



# Safe Electric Scheme Registration Procedure

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## 1. Definitions

<b>Applicant</b>	means the electrical contractor applying to become a REC;
<b>Criteria Document</b>	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;
<b>CRU</b>	Commission for Regulation of Utilities
<b>Qualified Certifier</b>	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;
<b>Register</b>	means the Register of RECs published by the Body in accordance with Section B.5.2 of the Criteria Document;
<b>Registered Electrical Contractor or REC</b>	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;
<b>Safe Electric Scheme</b>	The Electric Safety Supervisory Body Registered Electric scheme.

## 2. Registration Process

1 A standard communication offering registration for the appropriate category of membership is sent to the applicant. When confirmation is received that the appropriate insurance is in place (if not already received) and the annual subscription fee has been received the applicant is registered.

2 When an applicant is registered, they are issued with an ID Card and a Certificate of Registration which details the following:

- the name and address of the Registered Electrical Contractor (REC)
- the Registration class granted
- Registration Number
- the effective date of registration

3 A unique registration number is allocated to each registered contractor.

4 The new Registered Electrical Contractor's (REC) details are entered on the Safe Electric Scheme website, ([safeelectric.ie](http://safeelectric.ie)) during an automatic nightly update, if they request same.

### 2.1 Inspections

5 For a new REC, who has not previously been registered with the Safe Electric Scheme a minimum of

one inspection (A1) in the first six months shall be carried out and another inspection (A2) shall be undertaken within the next 6 months. Both inspections must be completed before the applicant can become a full member.

6 The ESSB shall not authorise that a new REC may commence to certify works (i.e., have self-certification rights) unless they have first successfully passed one inspection and complied with any requirements specified further to that inspection. If a new REC passes their first inspection, they shall then be subject to an additional inspection by the ESSB, within 6 months of the first inspection.

7 If a new REC has been previously registered with the Safe Electric Scheme and/or has the requisite prior experience (as determined by the ESSB), the ESSB may grant the entitlement to self-certify

but shall ensure that, at a minimum, one (1) Inspection is carried out within the first 6 months of registration, subject to the Safe Electric Scheme's Risk-Monitoring System and the RECs previous disciplinary record.

8 When the REC has an installation ready for inspection, they complete an Inspection Request Form (R41) and submit this to the ESSB in conjunction with copies of the relevant test record sheets.

9 The appointed ESSB inspector contacts the REC and confirms a date for the inspection. The inspection is carried out in accordance with the Safe Electric Scheme Inspection and Audit Procedure. The inspector completes an Installation Inspection Report Form (R07B).

## 2.2 Approvals Committee

10 The Registration Approvals Committee meets twice a month. New RECs, who have had the required number of inspections, are submitted to the committee. The Safe Electric Scheme

inspection reports for these new RECs are presented by the Chief Inspector and are reviewed by the committee.

11 If considered satisfactory, the continuation of registration is confirmed and the REC is approved for self-certification providing they are in possession of a valid Qualified Certifier number.

12 If the findings of the inspection reports are not considered satisfactory, further inspections may be allowed, or the registration of the REC may be cancelled. If further inspections are approved, these inspection reports are reviewed at a subsequent Registration Approvals Committee meeting.

13 The "Blue Sheet Form" R04 - Application Evaluation and Decision on Registration is used to confirm Full membership approval and is signed by members of the Committee.

14 The REC is notified of the findings in writing within seven working days of the decision.

15 The REC may appeal the decision of the Registration Approvals Committee in accordance with terms set out in the Safe Electric Scheme Rules of Registration.

## 3. Registration Renewal

16. Subject to all ancillary documentation being provided (cf. Clause 1 of this procedure), the ESSB undertake to review, process and decide on all applications for Registration Renewal and notify the applicant on the decision within 3 working days.

17. Renewal notification and an invoice for the annual subscription fee are issued at the end of the year.

18. Confirmation of the REC's continued registration will be required within 30 days of the issue of the renewal notification.

19. The annual subscription fee must be paid within 90 days of the renewal date.

20. In the event of non-compliance with this requirement the ESSB may, at its discretion, lapse the registration and demand a return of all property and removal of all reference to registration from the contractor's notepaper and property.

21. The REC must also submit confirmation that the appropriate insurance cover is in place.

22. Any change in REC details must be communicated to the ESSB. A new declaration of compliance with Safe Electric Scheme Rules of Registration must be submitted.

#### 4. Associated Documentation

- CRU Criteria Document CER/16/001 (version 3.0)
- Safe Electric Scheme Rules of Registration Booklet
- Safe Electric Scheme Risk Monitoring System
- Safe Electric Scheme Inspection and Audit Procedure
- Application Evaluation and Decision on Registration (Form R04)
- Inspection Request Form (R41)
- Installation Inspection Report Form (R07B)