

## Guidance on the documentation required with your Completion Certificate where electrical work has been carried out

This guidance is intended to clarify Building Standards' requirements relating to electrical works where the responsible person has not employed an Approved Certifier of Construction.

### BACKGROUND

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**The Building (Scotland) Act 2003** - came into force on 1 May 2005. The Act and its associated legislation set the procedures and standards of works to buildings.

**Inverclyde Council** - has been appointed as a **Verifier** by Scottish Ministers. This role is to protect the public interest by providing an independent check of all building warrant projects.

**The Scottish Building Standards Division** - is responsible for the legislation and for appointing and auditing Verifiers on behalf of Scottish Ministers.

**Completion Certificate** - the completion certificate is legal confirmation from the **Relevant Person** (owner, tenant or developer) that the work was carried out and/or conversion made in accordance with the building warrant and conforms to the drawings, specifications and other information endorsed in connection with the warrant. On submission to the Verifier, this certificate must be either accepted or rejected by them.

### TYPES OF ELECTRICAL INSTALLER

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**Approved Certifier of Construction** - the Act establishes a role for suitably qualified people, businesses, or other bodies to be appointed by the Scottish Ministers to certify that certain construction work complies with the building regulations.

A certificate of construction covers both the electrical installation and compliance with the building regulations where these could be affected by the electrical installation (e.g. notching of floor joists, fire sealing and acoustic separation).

There are currently two schemes approved by the SBSA, operated by SELECT and NICEIC (but note that not all members of these organisations are approved certifiers as defined here). For more information, refer to the following websites:

Scottish Building Standards: [www.sbsa.gov.uk](http://www.sbsa.gov.uk) (follow link for Certification)

SELECT: [www.select.org.uk](http://www.select.org.uk)

NICEIC: [www.niceic.org.uk](http://www.niceic.org.uk)

A discount of 1% of the warrant fee is available were the Verifier is formally notified, on the warrant application form, that an Approved Certifier of Construction is to be employed.

**Competent Installer** - is an installer having current membership of an accredited registration scheme operated by a recognised professional body. This could include a UKAS accredited registration scheme operated by NICEIC or SELECT or an equivalent body. For applications involving the installation of microgeneration equipment only this could include installers registered with the microgeneration certification scheme operated by The Department of Energy and Climate Change.

**Unregistered Electrician** - The competence of unregistered electricians can vary from trained and experienced installers to less competent installers. It is recommended that independent references are sought when employing unregistered electricians. The Verifier may request details of their experience. Given this uncertainty and to avoid the Verifier becoming an arbiter of competence, third party testing to BS 7671 by a competent installer must be submitted in certain circumstances (see below). The applicant is responsible for the costs of this testing.

**DIY Installer** – Again the competence of DIY installers varies widely. Without appropriate experience/qualifications, DIY installation is not recommended. Third party testing by a competent installer must be submitted in certain circumstances, as indicated below, and may be required otherwise than this. The applicant is responsible for the costs of this testing.

## ACCEPTANCE OF THE COMPLETION CERTIFICATE BY THE VERIFIER

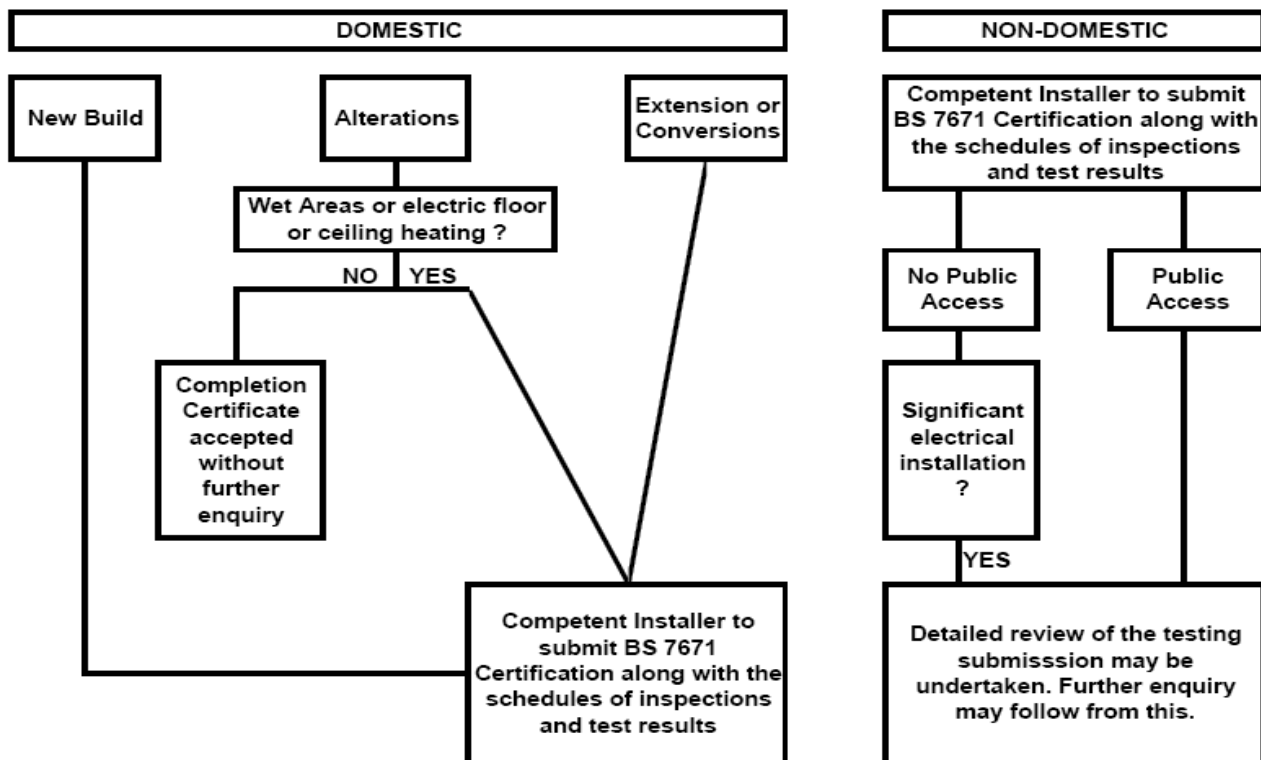
Section 18 (2) of the Act states that “**The verifier must accept the completion certificate if, but only if, after reasonable enquiry, it is satisfied as to the matters certified in the certificate**”.

Reasonable enquiry, with no further checking required by the verifier, is met fully by receipt, along with the certificate of completion, of a relevant Certificate of Construction from an Approved Certifier of Construction.

**Where no Certificate of Construction is provided the verifier must make ‘reasonable enquiry’. It is the aim of this guidance to clarify what is reasonable enquiry for different types of project and different competencies of electrical installer.**

The submission of a relevant certificate from a competent installer (as defined above) that the installations are designed, constructed, inspected and tested in accordance with the requirements of British Standard BS 7671: 2001 as amended (electrical installation certificate, minor works certificate or periodic inspection report) is the principal method of providing additional reassurance on the safety of the installation if this is required, but dependant on the project type or installer competency, further enquiry may be made.

The following flow diagram outlines, by project type whether BS 7671 Certification is required.



For the installation of microgeneration equipment only, reasonable enquiry will involve:

- Verification that the installer is registered under the Microgeneration Certification Scheme.
- Checks to ensure warning signage and automatic cut-off to the IEE Wiring Regulations 17<sup>th</sup> Edition.
- Where connected to a distribution network, receipt of written confirmation from the network operator that they are satisfied that the installation meets the Engineering Recommendation G83 guidelines, published by the Energy Networks Association.

**The Verifier will also make reasonable enquiry regarding compliance with the building regulations generally, where these could be affected by the electrical installation (e.g. notching of floor joists, fire sealing and acoustic separation).**

Building Standards Officers are available by appointment please contact us at:

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