



Safe Electric Suspension, Revocation and Re-Instatement of Registration

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1. Definition

1999 Act	means the Electricity Regulation Act 1999 (as amended by the Act); Annual Inspection and Audit Programme means the report produced by the Body Performance Report under and in terms of Section B.3.5 of the Criteria Document;
Act	means the Energy (Miscellaneous Provisions) Act 2006 (and any amendment thereto);
Applicant	means the electrical contractor applying to become a REC;
Audit and Inspection Procedure	means the procedure for Audit and Inspection drafted by the Body pursuant to Section B.3 of the Criteria Document
Body	means Safe Energy Ireland appointed by the Commission, pursuant to the Act, to act as an Electrical Safety Supervisory Body;
Commission	means the Commission for Energy Regulation 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
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;
Principal Duty Holder	means the person appointed by the REC to the role of Principal Duty Holder as set out in Section C.1 of the Criteria Document and as approved by the Body further to that Section and the procedure produced 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 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 / Safe Electric Scheme	Means the Electrical Regulatory Safety Scheme.
Suspension and Revocation Procedure	means the procedure for Suspension and Revocation drafted by the Body pursuant to Section B.1.4 of the Criteria Document;

Introduction

1.1 Terms

“Suspension” refers to the suspension of the Registration status of an REC. Such suspension will include the removal of the REC’s details from the Register (put in place by the Body further to Section 5.2) and the withdrawal of that REC’s entitlement to self-certify electrical works for the period of time specified by the Body and, for the avoidance of doubt, the REC shall have the entitlement for its details to be reinstated by the Body upon its Register within five (5) days of the expiry of that period of time specified.

“Revocation” refers to the Revocation of Registration of the REC, the loss of all benefits associated with the status of REC and the removal of that contractor’s details from the Register on a permanent basis.

1.2 Background and Purpose

On successful application for the status of Registered Electrical Contractor (REC) the applicant agrees to abide by the requirements of the Criteria Document issued by the CRU and the Rules of Registration of the Safe Electric Scheme. Failure to comply with either may lead to suspension and ultimately to revocation of the REC’s registration. Please note that full membership of the scheme is acquired upon successful completion of the second application inspection. It is only at this point that the applicant becomes a full Registered Electrical Contractor.

Every REC, in addition to the requirements set out In the Act, the Criteria Document and the Rules of Registration, shall comply with the technical rules applicable to the Regulatory System, currently being the National Rules for Electrical Installations current edition and its amendments, national code of practice for customer interface, current edition and such other technical rules as may be specified by the Criteria Document from time to time.

Note: an applicant is not a full REC until they have passed their second application inspection.

1.3 Scope of Agreed Procedure

This Agreed Procedure sets out the procedures in relation to:

- (a) De-registration
- (b) Suspension
 - (i) Insurance
 - (ii) Audit and Inspection
 - (iii) Subscription Fee
 - (iv) Follow-up Fee

(v) Qualified Certifier

(c) Revocation of registration and Voluntary Termination

(d) Termination

This Agreed Procedure forms an annex to the Quality Manual and is approved by the CRU. It sets out procedures to be followed by a REC subject to the Criteria Document and The Rules of Registration.

2. Overview

2.1 De-registration

Where a REC is de-registered, either voluntarily or further to a decision by the ESSB or the Commission, the REC must remove all reference to registration from their notepaper and property and they shall not in any way represent themselves or their business as being registered with Safe Electric. The de-registered contractor will no longer be entitled to use the branding associated with the Regulatory System.

The de-registered contractor must return all Safe Electric scheme e property, including the registration certificate. It must also relinquish all completion certificates. For avoidance of doubt, this will include those certificates issued but not yet returned to the body. The REC is required to also return the form of confirmation of Registration issued to it by the Body.

Where reasonable, the ESSB may, at its discretion, publish or advertise the cancellation of a de-registered contractor's name from the register on the Safe Electric website and also in such newspaper or periodicals and in such manner as it may think reasonable (in accordance with the Act and Criteria Document).

In the case where a REC ceases trading, the REC is required to inform the Body immediately and such notice will serve as direction to the Body to remove the particulars of that REC from the Register.

2.2 Insurance

The Applicant, or REC is required to have in place and ensure continuous insurance cover as specified by the ESSB and which may include:

- (i) Public liability insurance to a minimum level of indemnity specified by the Body and or the Commission;
- (ii) Products liability insurance; and
- (iii) Appropriate employer's liability insurance (if applicable).

Failure to maintain insurance as required in The Rules of Registration Clause 11.1 and/or provide the ESSB with proof of such when requested to do so will result in automatic suspension of Registration and in the automatic and immediate suspension.

The specified levels of insurance cover will be subject to review from time to time, as appropriate.

3.3 Audit and Inspection

Inspection and Audit of Premises, Equipment and Installation Work.

Every REC shall permit the ESSB to carry out an inspection and/or audit at any time in accordance with the Audit and Inspection Procedures published by the ESSB and approved by the Commission and Section C.5 of the Criteria Document.

Failure to comply with this clause will cause the REC to be liable to disciplinary action in accordance with Section D of the Criteria Document and Safe Electric's Disciplinary Procedure. However, the ESSB reserve the right to terminate a REC for failing to facilitate an inspection.

3.4 Follow-up Fee

Where the **total** number of points for breaches of the National Rules for Electrical Installations (I.S. 10101) received by a REC during an inspection are 10 or more then the REC will receive a mandatory follow-up inspection.

RECs requiring a higher level of monitoring via a follow-up inspection will be subject to additional fixed fees as agreed. Please refer to the schedule of fees and charges. This charge will be subject to review from time to time.

A REC will be suspended, and their self-certification rights withdrawn should they fail to pay a follow-up inspection fee within 30 days of the invoice being issued

3.5 Qualified Certifier

It is a requirement for all REC to have at least one Qualified Certifier (QC) with a valid QC No. The requirements for Qualified Certifier can be found in Section C of the CRU Criteria Document Clauses 1.2.7 to 1.2.14. One of the requirements is that the Qualified Certifier shall be a principal or employee of the REC who is available on a full-time basis. Failure to update the status of the nominated Qualified Certifier will lead to suspension and ultimately to de-registration.

4. Suspension Procedures

4.1 Insurance

Step	Step Description	Timing	Method/Action	From / By
1	Notification of the Certificate of Insurance's expiration to RECs - Subject to Section C paragraph 2.7 of the Criteria Document	At least 4 Weeks prior to ceasing of insurance cover as per the Safe Electric Scheme's record	Contact REC via electronic letter & SMS requesting to complete and send back a Certificate of Insurance. Update database confirming reminder was sent.	Administrator
2	<p>If the REC failed to provide a completed and stamped Certificate of Insurance and in accordance Section C paragraph 2.7.1 and Rules of Registration Clause 11.2 will be triggered.</p> <p>The contractor no longer has the legal status of "Registered Electrical Contractor"</p> <p><i>If the contractor provides insurance policy after due date proceed to step 4</i></p> <p><i>If the contractor failed to provide an update on insurance policy within the specified time frame proceed to step 5</i></p>	Immediate suspension of Registration i.e. from the point that the REC's insurance ceases to be effective	<ul style="list-style-type: none"> REC is Suspended Immediate suspension of entitlement to self-certify Removal of the REC's details from the Register (put in place by the Body further to Section 5.2) Update DB <p>electronic letter & SMS communication to be sent on the day of expiry to contractor informing the above is in effect.</p>	Administrator
3	REC provides insurance policy cover to the ESSB	Within 4 weeks after the insurance policy date as per the Safe Electric Scheme's record	Confirm via electronic letter & SMS communication that suspension has been lifted and full certification rights are resumed.	Administrator

4	REC fails to provide a completed Certificate of Insurance Section C paragraph 2.7 and Section D 4.1 (ii) (a) of the Criteria Document will be triggered.	4 weeks after cease date of insurance policy	Terminate registration. electronic letter & SMS communication to REC.	Administrator
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4.2 Audit & Inspection

Step	Step Description	Timing	Method/Action	From / By
1	Notification of audit and inspection to RECs - Subject to Section B paragraph 3 of the Criteria Document.	Day 0	Contact REC via electronic letter & SMS communication requesting to provide work for audit and inspection purposed Database is updated to confirm REC was contacted	Inspector and Admin
2	REC failed to: Acknowledge communication or Provide work for inspection	2 weeks after the initial contact	A second communication to be sent via electronic letter & SMS communication requesting the REC to provide work for inspection. Database is updated to confirm REC was contacted	Inspector and Admin
3	REC continues to ignore communication from the Body is subject to Section D paragraph 4.1	4 weeks after second communication was made	electronic letter & SMS communication to REC requesting to attend a disciplinary hearing or termination of RECs registration	Administrator

4.3 Subscription Fee

Step	Step Description	Timing	Method/Action	From / By
1	Notification of Subscription Fee due - Subject to Section B paragraph 2.6 of the Criteria Document and the Rules of Registration clause 10.4	4 weeks prior to the annual subscription fee due date	Electronic letter & SMS communication to REC requesting to pay the subscription fee	Administrator
2	REC failed to pay the annual subscription fee by due date	Day of registration expiry date	Reminder notification is sent via electronic letter & SMS communication	Administrator
3	REC failed to pay the annual subscription fee past due date	2 weeks after due date	Notification is sent via electronic letter & SMS communication	Administrator
4	Subject to Section B paragraph 2.6 of the Criteria Document and the Rules of Registration clause 10.7	4 weeks after the date	REC's registration will be suspended. electronic letter & SMS communication will be sent updating contractor.	Administrator
5	Subject to Section B paragraph 2.6 of the Criteria Document and the Rules of Registration clause	4 weeks after the date	REC's registration will be voluntary de-registered. electronic letter & SMS communication will be sent updating contractor.	Administrator

4.4 Voluntary De-Registration

Step	Step Description	Timing	Method/Action	From / By
1	Notify of intention to cease being a REC and date upon which it is intended that this Termination will take	At least 30 working days prior to the date upon which it is intended that the termination will take effect	Written communication	Registered Electrical Contractor
2	The ESSB receives written request to de-register from REC	Following receipt of notification set out in step 1 above and once the relevant REC has complied with conditions set out in Section B paragraph 4.3 of the Criteria Document	Email or Letter response confirming receipt of de-registration request	Administrator
3	Voluntary de-registration takes effect (REC seeking de-registration must remain in compliance with conditions set out in paragraph Section B paragraph 4.3 of the Criteria Document to take effect)	Upon receiving all Safe Electric scheme property.	electronic letter & SMS confirming de-registration is complete.	Administrator
4	The ESSB informs The Commission & DSO	Following Termination	Email	Administrator

4.5 Follow-up Fees

Step	Step Description	Timing	Method/Action	From / By
1	Follow up Fee invoice is issued	5 working days after the Follow-up inspection is completed	electronic letter & SMS communication	Accounts & Finance
2	REC fails to pay the Follow up Fees. The contractor no longer has the legal status of "Registered Electrical Contractor"	30 calendar days after invoice is sent out	<ul style="list-style-type: none"> • REC is Suspended • Immediate suspension of entitlement to self-certify • Removal of the REC's details from the public website register (put in place by the Body further to Section 5.2) • Update Database <p>electronic letter & SMS <i>communication to be sent to contractor informing the above is in effect and that they have 14 days to pay.</i></p>	Administrator
3		2 weeks after second communication is sent out	electronic letter & SMS communication to REC	Administrator

REC fails to pay the
follow up charges after
receiving a second
request to pay

requesting to attend a
disciplinary hearing.

5. Revocation

Revocation of the registration status of a REC will occur in the following circumstances:

1. On a voluntary basis,
2. Escalation of suspension,
3. As a decision of the Disciplinary Committee.

Where the Revocation is a result of 2 & 3 above, a revocation letter will be sent to the REC(s) concerned, via registered post, within 1 working day, notifying them that:

- They have been removed from the register and
- They must return all outstanding Completion Certificates, identification card and all intellectual property pertaining to the Safe Electric brand. For the avoidance of doubt, this will include those Completion Certificates issued but not yet remitted to the ESSB.
- They must cease to display any logos on vehicles or letterheads pertaining to the Safe Electric brand.

6. Re-instatement of registration following de-registration

The re-instatement of a de-registered REC is at the discretion of the ESSB as outlined below:

The REC will have recourse to re-apply for membership of the Safe Electric Scheme, but they must follow the Safe Electric Application procedure. A case-by-case approach is taken regarding application and subscription fees.

The ESSB will then decide upon the REC's re-instatement based on the registration & evaluation decision as set out in the Safe Electric application procedure.

7. Associated Documentation

- CRU Criteria Document CER/16/001 (Version 3)
- I.S. 10101 National Rules for Electrical Installations - current edition
- Safe Electric Rules of Registration
- Schedule of fees