

CREATING CLIENT CONFIDENCE

THE COMPREHENSIVE
TECHNICAL ASSESSMENT OF
ELECTRICAL CONTRACTORS



The Electrical Contractors' Association

PERIODIC TECHNICAL ASSESSMENT SCHEME

INTRODUCTION

Over recent years the complexity and use of electrical systems has grown in every area of life.

Concerns relating to electrical system safety and performance have developed in line with this growth and are reflected in legislation such as the Health and Safety at Work Act 1974, the Electricity at Work Regulations (EAW) 1989 and various national standards concerning electrical installations, emergency lighting, fire alarms, security systems, etc.

In addition to the existing legislation, various proposals are being considered now, in Europe and the UK, for the qualification of electrical contractors.

They will help to identify those electrical contracting businesses which are qualified and distinguish them from those which do not meet the qualification requirements.

The ECA, as the electrical contracting industry's representative trade body, is contributing to these initiatives. In addition, it has established its own comprehensive technical assessment scheme for its members.

This technical assessment scheme which is aligned to the categories of work published in European Specification ES 59004: 1998; the Qualification of Electrical Installation Contractors, is both thorough and comprehensive.

It provides an assurance to clients that the work of electrical contractors meeting the requirements of the scheme is in compliance with all the current relevant standards, regulations and codes of practice.

Such contractors will be awarded an approval certificate showing the categories of work for which they have been positively assessed. They will be able to make the certificate available for inspection by their clients.

This publication gives details of the scheme and of the other consumer protection services provided by ECA members.



THE TECHNICAL ASSESSMENT OF ELECTRICAL CONTRACTORS

Government, clients, consultants and the representative bodies of the electrical installation industry are calling for a credible technical assessment covering **all** categories of electrical installation work.

The ECA's periodic technical assessment scheme establishes the means to achieve a comprehensive assessment of all installation work including security, fire alarm and process control systems.

It provides the potential for a one-stop technical assessment, avoiding the need for multiple certification and verification from different assessment agencies.

As such it will recognise and distinguish technically qualified contractors, whatever their size and areas of work.

HELPING COMPANIES TO MEET STANDARDS


The ECA will offer help and guidance to contractors in areas where the technical assessment reveals that they do not meet established requirements.

CERTIFICATE OF ASSESSMENT

Companies meeting the requirements will receive a certificate detailing all the categories of work for which they have been positively assessed - all the essential information for the client on a single piece of paper!

FREQUENCY OF ASSESSMENT BY THE ECA

Each company will be assessed by the ECA at least every three years or at a greater frequency according to the company's established track record and categories of work undertaken.


Certificate Number _____

Technical Assessment Certificate

Technical Assessment Certificate for business designing, inspecting, testing, installing and maintaining electrical and electronic systems

This is to certify that

_____ has met the requirements of the Electrical Contractors' Association's Technical Assessment Scheme for the following categories of work:

CATEGORIES	AREAS OF WORK	
	Design	Install Inspection and Test
Electrical Installations up to 1000V		
A1. Electrical Installations in Buildings and industrial Installations	•	•
A2. Security and CCTV Systems	•	•
A3. Fire Alarm Systems	•	•
A4. Control Systems Installations for Industrial Process Control	•	•
A5. Underground Cable Networks for Power Distribution, Public Lighting and Traffic Control (including electrical connection)	•	•
A6. Overhead Lines for Power Distribution, Public Lighting and Traffic Control (including electrical connection)	•	•
Electrical Installations above 1000V up to 36kV		
B1. Industrial Installations	•	•
B2. Overhead Power Lines (including electrical connections)	•	•
B3. Underground Cable Networks for Power Distribution (including electrical connections)	•	•
B4. Public Lighting Installations	•	•
Electrical Installations above 36kV		
C1. Industrial Installations	•	•
Communication Installations		
D1. Communications Systems in Buildings and Industrial Installations	•	•
D2. Computers, Network and Peripheral Equipment Installations	•	•
D3. Communications Infrastructure Installations	•	•
D4. Overhead Communications Infrastructure Cabling	•	•
D5. Underground Communications Infrastructure Cabling	•	•
Extensions		
<small>The two following extensions can be granted to any of the above categories</small>		
E1. Installations in Hazardous	•	•
E2. General Contracting	•	•
<small>General annual value of completed electrical installation work in £000 = _____</small>		
<small>The above is based upon a technical assessment undertaken by the Electrical Contractors' Association which is the representative body for the electrical contracting industry in England, Wales and Northern Ireland</small>		
<small>Issued on _____</small>		
<small>by the Electrical Contractors' Association, 34 Palace Court, London W2 4HY</small>		
<small>This certificate remains the property of the Electrical Contractors' Association</small>		

THE ASSESSMENT PROCESS

The ECA has begun the rigorous technical assessment of its members based on criteria carefully established to ensure compliance with the current installation standards for categories of work published in the European Specification. These assessments are undertaken by a dedicated team of specialist assessors.

The ECA is working with other representative industry bodies, through the Electrical Industry Installation Liaison Committee, to develop an industry standard for the assessment process.

The ECA's present assessment covers all areas of the company's technical activities and will include:

- **Design**

Installation work
(all categories of work undertaken)
Availability of Relevant Standards
Compliance with Related Legislation
Procedures for Design

- in house
- external

- **Installation Practices**

Related Codes of Practice
Installation Procedures
Methods of Installation
Related Standards
Health and Safety Requirements

- **Verification and Information**

Certification
Test Schedules
Commissioning Schedules
Operating Manuals
General

- **Staffing**

Technically Competent Person

- Training (Original)
- Continued Professional Development
(Evidence Related Training)

Staff General (All levels)
Health and Safety Requirements

The individual company's assessment relates to those categories of work which the company undertakes and in which work is available for assessment. The categories of work in which the company has been positively assessed will be shown in its assessment record and on its assessment certificate.

INDEPENDENT ACCREDITATION

Accreditation for the ECA technical assessment process will be sought from the United Kingdom Accreditation Service (UKAS).

UKAS is recognised by Government as the body responsible for providing national accreditation of measurement and sampling, accreditation of certification and inspection bodies. It operates under a Memorandum of Understanding with the DTI.



MUTUAL RECOGNITION

The ECA hopes that the development of an industry standard will lead, in the future, to mutual recognition between agencies offering comparable accredited assessment processes.

CATEGORIES OF WORK

Electrical contractors and installers operate across a wide range of advancing technologies. The ECA's assessment scheme covers all those areas of work which are specified in European Specification 59004 (1998) as follows:

Electrical Installations up to 1kv

- A1. Electrical Installations in Buildings and Industrial Installations
- A2. Security and CCTV Systems
- A3. Fire Alarm Systems
- A4. Control Systems Installations for Industrial Process Control
- A5. Underground Cable Networks for Power Distribution, Public Lighting and Traffic Control (including electrical connection)

Electrical Installations above 1kv up to 36kv

- B1. Industrial Installations
- B2. Overhead Power Lines (including electrical connections)
- B3. Underground Cable Networks for Power Distribution (including electrical connection)
- B4. Public Lighting Installations

Electrical Installations above 36kv

- C1. Industrial Installations

Communication Installations

- D1. Communications Systems in Buildings and Industrial Installations
- D2. Computer Network and Peripheral Equipment Installations
- D3. Communications Infrastructure Installations
- D4. Overhead Communications Infrastructures Cabling
- D5. Underground Communications Infrastructures Cabling

Extensions

The two following extensions can be granted to any of the above categories

- E1. Installations in Hazardous Areas
- E2. General Contracting

Each electrical contractor will choose the categories of work against which it will be assessed according to its business interests and involvement. A positive assessment will be confirmed in its assessment record and certificate.



CUSTOMER SATISFACTION AND PROTECTION

The ECA periodic technical assessment and the customer support services described below offer clients the highest level of protection provided by any body representing or qualifying electrical installation engineering companies.

These customer support services provide that work is in compliance with standards

All ECA members' work will be undertaken and completed to the Relevant Standards, regulations and codes of practice.

Where appropriate the ECA member will issue a completion certificate certifying that the work is in compliance with the Relevant Standards.

The ECA Warranty - up to £100,000.00, six year cover for the compliance of installation work to standards

The ECA's Warranty Scheme covers the compliance of the ECA member's work to Relevant Standards.

The Warranty is underwritten by insurers and provides the following policy cover:

If Work fails to comply with the Relevant Standards, the Work shall be rectified so that it shall comply with such standards subject to a maximum limit of £100,000. The Warranty, subject to the terms and conditions of the scheme, provides the Claimant at no cost with an assurance that if any work carried out by an ECA member fails to comply with the Relevant Standards it shall be rectified at no further expense. This Warranty is valid for a period of 6 years commencing from Completion of the Contract.

The ECA Bond - covering the completion of work for clients

The ECA Bond, which is also underwritten by an insurer, provides the following cover:

Subject to the terms and conditions of the scheme, it provides the Claimant with an assurance that if the member's employment is determined for a Specified Reason, such as the insolvency of the member, the additional cost of completion will be met by the Insurer to a maximum limit of £50,000.00 or 10% of the members contract value shown on its certificate (see below). The benefits of the Bond are available to clients on all contracts using "Approved Forms".

Warranty and Bond Certificates - covering the clients interests

Certificates are issued to each ECA member company and the contract specifier or client is recommended to request copies from the contractor to verify their validity in support of the ECA Warranty and Bond schemes.

A Free Inspection on Demand Service

Any ECA member or client may request an Inspection on Demand which provides an independent professional inspection of a given installation. ECA members initiating a request must do so with a agreement of the client.



The normal charge for this service is £250 per day but this will be waived in the case of ECA members' clients who have cause for legitimate concern.

The Inspection on Demand service will confirm whether or not the electrical work complies with the Relevant Standards, if not it will be rectified under the Warranty Scheme.

A Code of Fair Trading - protecting consumers' interests

All ECA members follow a Code of Fair Trading and have undertaken to act in good faith in their dealings with customers.

The Code is in addition to the customer's statutory rights and takes nothing away from them.

The ECA Code covers the design, installation, maintenance and commissioning of electrical installations and provides a fair exchange between client and ECA member.

Response to Customer Complaints

The Electrical Contractors' Association will investigate reasonable complaints concerning its members technical performance under its Warranty and Bond Scheme or Inspection on Demand Service. It has a formal written complaints and disciplinary procedure for its membership.

Use of Fair Forms of Contract

All clients are recommended to ensure that they have a formal written contract with their contractors for all the work which they are commissioning. The Association promotes the adoption of equitable forms of contract that satisfy that need and the following, in unamended format, are designated as "Approved Forms" under the ECA Warranty and Bond.

Joint Contracts Tribunal (JCT), Forms of Building Contract (all versions)

Institution of Electrical Engineers / Institution of Mechanical Engineers, Model Forms MF / 1 E

Institution of Civil Engineers, Conditions of Contract 5 / 6 Edition

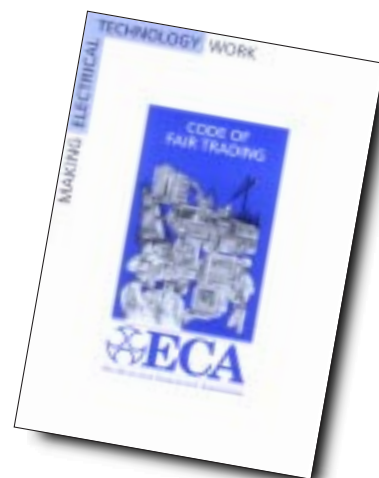
Department of the Environment, General Conditions of Contract - GC / WORKS / 1

British Electrotechnical and Allied Manufacturers Association, Form EB / BEAMA 1979 (A)

Other forms issued or approved by the ECA or CASEC (now known as SEC Group)

Helping Clients to Select Good Contractors

In addition to the customer services covered in this publication the ECA has produced "A Client Guide to the Certification and Procurement of Electrical Installations". Copies of this are available free on request from the Membership Administration Department together with publications covering the Warranty, Bond, Inspection on Demand, Code of Fair Trading and the ECA's Register of Members.



The Electrical Contractors' Association represents the interests of over 2000 member companies which are all involved in electrical installation work. They dominate this sector in the UK with a collective annual turnover approaching £3 billions per annum. The Association also has categories of membership for clients, consultants, manufacturers and distributors of electrical products which provide them with advisory services and information.

A special category of Registered Associate is available for start-up and developing businesses.

The ECA's objectives are:-

- *to promote the safety and uniformity of electrical installation work to relevant standards*
- *the qualification and reward of its practitioners*
- *the encouragement of beneficial new technologies*
- *the achievement of an equitable commercial return for work done*

Since its foundation in 1901, membership of the ECA has implied high standards and qualities.

Member companies undertake all types of electrical work, including the design, installation, testing, commissioning and maintenance of power, lighting, fire and intruder detection, data and telecommunication networks and process control systems.

They employ over 30,000 operatives and support 8,000 apprentices in their craft training.

Members range from single owner proprietors to large national companies with many branches.

The ECA is amongst the five best resourced representative associations in UK industry and commerce.



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