

**SAFE ELECTRIC**  
**Requirements for Principal Duty Holder**

Please return a copy to [pdhqueries@reci.ie](mailto:pdhqueries@reci.ie)



REC Name _____	Reg. No _____
PD Holder Name (Block Capitals) _____	
Email _____	Mobile Phone _____

**Requirements for Principal Duty Holder Extracted from CRU Electrical Criteria Document page 68**

1.2.5 A Principal Duty Holder will:

- (i) have responsibility for all matters relating to Registration and be the primary point of contact with the Body;
- (ii) have an understanding of, and responsibility for, the safety conditions relating to the range of electrical work undertaken by the business;
- (iii) have responsibility for the maintenance of the overall standard and quality of the electrical work carried out or managed by the enterprise and for ensuring that there are systems in place whereby all electrical work undertaken is carried out by competent persons who are adequately and appropriately supervised; and
- (iv) be responsible for ensuring that the REC is in compliance with the conditions of this Criteria Document and anything further to this Criteria Document. This will include (but is not limited to) activities relating to the following:
  - (a) ensuring any person acting as a Qualified Certifier meets the conditions outlined in Clause 1.2.7 (Qualified Certifier);
  - (b) ensuring that the necessary records of all Qualified Certifiers are maintained and are kept up to date. Such records must be able to demonstrate the competency, qualifications and training of each Qualified Certifier;
  - (c) ensuring that any material changes to the details of its Named Qualified Certifier(s) are communicated immediately to the Body;
  - (d) ensuring that only persons who comply with the conditions laid down in this Criteria Document for a Qualified Certifier issue Certificates on behalf of the REC;
  - (e) ensuring that the appropriate Certificates and other documentation are issued and recorded for all completed electrical work in accordance with the requirements of this Criteria Document;
  - (f) safeguarding any unused Certificates which have been issued to the REC in order to prevent loss, theft and/or unauthorised use;
  - (g) ensuring that the REC holds the appropriate level of insurance cover as specified by this Criteria Document/the Body;
  - (h) ensuring that all records required to be held by the REC as part of the Rules of Registration are maintained and kept up to date; and,
  - (i) complying with the requirements of the Body concerning Audit and Inspection.

1.2.6 A Principal Duty Holder may also be a Qualified Certifier.

**I hereby confirm I have read and understand the duties for a Principal Duty Holder.**

\_\_\_\_\_  
Principal Duty Holder Signature

\_\_\_\_\_  
Date