

Criteria for Membership

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1. Alignment with EAS

The criteria for membership of SELECT broadly align with the requirements and guidance given in the Electrotechnical Assessment Specification (EAS) which is for use by certification and registration bodies assessing enterprises carrying out electrotechnical work.

2. Exceptions for PI insurance requirement

Where periodic inspection and testing (PI&T) of electrical installations is within the scope of work undertaken, but professional indemnity (PI) insurance is not held for a valid reason, this must be notified to SELECT in writing for an exception to the membership criteria to be approved.

3. Compliance with Code of Practice

All Members are required to comply with the SELECT Code of Practice.

4. Competent person change in 3.1

Changes regarding the nominated competent person for work category **3.1 Electrical installations up to and including 1000 V AC and/or 1500 V DC** are proposed as follows:

Where the Member subscription turnover levy rate is the minimum subscription, has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor and persons carrying out electrical inspection and testing as in Appendix 4 of the EAS and additionally, has evidence of having successfully completed the ECS Health, Safety and Environmental Assessment, or equivalent.

5. Introduction of new work categories

New work categories which align with the EAS to be introduced, including:

- **3.1a Periodic inspection and testing (dwellings and other than dwellings)**
- **3.1e Solar photovoltaic (PV) systems installation (dwellings)**
- **3.1f Solar photovoltaic (PV) systems installation (other than dwellings)**
- **3.1g Electrical energy storage systems (EES) (dwellings)**

6. Introduction of designated title

Where assessment is satisfactory, use of the designated title '**SELECT Registered Contractor: Electrical Installations**'.

7. Competent person change in 3.4 and 3.5

Changes regarding the nominated competent person are proposed for work categories **3.4 Fire detection and fire alarm systems in non-domestic premises and/or security systems** and **3.5 Emergency lighting systems** as follows:

*Where the scope of the work undertaken does not include low voltage electrical installations, a nominated competent person who meets the requirements for a Qualified Supervisor given in work category 3.1 is **NOT** required.*

8. Designated title for 3.4 and 3.5

Where assessment is satisfactory, use of the designated title '**SELECT Registered Contractor: Fire and Security**' in the following work categories:

- **3.4 Fire detection and fire alarm systems in non-domestic premises and/or security systems**
- **3.5 Emergency lighting systems**

9. Additional work categories

Redesignated work categories now allow for membership and assessment in:

- **3.8 Structured cabling systems and smart home systems**
- **3.10 Electrical installations exceeding 1000 V AC and/or 1500 V DC (High voltage)**

1.0 Introduction

SELECT (The Electrical Contractors' Association of Scotland) is the trade association representing the electrotechnical industry in Scotland.

We undertake many functions including representation of the industry to the Scottish Government and standards development bodies, provision of training to help Members develop and update their skills and knowledge and regulation of the quality systems that we expect our Members to have in place which ensure that the quality of work provided meets industry standards as well as client expectations.

Regulation of Members' quality systems is achieved through compliance with our membership criteria, which is monitored and maintained through regular technical assessment by our Technical Service.

SELECT's Technical Service is accredited by the United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020 for bodies performing inspections.

Members must comply with SELECT membership criteria, which provides their clients with confidence in their abilities and skills, i.e. that the standard of completed work will be compliant with legislation, relevant technical standards and ultimately be safe and operate correctly.

SELECT membership criteria include specific requirements for:

- Commercial integrity
- Technical competence
- Health and safety and environmental best practice
- Insurances
- Compliance with SELECT's Code of Practice.

Details regarding each of these requirements is provided as follows.

1.01 Commercial integrity

Members must operate from a fixed business address located in Scotland and be able to satisfy SELECT that they are financially viable.

In addition, those Members registering with a subscription minimum turnover levy must also be able to provide evidence of suitable business training having been undertaken by the designated principal representative.

1.02 Technical competence

Member assessment includes for competent employees, continued professional development and compliance with relevant legislation and industry standards.

It also requires equipment, tools, plant, premises and stocks of material appropriate to the scope and scale of work that is undertaken.

Additionally, they must possess suitable calibrated test equipment and employee(s) responsible for and undertaking testing must be able to demonstrate competence in its use and be able to correctly interpret test results.

Appropriate records for work must be retained and available for scrutiny and an adequate and suitable range of work samples across the range of work to be assessed must also be made available.

Note 1: The term 'Member' refers to both an enterprise and an individual in SELECT membership.

Note 2: The criteria for membership of SELECT broadly align with the requirements and guidance given in the Electrotechnical Assessment Specification (EAS) which is for use by certification and registration bodies undertaking assessment of enterprises carrying out electrotechnical work. This sets out the minimum requirements to be met in order to be recognised as being technically competent to undertake the design, construction, maintenance, verification and/or inspection and testing of work.

Sub-contracted work

Where an assessed Member sub-contracts electrotechnical work, that work shall either:

- Be carried out in its entirety by an enterprise which holds a current certificate covering the range of work sub-let issued by a certification body accredited by UKAS to ISO/IEC 17065, or an equivalent European or international body, or a registration body accredited by UKAS to ISO/IEC 17020, or an equivalent European or international body, or
- Be inspected and tested during construction and on completion and certified, in accordance with BS 7671 as amended, by an enterprise which holds a current certificate covering the range of work sub-let, issued by a certification body accredited by UKAS to ISO/IEC 17065, or an equivalent European or international body, or a registration body accredited by UKAS to ISO/IEC 17020, or an equivalent European or international body.

An assessed Member shall not sub-contract electrotechnical work without first informing the client ordering the work.

An assessed Member shall permit the assessment of, and accept full responsibility, including any liability, for electrotechnical work sub-contracted to another party.

1.03 Health and safety and environmental best practice

Members must ensure compliance with the duties placed upon them for employers, employees and the self-employed under the Health and Safety at Work etc. Act 1974 and relevant statutory regulations such as the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and the Electricity at Work Regulations 1989.

Members, other than those having no employees, shall have the following:

- A written health and safety policy statement that is made available to all employees
- Written risk assessments for its work activities
- A suitable accident recording system, e.g. an accident book.

Members should be able to demonstrate awareness of reporting procedures under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and be able to provide accident statistics if and when requested.

Members should also be able to demonstrate compliance with requirements for waste management and environmental best practice, such as the use of waste transfer notes, use of registered waste carriers, etc.

1.04 Insurances

Members are required to hold at least £2 million of public liability insurance covering the categories of work being assessed and, where applicable, shall have adequate and appropriate employers' liability insurance.

Where the scope of assessment includes periodic inspection and testing (PI&T) of electrical installations, Members are also required to hold professional indemnity (PI) insurance to a value of £250,000.

PI insurance cover shall be appropriate to the risk, nature and scale of electrotechnical work undertaken.

For further information on PI insurance, see the [leaflet on the SELECT website](#), which is available to download.

Note: Where PI&T of electrical installations is within the scope of work undertaken but PI insurance is not held for a valid reason this must be notified to SELECT in writing for an exception to the membership criteria to be approved.

1.05 SELECT Code of Practice

The purpose of the SELECT Code of Practice is to ensure the best possible relationship between SELECT Members and their clients.

The Code covers all electrotechnical work undertaken by Members in the work categories in which they have been assessed.

The Code is in addition to the client's statutory rights. It requires standards of Members' work to be compliant with industry standards and legislation and provides guidance on best practice relating to provision of quotations, estimates, tendering and guarantees offered with work, advertising and use of SELECT logo and client complaints resolution.

Members are required to comply with the SELECT Code of Practice – see **Appendix 1**.

2.0 Definitions

Assessment – objective examination of a Member including records, technical reference documents, test instruments, insurance, samples of electrotechnical work and completed certificates and reports and health and safety management, in order to determine the technical competence of the Member.

Competent Person – a person who possesses the necessary technical knowledge, skill and experience to undertake assigned electrotechnical work and to prevent danger and injury.

Continuing Professional Development (CPD) – activities undertaken by an individual to maintain and develop competence, including formal and informal learning, self-assessment, obtaining feedback and identifying areas for improvement.

Electrotechnical work – the design, construction, maintenance, verification and/or inspection and testing of one or more of the work categories listed in **Section 3.0: Membership work categories and approval**.

Principal Duty Holder – the person appointed by an enterprise to have responsibility for the maintenance of the overall standard and safety of electrotechnical work.

Qualification – an OFQUAL, CCEA, SQA/Qualifications Scotland or QW regulated award that is based on approved National Occupational Standards and delivered through an awarding organisation.

Note: The SQA became Qualifications Scotland on 1 February 2026.

Qualified Supervisor – a competent person who meets the requirements of **Appendix 3** and with specific responsibility on a day-to-day basis for the safety, technical standard and quality of electrotechnical work.

3.0 Membership work categories and approval

A Member is approved and registered to undertake work in work categories subject to a satisfactory technical assessment outcome.

3.1 Electrical installations up to and including 1000 V AC and/or 1500 V DC

Registration in this work category is intended for those Members undertaking electrical installation work on low and extra-low voltage electrical installations up to 1000 V AC and/or 1500 V DC.

This includes for both electrical installations in dwellings and other than dwellings.

A satisfactory assessment outcome allows the use of the designation '**SELECT Registered Contractor: Electrical Installations**'. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which **MUST** include BS 7671 (IET Wiring Regulations) and the Memorandum of Guidance on the Electricity at Work Regulations 1989 or equivalent.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Where the Member company subscription turnover levy rate is the minimum subscription – has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor and persons carrying out electrical inspection and testing as in Appendix 4 of the EAS and additionally, has evidence of having successfully completed the ECS Health, Safety and Environmental Assessment, or equivalent (see 'Training requirements' on page 9).

- Where the Member company subscription turnover levy rate exceeds the minimum subscription – has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor as given (below).

Requirements for Qualified Supervisor

- A. Gained a Level III SVQ (SCQF level 7 qualification) including the Final Integrated Competence Assessment (FICA) Test and the Advanced Competence Assessment (ACA) and has evidence of having successfully completed recent assessed training in current standards and regulations including the ECS Health, Safety and Environmental Assessment or equivalent (see note below), and has at least two years' evidence of responsibility for the technical standard of electrotechnical work.
- B. Served an historical industry-approved apprenticeship or recognised equivalent qualification. Additionally, has evidence of having completed recent assessed training in current standards and regulations, and the ECS Health, Safety and Environmental Assessment, or equivalent (see note below) and has at least two years' evidence of responsibility for the technical standard of electrotechnical work.
- C. Has been granted, or is eligible to be granted, at least Approved Electrician grade and has evidence of having successfully completed recent assessed training in current standards and regulations, and the ECS Health, Safety and Environmental Assessment or equivalent (see 'Training requirements' on page 9), and has at least two years' evidence of responsibility for the technical standard of electrotechnical work.

Note: This route is for those who possess a higher level qualification but have obtained suitable experience and qualification through an electrical installation apprenticeship.

Training requirements

Appropriate assessed training successfully completed within the last five years would be considered to meet the requirement for recent BS 7671 training, and within the last three years for the ECS Health, Safety and Environmental Assessment. However, this is at the discretion of the Central Board, depending on the level of knowledge and experience of the nominated Qualified Supervisor, and the scope of work undertaken.

The level of training required is dependent on the qualifications and experience of the applicant but will normally include a specified assessed training course in BS 7671, for those applying with qualifications listed in **A** and **C** opposite.

For ECS Health, Safety and Environmental Assessment equivalents, refer to the SJIB website: [ECS approved equivalent exemptions](#).

Completion of the ACA within the previous five years can be regarded as successful completion of all recent training for those applying with qualifications listed in **A** opposite.

3.1a Periodic inspection and testing (dwellings and other than dwellings)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** who also undertake periodic inspection and testing of electrical installations. Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for **work category 3.1** a current version of ESF Best Practice Guide 4: Electrical Installation Condition Reporting – Classification Coding for Domestic or Similar Electrical Installations.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ SQA/Qualifications Scotland [SELECT] Customised Award in Inspection & Testing of Electrical Installations including Periodic Inspection (214)
- ✓ City & Guilds 2391-52 Level 3 Award in Initial and Periodic Inspection and Testing of Electrical Installations
- ✓ City & Guilds 2391-51 Level 3 Award in Periodic Inspection and Testing of Electrical Installations
- ✓ EAL or LCL Level 3 Award in the periodic Inspection and Testing and Certification of Electrical Installations
- ✓ LCL Level 3 Award in the Initial Verification, Periodic Inspection, Testing, Condition Reporting and Certification of Electrical Installations
- ✓ EAL Level 3 Award in Electrical Installation Inspection, Testing, Certification and Reporting.

Or equal and approved as suitable qualifications are developed.

Note: On the following work category pages, where a publication, regulation, document or industry standard is listed, e.g. BS 7671, BS 5839-1, BS 5839-6 etc, the current, most up-to-date version is required.

3.1b Electric vehicle charging equipment (EVCE) installations (dwellings)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** and who also undertake EV charging equipment installations in dwellings. Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice Electric Vehicle Charging Equipment Installation, as amended.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for qualified supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ SQA/Qualifications Scotland [SELECT] Customised Award in Electric Vehicle Charging Equipment Installations (324)
- ✓ City & Guilds 2919-01 Level 3 Award in the Domestic, Commercial and Industrial Electric Vehicle Charging Equipment Installation
- ✓ City & Guilds 2921-31 Level 3 Award in the Design and Installation of Domestic & Small Commercial Electric Vehicle Charging Installations
- ✓ City & Guilds Level 3 Award in Design and Installation of Domestic and Small Commercial EV Charging Installations
- ✓ EAL Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points.
- ✓ LCL Level 3 Award in the Installation and Commissioning of Electric Vehicle Charging Equipment In Domestic, Commercial, and Industrial locations.

Or equal and approved as suitable qualifications are developed.

3.1c Electric vehicle charging equipment (EVCE) installations (other than dwellings)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** and who also undertake EV charging equipment installations in commercial premises. Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice Electric Vehicle Charging Equipment Installation, as amended.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ SQA/Qualifications Scotland [SELECT] Customised Award in Electric Vehicle Charging Equipment Installations (324)
- ✓ City & Guilds 2919-01 Level 3 Award in the Domestic, Commercial and Industrial Electric Vehicle Charging Equipment Installation
- ✓ City & Guilds 2921-31 Level 3 Award in the Design and Installation of Domestic & Small Commercial Electric Vehicle Charging Installations
- ✓ City & Guilds Level 3 Award in Design and Installation of Domestic and Small Commercial EV Charging Installations
- ✓ EAL Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points
- ✓ LCL Level 3 Award in the Installation and Commissioning of Electric Vehicle Charging Equipment in Domestic, Commercial and Industrial locations.

Or equal and approved as suitable qualifications are developed.

3.1d Electric vehicle charging equipment (EVCE) installations (large scale)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** and who also undertake large scale EV charging equipment installations (Typically Mode 4 charging equipment installations as outlined in the training requirements below). Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice Electric Vehicle Charging Equipment Installation, as amended.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ SQA/Qualifications Scotland [SELECT] Customised Award in Electric Vehicle Charging Equipment Installations (324)
- ✓ City & Guilds 2919-01 Level 3 Award in the Domestic, Commercial and Industrial Electric Vehicle Charging Equipment Installation
- ✓ City & Guilds 2921-31 Level 3 Award in the Design and Installation of Domestic & Small Commercial Electric Vehicle Charging Installations
- ✓ City & Guilds Level 3 Award in Design and Installation of Domestic and Small Commercial EV Charging Installations
- ✓ EAL Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points.
- ✓ LCL Level 3 Award in the Installation and Commissioning of Electric Vehicle Charging Equipment in Domestic, Commercial and Industrial locations, **AND**
- ✓ City & Guilds 2921-32 Level 3 Award in the Design and Quality Assurance of Largescale Electric

- Vehicle Charging Installations, **OR**
- ✓ City & Guilds 2921-33 Level 3 Award in the Installation and Maintenance of Largescale Electric Vehicle Charging Installations.

Or equal and approved as suitable qualifications are developed.

Note: A reminder that, where a publication, regulation, document or industry standard is listed, e.g. BS 7671, BS 5839-1, BS 5839-6 etc, the current, most up-to-date version is required.

3.1e Solar photovoltaic (PV) systems installation (dwellings)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** and who also undertake solar photovoltaic (PV) systems installation in dwellings. Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice for Grid-connected Solar Photovoltaic Systems, as amended.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ BPEC Level 3 Award in the Installation of Small Scale Solar Photovoltaic Systems
- ✓ EAL Level 3 Award in the Installation of Small Scale Solar Photovoltaic Systems
- ✓ LCL Level 3 Award In the Installation and Maintenance of Small Scale Solar Photovoltaic Systems.

Or equal and approved as suitable qualifications are developed.

3.1f Solar photovoltaic (PV) systems installation (other than dwellings)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** and who also undertake solar photovoltaic (PV) systems installation in premises other than dwellings. Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice for Grid-connected Solar Photovoltaic Systems, as amended.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ BPEC Level 3 Award in the Installation of Small Scale Solar Photovoltaic Systems
- ✓ EAL Level 3 Award in the Installation of Small Scale Solar Photovoltaic Systems
- ✓ LCL Level 3 Award In the Installation and Maintenance of Small Scale Solar Photovoltaic Systems.

Or equal and approved as suitable qualifications are developed.

3.1g Electrical energy storage systems (EESS) (dwellings)

Registration in this category is intended for those Members who have successfully been assessed in **work category 3.1** and who also undertake EESS installation in dwellings. Classification may be achieved if the Member:

- Has in addition to the required publications and documentation for category 3.1 the IET Code of Practice for Electrical Energy Storage Systems, as amended.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and has additional qualifications for the work category given in Appendix 4 of the EAS, as outlined below.

Additional qualifications for the work category from Appendix 4 as given in the EAS Qualifications Guide (June 2025) include:

- ✓ BPEC Electrical Energy Storage Systems
- ✓ EAL Level 3 Award in the Design, Installation and Commissioning of Electrical Energy Storage Systems
- ✓ LCL Level 3 Award in the Design, Installation and Commissioning of Electrical Energy Storage Systems.

Or equal and approved as suitable qualifications are developed.

Note: A reminder that, where a publication, regulation, document or industry standard is listed, e.g. BS 7671, BS 5839-1, BS 5839-6 etc, the current, most up-to-date version is required.

3.2 Electrical installations up to and including 1000 V AC and/or 1500 V DC (defined approval)

Registration in this category is intended for Members undertaking defined electrical installations in dwellings and other premises, the approval being limited to the installation, extension or alteration of a single final circuit supplying, for example, a central heating system, intruder alarm/CCTV system, etc. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of electrical installation work undertaken, which **MUST** include BS 7671 and the Memorandum of Guidance on the Electricity at Work Regulations 1989 or equivalent.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 7671 including appropriate verification and shall conform with the requirements of the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and meets requirements for qualified supervisor and persons carrying out electrical inspection and testing as per Appendix 4 of the EAS and additionally, has evidence of having successfully completed the ECS Health, Safety and Environmental Assessment, or equivalent.

For ECS Health, Safety and Environmental Assessment equivalents refer to the SJIB website: [ECS approved equivalent exemptions](#).

Note: This work category does not include hazardous areas.

3.3 Fire detection and fire alarm systems in domestic premises

Registration in this work category is intended for those Members undertaking the design, installation, commissioning, modification and maintenance of fire detection and fire alarm systems in dwellings. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **MAY** include BS 5839-6:** Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5839-6 including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work and meets the requirements for a Qualified Supervisor given in **work category 3.1**.

3.4 Fire detection and fire alarm systems in non-domestic premises and/or security systems

Registration in this work category is intended for those Members undertaking design, installation, commissioning, modification and maintenance of fire detection and fire alarm systems in non-domestic premises.

A satisfactory assessment outcome allows the use of the designation '**SELECT Registered Contractor: Fire and Security**'. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **MUST** include BS 5839-1: Fire detection and fire alarm systems for buildings – Code of Practice for system design, installation, commissioning and maintenance in non-domestic premises, **AND** BS 5839-6: Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings, **AND/OR** BS EN 50131-1: Alarm systems. Intrusion and hold-up systems. System requirements.
- Additional appropriate documentation **MAY** include BS 5839-8: Fire detection and fire alarm systems for buildings – Code of practice for the design, installation, commissioning, and maintenance of voice alarm systems.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5839-1, BS 5839-6 and/or BS EN 50131-1, and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work, has evidence of having undergone relevant training in the requirements of BS 5839-1 and/or BS EN 50131 and meets the requirements for a qualified supervisor given in **work category 3.1**.

Note: A reminder that, where a publication, regulation, document or industry standard is listed, e.g. BS 7671, BS 5839-1, BS 5839-6 etc, the current, most up-to-date version is required.

Training requirements

Where the scope of the work undertaken does not include low voltage electrical installations, a nominated competent person who meets the requirements for a Qualified Supervisor given in **work category 3.1** is **NOT** required.

For relevant qualifications where the scope of work only includes ELV fire detection and fire alarm systems design, installation, maintenance and commissioning which excludes low voltage electrical installation, refer to the relevant part of the SJIB website: [SJIB website for FESS](#).

Where the scope of the work includes low voltage electrical installations, relevant training for the Qualified Supervisor may include:

- ✓ SQA/Qualifications Scotland [SELECT] 203 training course in the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems.

Or equal and approved.

3.5 Emergency lighting systems

Registration in this category is intended for those Members undertaking the design, installation, commissioning, modification and maintenance of emergency lighting systems.

A satisfactory assessment outcome allows the use of the designation '**SELECT Registered Contractor: Fire and Security**'. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **MUST** include BS 5266-1: Emergency Lighting – Code of practice for the emergency lighting of premises. Additional appropriate documentation **MAY** include BS EN 1838: Lighting Applications – Emergency Lighting and BS EN 50172: Emergency Lighting Escape Lighting Systems.
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in BS 5266 including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has the necessary skills and experience to carry out the work to the appropriate standards and meets the requirements for a Qualified Supervisor given in **work category 3.1**.

Training requirements

Where the scope of the work being undertaken does not include low voltage electrical installation work, a nominated competent person who meets the requirements for a Qualified Supervisor given in **work category 3.1** is **NOT** required.

For relevant qualifications where the scope of work only includes emergency lighting systems design, installation, maintenance and commissioning work which excludes low voltage electrical installation, refer to the relevant part of the SJIB website: [SJIB website for FESS](#).

Where the scope of the work undertaken does include low voltage electrical installations, relevant training for the Qualified Supervisor may include:

- ✓ SELECT 221 Training course in Emergency Lighting

Or equal and approved.

3.6 Control panels and control systems

Registration in this category is intended for those Members undertaking the manufacture and/or installation of control panels and control systems. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **MAY** include the following:
 - a. BS EN ISO 13849-1: Safety of machinery. Safety-related parts of control systems. General principles for design.
 - b. BS EN 60204-1: Safety of Machinery. Electrical equipment of machines. General requirements.
 - c. BS EN 1088: Safety of Machinery. Interlocking devices associated with guards. Principles for design and selection.
 - d. BS EN ISO 14121-1: Safety of Machinery. Risk assessment. Principles.
 - e. BS IEC 61508: Functional safety of electrical / electronic / programmable electronic safety-related systems.
 - f. BS EN 61439: Low voltage switchgear and controlgear assemblies series of standards.
- Will undertake that all work is carried out by competent persons to appropriate standards and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989, where appropriate.
- Has at least one nominated competent person who has the necessary training and skills to carry out the work to the appropriate standards and meets the requirements for a Qualified Supervisor in **work category 3.1**.

3.7 Hazardous areas

Registration in this category is intended for those Members undertaking electrical installation and maintenance work on low and extra-low voltage electrical installations and equipment up to 1kV in potentially explosive (gaseous and/or dust-laden) atmospheres other than mines. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **MAY** include the following:
 - a. BS EN 1127-1: Explosive atmospheres – Explosion prevention and protection. Basic concepts and methodology.
 - b. BS EN 60079-10: Electrical apparatus for explosive atmospheres. Classification of hazardous areas.
 - c. BS EN 60079-14: Electrical apparatus for explosive atmospheres. Electrical installations in hazardous areas (other than mines).
 - d. BS EN 60079-17: Explosive atmospheres. Electrical installations inspection and maintenance.
 - e. APEA/IP guidance for the Design, construction, modification, maintenance, and decommissioning of filling stations ** (AKA 'The blue book').
 - f. The IET COP for EV charging equipment for vehicle charging at filling stations.
- Will undertake that all work is carried out by competent persons to appropriate standards including appropriate verification and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who has successfully completed CompEx training units appropriate to the hazardous area work undertaken and meets the requirements for a Qualified Supervisor given in **work category 3.1**.

Note: A reminder that, where a publication, regulation, document or industry standard is listed, e.g. BS 7671, BS 5839-1, BS 5839-6 etc, the current, most up-to-date version is required.

3.8 Structured cabling systems and smart home systems

Registration in this category is intended for those Members undertaking the installation of structured cabling systems in all buildings and includes for those undertaking the installation of smart home systems in domestic premises. Classification may be achieved if the Member:

➤ Has publications and documentation appropriate to the range and scale of work undertaken which **MAY** include the following:

- a. BS EN 50173-1: Information technology. Generic cabling systems. General requirements.
- b. BS EN 50173-2: Information technology. Generic cabling systems. Offices premises.
- c. BS EN 50174-1: Information technology. Cabling Installation. Specification and quality assurance.
- d. BS EN 50174-2: Information technology. Cabling installation. Installation planning and practices inside buildings.
- e. BS EN 50174-3: Information technology. Cabling installation. Installation planning and practices outside buildings.
- f. BS 6701: Telecommunication equipment and telecommunications cabling. Specification for installation, operation and maintenance.
- g. BIP 0007: Telecommunications cabling and equipment installations – a guide to requirements and responsibilities. (Analog & Digital Interfaces).

- Will undertake that all work is carried out by competent persons to appropriate standards and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989, where appropriate.
- Has at least one nominated competent person who is either a principal or full-time employee of the company and has the necessary training and skills to carry out the work to the appropriate standards.

For relevant qualifications where the scope of work only relates to structured cabling systems installation and excludes low voltage electrical installation work, refer to the SJIB website: [SJIB website for Network Infrastructure](#).

3.9 In-service inspection and testing of electrical equipment

Registration in this category is intended for those Members undertaking in-service inspection and testing of electrical equipment. Classification may be achieved if the Member:

- Has publications and documentation appropriate to the range and scale of work undertaken which **MUST** include the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (as amended).
- Will undertake that all work is carried out by competent persons to a standard not less than that laid down in the IET Code of Practice and shall conform with the requirements of BS 7671 and the Electricity at Work Regulations 1989.
- Has at least one nominated competent person who is either a principal or full-time employee of the company, has the necessary skills and experience to carry out the work and has successfully completed recent assessed training on in-service inspection and testing of electrical equipment (see note below).

Training for competent person

Relevant training for the nominated competent person may include:

- ✓ City & Guilds 2377-77 Level 3 Award in the In-Service Inspection and Testing of Electrical Equipment
- ✓ SELECT 207 Training course In-Service Inspection and Testing of Electrical Equipment including Portable Appliance Testing.

Or equal and approved.

Note: Appropriate assessed training carried out within the last five years would be considered to meet the requirement for recent training. This however is at the discretion of the Central Board depending on the level of knowledge and experience of the nominated competent person, and the scope of work undertaken.

3.10 Electrical installations exceeding 1000 V AC and/or 1500 V DC (high voltage)

Registration in this work category is intended for those Members undertaking high voltage electrical installation work. Classification may be achieved if the company:

➤ Has publications and documentation appropriate to the range and scale of work undertaken which **MAY** include the following:

- a. BS 7671 Requirements for Electrical Installations. (The IET Wiring Regulations) and
- b. HSR 25 the Memorandum of Guidance on the Electricity at Work Regulations 1989 or equivalent.
- c. BS 6626: Maintenance of electrical switchgear and control gear for voltages above 1kV and up to and including 36 kV. Code of practice.
- d. BS EN 50110-1: Operation of electrical installations. General requirements.
- e. BS EN 50522: Earthing of Power Installations Exceeding 1kV.
- f. BS EN 60076-1: Power Transformers.
- g. BS EN 61936-0: Power installations exceeding 1 kV AC and 1,5 kV DC.
- h. BS EN 61936-1: Power installations exceeding 1 kV AC.
- i. BS 7430: CoP for Protective Earthing of Electrical Installations.
- j. HSG 230: Keeping electrical switchgear safe.
- k. HSG 47: Avoiding Dangers from Underground Services.
- l. SI 2002 No. 2665: The Electricity Safety, Quality and Continuity Regulations 2002.
- m. Guidance on the Electricity Safety, Quality and Continuity Regulations 2002.

Note: A reminder that, where a publication, regulation, document or industry standard is listed, e.g. BS 7671, BS 5839-1, BS 5839-6 etc, the current, most up-to-date version is required.

- ➔ Will undertake that all work is carried out by competent persons to a standard not less than that laid down in the Electricity at Work Regulations 1989.
- ➔ Has at least one nominated competent person who is a principal or full-time employee of the company and meets requirements for Qualified Supervisor given in **work category 3.1** and who has additional qualification to be appointed as an authorised person.

Training for competent person

Relevant training for the nominated competent person may include arc flash appreciation training and one of the following:

- ✓ City & Guilds accredited HV Cable Termination and Jointing, and
- ✓ Authorised Person High Voltage – Operation and Safety (APHV1).

4.0 Certification of work

Members shall issue appropriate certification, in accordance with the relevant standards, for work carried out. For record and assessment purposes Members shall have available, as a minimum, copies of certification issued within the previous 12 months. Records of all certification and reports are to be held for a period of six years.

5.0 Assessment decision

On completion of the technical assessment, the electrotechnical Member will receive an inspection and assessment report recording any non-compliances from the relevant technical standards and membership criteria, including any corrective remedial action and the timescale for its completion.

6.0 Frequency of assessment

- 6.1** The maximum period between assessments (audits) shall be three years. Notwithstanding this period, a shorter time interval may be specified under the circumstances outlined in **Section 6.2** below or should the electrotechnical Member be required to undertake corrective remedial action arising from a previous assessment.
- 6.2** A further assessment will also be necessary within a shorter time interval in the following circumstances:
 - 6.2.1** The electrotechnical Member wishes to be recognised for new categories of work.
 - 6.2.2** There has been a change of nominated competent person. (See **2.0 Definitions**)
 - 6.2.3** Where complaints have been received against the electrotechnical Member.
 - 6.2.4** Where the Member is a member of an additional scheme which requires more frequent assessments.
- 6.3** The electrotechnical Member has a **DUTY** to immediately advise SELECT should any of the circumstances listed in **Section 6.2** arise and to comply with the requirements regarding assessment. Failure to do so may result in their membership being at risk of removal.

Introduction

The SELECT Code of Practice aims to ensure the best possible relationship between SELECT Member firms and their clients.

The Code covers all electrotechnical work undertaken by Member firms in the work categories in which they have been satisfactorily assessed by SELECT.

The Code is in addition to the client's statutory right.

Standard of work

All work carried out by SELECT Members is required to comply with relevant British or European Standards, the Building (Scotland) Regulations and/or other relevant regulations, including health and safety legislation.

SELECT Members will use their skill and knowledge to complete their work in the most efficient, timeous, and economical manner and in accordance with the terms and conditions of the contract used.

Quotations/estimates and tendering

Wherever possible quotations/estimates and the scope of work shall be in writing and include any qualifications, charges imposed and programme of work and state clearly when payments are due to be made by the client. While work is being carried out, and changes are sought, the charges for the amended work should be agreed and, whenever possible, clients kept informed of costs and work programmes.

Prior to starting work, Members are **URGED** to request acceptance of a quotation/estimate by the client in writing.

Where, because of the nature of the task in hand, it is not possible to agree a price before work starts, it should be made clear to the client that charges will be on a labour and materials basis. Both parties should agree the hourly labour charge that will be made together with any incidental costs, such as travel and accommodation costs, where appropriate.

Members should keep accurate records of work carried out, labour and materials used and all related expenses. SELECT Members are required to comply with tendering procedures that conform to current recognised Industry Codes.

Guarantees

SELECT Members are required to have relevant insurance appropriate to the risk, nature and scale of work that they undertake including professional indemnity insurance, where necessary.

Members shall provide clients with the terms and duration of any guarantee with the quotation/estimate and pass benefits of separate manufacturers' guarantees for materials used (if available) to the client. When the operation of a guarantee is conditional on the appropriate use or maintenance of an installation by the client, this should be brought to the client's attention.

Advertising

All promotion and advertising is required to comply with the current British Code of Advertising Practice and Sales Promotion.

Assessment marks and logos

Members shall use specified marks or logos only as authorised by SELECT.

Members who cease to be in membership shall immediately cease to use the mark or logo of SELECT and any such other marks or logos as are conveyed by and conditional upon membership of SELECT.

Complaints procedure

Members need to be able to demonstrate that they have a suitable procedure in place for dealing with client complaints, e.g. a written procedure, a QA system, etc. This should include as a minimum the measures described below.

In the event of a complaint about the technical standard of work where the client has directly contracted the Member responsible for the work, the complaint must in the first instance be raised with the Member who must be given an opportunity to investigate and where appropriate to rectify any faults, defects, or deviations from current standards within a reasonable timescale.

In the event of a complaint about the technical standard of work where the organisation responsible for the work is not a SELECT Member but has sub-contracted work to a Member, a similar process to the above would be expected with the client notifying the organisation responsible for the work, e.g. the main contractor, who should pass the complaint on to the SELECT Member, e.g. through the sub-contract chain.

Where a complaint cannot be satisfactorily resolved between both parties involved it is only then that SELECT can become involved if requested to do so and will then assist using our alternative dispute resolution process where possible to bring the complaint to a satisfactory conclusion. The client/complainer in such instance should request and complete SELECT's complaint resolution procedure and complaint form and where applicable return these providing details of the complaint including any relevant documentation.

SELECT alternative dispute resolution process/complaints procedure is outlined in **Appendix 2**.

SELECT will contact both parties and, if necessary, arrange an inspection of the work that is the subject of the complaint. Where defects are identified, SELECT will liaise with the Member and the client to reach agreement on any required rectification work and, when agreed, the Member will be provided with a detailed report to action. On completion of the necessary work, SELECT will seek confirmation of the satisfactory resolution of the complaint from the client/complainer.

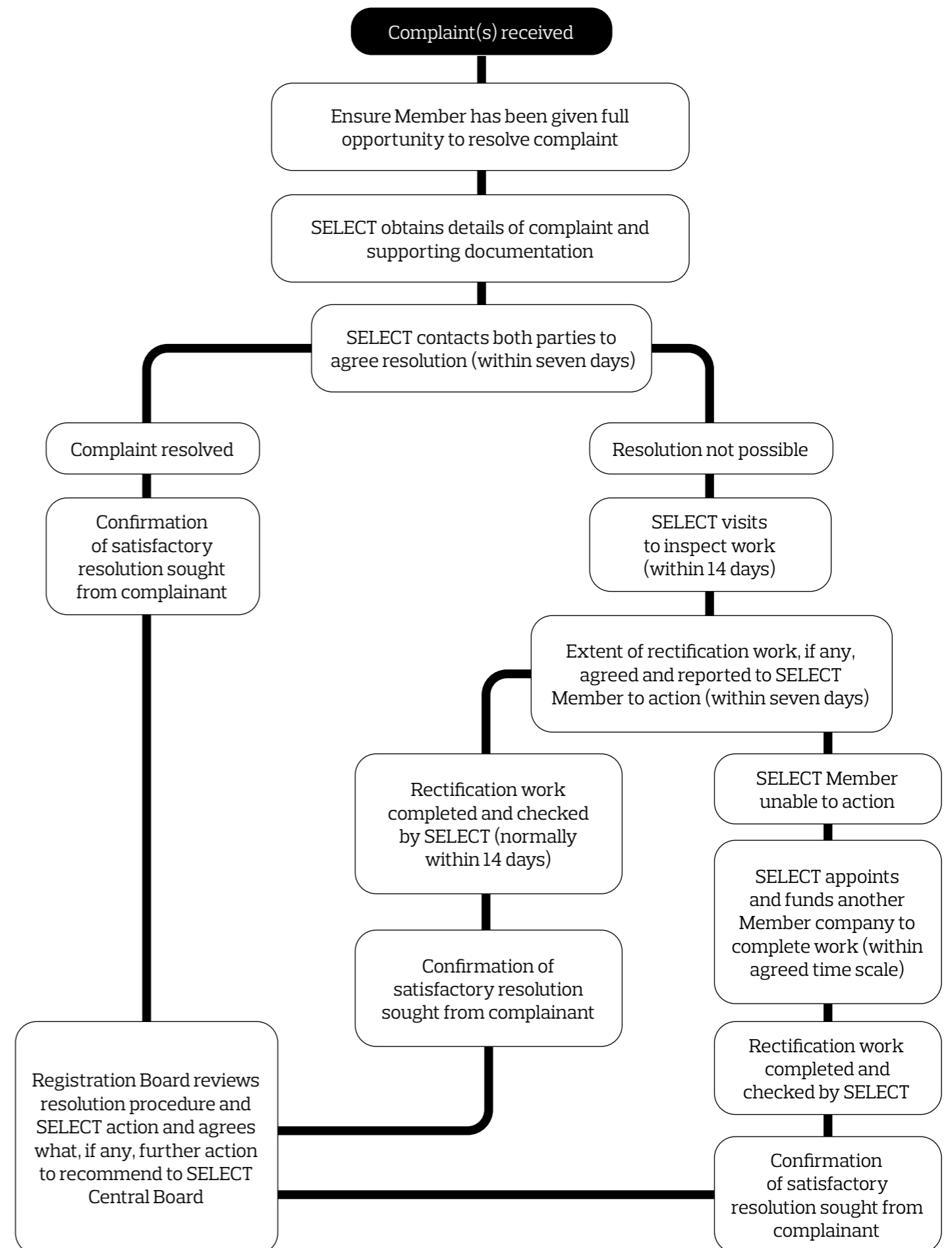
Where it is not possible to involve the Member firm that carried out the original work, SELECT may at its discretion deal with the complaint in its entirety and, if required, employ another SELECT Member to assist.

Monitoring and compliance

SELECT Registration Board monitors compliance with this Code of Practice and is independent from SELECT.

SELECT can take disciplinary action if a Member does not comply with SELECT's Constitution and Rules including this Code of Practice.

Any decision taken by SELECT is open to appeal via the Registration Board.





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