



Safe Electric Application for Registration Procedure

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1. Definitions

Commission	means the Commission for Regulation of Utilities as established further to the 1999 Act;
Criteria Document	means the Criteria Document which is specified and published by the Commission pursuant to the Act and as may be amended from time to time;
CRU	Commission for Regulation of Utilities
ESSB / Body	Means Safe Energy Ireland appointed by the Commission, pursuant to the Act, to act as the Electrical Safety Supervisory Body to operate the Safe Electric scheme; .
National Craft Certificate	means the National Craft Certificate recognised by QQI. ;
Qualified Certifier	means the person(s) assigned the role of Qualified Certifier by the REC as set out in Section C.1 of the Criteria Document and in accordance with the requirements pursuant to that Section;
Register	means the Register of RECs published by the Body in accordance with Section B.5.2 of the Criteria Document;
Registered Associate	means a party who meets the criteria for Registration as specified by the Body further to Section B but who does not carry out electrical installation works on a commercial basis for any other party;
Registered Electrical Contractor or REC	means any party who is registered by the Body pursuant to the Act and who has not had their Registration suspended or revoked by the Body;
Safe Electric Scheme	means the electrical statutory regulatory scheme

2. Categories of Membership

a) Registered Electrical Contractor:

This category is for contractors whose main business is electrical contracting.

b) Registered Associate Contractor (Code “S”):

This category is for service contractors whose electrical content is small but indispensable part of their work and who employ a Qualified Certifier.

This category includes:

- Heating contractors,

- Local authorities,
- Facility Management companies,
- Large industrial companies who employ qualified electricians to do their own installation work.

c) Registered Specialist Contractor (Code “D”):

This category is for specialized electrical contractors who need to carry out a small element of electrical installation work. These contractors use mostly Cert3s but still need to employ a Qualified Certifier.

E. g.:

- Security alarm installers,
- Food or beverage cooling contractors,
- Refrigeration contractors,
- Sign erection companies,
- Solar systems installers,
- Electric car charging point installers,
- Lift specialists

Categories are registered for internal purposes of ESSB; Registered Contractors shall fulfil the same registration requirements for all membership categories.

3. Application Process

3.1 On receipt of an enquiry, the information below will be sent to the enquirer via their preferred method of contact.

- A standard “Procedure for Applying for Registration”
- The Application Form (R40),
- The Safe Electric Scheme Rules of Registration booklet
- The Insurance Form (R44).

3.2 Contractors wishing to become registered must submit the following to the ESSB:

- fully completed Application Form (R40)
- evidence of the electrical qualifications of their nominated Qualified Certifier or Certifiers (e.g., National Craft Certificate – Electrician)
- evidence of Verification, Testing and Certification course completion of their Qualified Certifier or Certifiers
- payment of current registration fee (refer to Safe Electric Scheme website for the actual registration fee) - can be paid later at issuing registration
- proof of a valid insurance
- insurance policy issued by the insurance company or insurance broker showing the indemnity for public and employer liability and the insurance expiry date or
- completed Insurance Form (R44) filled, stamped and signed by the insurance company or insurance broker).

3.3 The required qualifications for Qualified Certifiers are set out in clauses 1.2.7 to 1.2.14 of Section C of the CRU Criteria Document. In some cases, Form R15 (see appendix A) is sent to the contractor to capture the overall profile of the Contractor in terms of Apprenticeship, Qualifications and Work Experience. There are a limited number of UK qualifications, obtained during specific timelines which may be accepted as an alternative to the National Craft Certificate. These are set out below:

Time period	Award number	Award title
2011 onwards	C&G 2357	Level 3 Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment)
2004 - 2011	C&G 2356	NVQ Level 3 in Electrotechnical Services - Electrical Installation (Buildings and Structures)
1999 - 2004	C&G 2355	Installing and Commissioning Electrotechnical Systems Level 3
1993 - 1999	C&G 2360 pt1 & C&G 2360 pt2	Electrical Installation Competences Part 1 Electrical Installation Competences Part 2, AM2 Assessment also required
1990 - 1992	C&G 2367 pt1 & C&G 2368 pt2	The Part One Certificate in Electrical Installation Competencies The Part Two Certificate in Electrical Installation Competencies AM2 Assessment also required
1980 - 1990	C&G 2361 pt1 & C&G 2361 pt2	The Part One Certificate in Electrical Installation Work The Part Two Certificate in Electrical Installation Work, AM2 Assessment also required
1970 - 1980	C&G 51A & C&G 51B	The Course A Certificate in Electrical Installation Work The Course B Certificate in Electrical Installation Work

3.4 If a person with any other qualification(s) obtained outside of the Republic of Ireland is seeking to join the Safe Electric Scheme, that applicant should apply to the CRU's Professional Qualifications recognition process to have their qualification(s) assessed. Such applicants will remain an applicant and not a full member until two satisfactory inspections have been completed within 6 months.

3.5 Upon receiving the application the ESSB create a file and assign an application number to the Applicant which after Registration will be converted to a registration number.

3.6 All applications are reviewed to ensure that all the necessary requirements are met. If necessary, the ESSB staff will contact the applicant to clarify any details or request additional information or documentation.

4 Evaluation Criteria

The following are the evaluation criteria by which the application is assessed:

- Qualifications meet the criteria as set out in Section C of the CRU Criteria Document
- Previous experience in the electrical contracting industry
- Disciplinary record if previously registered
- Applicant has the appropriate test equipment

- Applicant has a copy of the current edition of the National Rules of Electrical Installations
- Appropriate Insurance Cover is in place
- Applicant must have accepted and signed the undertakings on the Application Form
- Applicant must have acknowledged on the Application Form that they will undertake to observe and follow all the rules of the Safe Electric Scheme

All applications are reviewed and assessed by the ESSB on a continuous basis.

The Application Evaluation and Decision on Registration Form R04 (Blue Form) is used to record any issue concerning the application and also to record the decision of the ESSB. The R04 Form needs to be signed by: - The General Manager and the Regulatory Affairs & Quality Manager at “Applicant” stage; - The General Manager and Chief Inspector at “Full REC” stage.

5 Insurance Cover

Confirmation must be received from the applicant’s insurance company or broker that the required insurance is in place. This requirement is satisfied if any of the following documents is submitted:

- insurance policy issued by the insurance company or insurance broker showing the indemnity for public and employer liability and the insurance expiry date or
- completed Insurance Form (R44) filled, stamped and signed by the insurance company or insurance broker.

6 Decision & Timeframe

6.1 The applicant will be notified in writing of the decision made on the application. Subject to the application form being fully and correctly completed and all ancillary documentation being provided, the ESSB undertake to review, process and decide on all applications and notify the applicant on the decision within 10 working days.

6.2 If an application is rejected, the grounds for the rejection, based on the evaluation criteria outlined above, shall be detailed in the written response to the applicant. The written response will also detail the appeal process, if the applicant should wish to appeal the decision.

7 Appeal of Registration Decision

7.3 An applicant is entitled to appeal, within 28 calendar days of notification, a decision to reject their application.

7.4 This appeal is processed and assessed in line with the procedure defined in the Safe Electric Scheme Rules of Registration.

7.5 If the decision to refuse registration is upheld on appeal, the applicant is notified of this in writing and is also notified of their right of further appeal to the Commission for Regulation of Utilities.

7 Associated Documentation

- CRU Criteria Document CER/16/001 (Version 3)
- Safe Electric Rules of Registration Booklet
- Application Evaluation and Decision on Registration Form (R04)
- Application for Qualified Certifier Number Form (R15)
- Qualified Certifier Assessment Form (R37)
- Registration Form (R40)
- Insurance Form (R44)
- Compliance to the Criteria Document and Rules of Registration form
- I.S. 10101 National Rules for Electrical Installations - current edition
- Schedule of Fees



Qualified Certifier Application Form

Form: R15 V2

Details

Name: _____ Date last V&C course: _____

Phone: _____ Mobile: _____ Email: _____

Contractor name: _____ RECI Reg. No: _____
(Current Employer)

Last QC Number issued _____ Expiry Date: _____

Apprenticeship

Dates	Company	Courses attended

Qualifications (when available, please provide evidence e.g. copies of certificates or cards or, any other relevant documents)

Dates	Title	Institution

Work Experience

Dates	Company	Position

Additional Information: use continuation sheet on page 2.

I, hereby declare that all the information given in this Application Form is correct to the best of my knowledge and belief (wilfully misleading information may lead to the cancellation of the Qualified Certifier Number)

Date: _____

Applicant signature: _____

For office use only



