

Application for Registration

Schedule 3 of the Building Regulations 2014

Competent Person Scheme Part P

Please complete in BLOCK CAPITALS and in black ink.

Please answer all question below if you wish to be recognised under the scheme as Competent Person to carry out electrical installations in dwellings.

All relevant questions on this form must be answered.

Please be aware that where you are already a fee paying member of ECA, NAPIT or NICEIC, proof of such passed to DEFA P&BC with this form will be considered to assess your inclusion in the Part P Competent person list.

For Office Use Only
Date: _____
Officer: _____

APPLICANT Name

Address

Telephone number

Applicant E-Mail Address

COMPANY Name (if any)

Address

Telephone number

E-Mail Address

Qualifications—list with dates acquired

--	--

Relevant Experience—continue on a separate sheet if necessary

--	--



Alternatively please send the completed application form marked “**Isle of Man Part P Competent Person Scheme**” to:

Alfie Watterson

Regional Manager Northern Ireland ECA
25 prospect Road, Bangor, Co. Down BT20 5DA
Tel: 02891479527
M: 07971141911
E: Alfie.Watterson@eca.co.uk

With a copy to: Head of Building Control & Standards, Murray House, Mount Havelock, Douglas, ISLE OF MAN IM1 2SF **T:** (01624) 685902 **F:** (01624) 685875 **E-mail:** buildingcontrol@gov.im

Following receipt of your application you will be contacted by the Electrical Contractors’ Association (ECA) for which a standard assessment fee is payable to that Authority.

The assessment for your application will include the checking of your qualifications, equipment, experience and a minimum of two on site assessments of work.

If your application is successful ECA will advise DEFA P&BC who will recognise and include your registration within its list of competent electrical contractors.

Please be aware that where you are already a fee paying member of ECA, NAPIT or NICEIC proof of such, passed to DEFA P&BC with this form, will be assessed in justifying your inclusion in the Part P Competent person list.

Planning and Building Control Directorate Department of Environment, Food and Agriculture
Murray House, Mount Havelock, Douglas, Isle of Man, IM1 2SF
Tel: +44 1624 685902 Fax: +44 1624 685875 Email: buildingcontrol@gov.im

ASSESSMENT CHECKLIST

TECHNICAL REFERENCE DOCUMENTS

BS 7671 Requirements for Electrical Installations – Current edition and amendments.
IEE On-Site Guide.
HS (R) 25 Memorandum of Guidance on the Electricity at Work Regulations 1989.
Building Regulations, Approved Document P.

HEALTH AND SAFETY

Written Health and Safety Policy Statement.
Risk assessments appropriate to type of work undertaken.

CONTRACTUAL

Provision of written quotations to include description/breakdown of work and cost.

DOCUMENTATION

Provision of a suitable system to control documentation.

INSTRUMENTS AND TEST EQUIPMENT

Suitable test instruments, which enable you to fully test a completed installation.
Inventory of instruments, records of calibration and/or accuracy checks, traceable to national standards.

COMPLAINTS

Complaints log and complaints procedure with evidence of action to relevant entries.

INSURANCE

Public Liability Insurance level of indemnity to a minimum value of £2,000,000.

SITE BASED ASSESSMENT

Assessor selected audit/inspection of on-site work (**MINIMUM** of two sites with **DOMESTIC TYPE** work, one in-progress job) to ensure compliance with BS 7671 and the Building Regulations.

CERTIFICATION AND REPORTING

Relevant completed and retained inspection and test documentation to include those relevant to work completed such as Electrical Installation Certification, Periodic Inspection Reports and Minor Works Certification. Inspection, testing, certification and reporting knowledge and experience.

PERSONNEL

Is there a Principal Duty Holder of sufficient seniority in the organisation to whom the Qualified Supervisor is responsible for ensuring the work done complies with the Scheme requirements?

Adequacy of experience/qualifications of the Qualified Supervisor to take day-to-day responsibility and oversee work done by:

Five years relevant experience and holding City and Guilds 2380 – 16th Edition qualifications or other relevant assessed courses, appropriate to the work undertaken. OR

NVQ Level 3 qualification with five years experience, at least three of which should include supervisory status. OR

Two years post-qualification experience to obtaining an NVQ Level 3 equivalent qualification, with a higher level qualification and other relevant assessed courses appropriate to the work undertaken. OR

Three years relevant experience, with two years supervisory experience after NVQ Level 3 equivalent qualification and other relevant assessed courses appropriate to work undertaken.

In addition to the above, the Qualified Supervisor should have a good working knowledge of the IEE On-Site Guide, and the Qualified Supervisor should have good working knowledge of the relevant Building Regulations.