

# Surveillance assessment guidance

**As part of your ECA Membership Certsure is required to carry out surveillance technical assessments to ensure that your business continues to meet the required technical standards applicable to your work related to BS 7671 and the Scheme Rules.**

**The purpose of this guidance is to assist you in preparing for your business's surveillance technical assessment for electrical work within the scope of BS 7671.**

**We endeavor to complete all assessments within the allocated time, access to sites, records and personnel is essential. If we are unable to complete the assessment and additional time is required, this may be chargeable.**

## 1. PREMISES, EQUIPMENT AND SAFETY

Your Assessor will visit your registered office address, be that at home or business premises, to confirm that you are maintaining your systems, processes and records of work undertaken along with details of clients you have worked with.

They will review your equipment to ensure it remains appropriate to the range and scale of electrical work that your business carries out.

The Principal Duty Holder will need to be present for the opening and, potentially, the closing meetings of the assessment.

The registered Qualified Supervisor(s) must be present throughout the assessment and accompany the Assessor to the sites or premises selected for assessment.

A business letterhead will be required to confirm your trading address aligns with our records

Your health and safety policy statement and risk assessment information will need to be made available

Procedures for safe isolation and energisation should also be available

Guidance from the HSE on health and safety policies is available to download from: <http://www.hse.gov.uk/simplehealth-safety/policy/index.htm>

## 2. TECHNICAL REFERENCE DOCUMENTS

Your Assessor will review the technical reference documents that your business uses, to ensure that they are appropriate to the range and scale of work undertaken. As a minimum, you must have access to the latest edition of each of the following documents:

BS 7671 – Requirements for Electrical Installations (IET Wiring Regulations)

Memorandum of Guidance on the Electricity at Work Regulations 1989 \*

HSE Guidance Note GS38 \*\*

Additional technical documents which may be required depending on the range of work undertaken include:

Approved Document Part P if you undertake domestic work in England or Wales \*\*\*

Other relevant Approved Documents

\* This document is available as a free download from <https://www.hse.gov.uk/pUbns/priced/hsr25.pdf>

\*\* This document is available as a free download from <https://www.hse.gov.uk/pubns/books/g38.htm>

\*\*\* This document is available as a free download from <https://www.gov.uk/government/publications/electrical-safety-approved-document-p>

### 3. TEST INSTRUMENTS AND LEADS

Your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of electrical work that your business undertakes.

A sample of this equipment must be available to your Assessor during the assessment. This will then need to be taken and used during the on-site assessment by the Qualified Supervisor to demonstrate testing and safe isolation procedures.

As a minimum, for all low voltage Electrotechnical work, the Business shall be required to hold suitable equipment to undertake the following tests, as a minimum;

- Continuity
- Insulation resistance
- Earth fault loop impedance
- Residual current device
- Voltage indicating (together with means of securing for safe isolation)
- Suitable leads for the above

Two or more of the functions of the above test instruments may be combined in a single instrument.

Your Assessor will also need to ensure that your business is maintaining the on-going accuracy and consistency of test instruments used for certification and reporting.

### 4. ELECTRICAL INSTALLATION CERTIFICATES AND FORMS OF REPORTING ISSUED TO CLIENTS

In order to demonstrate how your business has complied with BS 7671 the Assessor will need to review the following certificates and reports during the assessment:

A sample of electrical installation certificates, including minor electrical installation certificates issued since your business's last assessment

If appropriate, a sample of Electrical Installation Condition Reports (EICR's) issued since the last assessment

If appropriate, how your business has complied with notifiable work under the current Building Regulations

Other documents relevant to the Enterprise such as specifications, drawings etc.

All documents listed above should be kept for a minimum of 6 years or as contractually required, which may be longer.

### 5. INSURANCES

During the assessment, the Assessor will need to see evidence that your business has maintained and has current **Public Liability** Insurance. This must be a minimum of £2 million cover for the range of work that your business undertakes.

Please note: it is Public Liability Insurance, and not Employer's Liability Insurance that the Assessor will check and if there is no PLI in place the assessment may be terminated by the Assessor.

If undertaking EICRs then £250,000 professional indemnity insurance will also be required.

### 6. RECORD OF COMPLAINTS

Every business is required to maintain a log of any complaints made about the technical standard of electrical work they have installed, along with the remedial action taken.

This log will need to be made available to the Assessor during the assessment.

Documents should be kept for a minimum of 6 years or as contractually required, which may be longer.

### 7. LIST OF ELECTRICAL WORK

A list of all electrical work completed by your business since the last assessment, and all the work in progress, will need to be made available to the Assessor, including any specifications, drawings and the like.

The Assessor will usually select a minimum of 2 samples of electrical work to visit and assess reflective of the range, scale and scope of electrical work undertaken. The samples should have been completed in the last 12 months or be work in progress.

### 8. ACCESS AND TRANSPORT ARRANGEMENTS

The Assessor will accompany the Qualified Supervisor to each of the sites selected. The following arrangements will need to be made:

- Access to the electrical work at each site/premises
- Suitable transport to each site/premises
- Suitable equipment (hand tools, access equipment, PPE, etc) to access the installation

Assessors will have with them standard PPE, but should there be a need for specific PPE or access requirements this should be made clear at the time of booking and provided on the day.

### 9. MANAGEMENT CONTROL

The assessor will ask to see a list of any sub-contractors your business contracts with to ensure you have an effective system for controlling documentation generated on behalf of your business.

The assessor would ask to see evidence that any sub-contractors are suitable for the work undertaken, this may mean providing evidence of their qualifications, certifications or competence.

The assessor will ask to see evidence that all Employed Persons are competent and/or adequately supervised for the work undertaken and hold relevant qualifications and undertaking suitable training, including Continuous Professional Development.

The assessor will also ask to see evidence that employed persons are suitably skilled and competent for the area of work they undertake.

### 10. KEY PERSONNEL

The Assessor will ensure that there have been no changes to the key personnel in the business that have not been communicated to Certsure.

Any changes to the enterprise that have not been communicated to Certsure prior to the assessment can impact the outcome.