that presents a real and immediate or potential danger.

Recommendations for Applicants -

Full Scope - Sufficient samples of work carried out by the company

Defined Scope - Samples observed sufficient for Defined Approval in the specific areas of electrical work