Guide to **membership assessments**

SELECT

1. Introduction

This guide is intended to assist companies in preparing for an assessment visit by SELECT. It supplements the SELECT Criteria for Membership and sets out to expand and explain the requirements. Its main purpose is to help companies reach and maintain the desired standard so that the assessment process runs smoothly and is meaningful.

The guidance provided in this document is related directly to the main headings of the SELECT Criteria for Membership.

Note: For the purposes of this document, 'Member' refers to an Enterprise or individual SELECT Member.

2. Commercial Integrity

Members are required to be solvent and to pass various validity checks including confirmation of annual turnover, bank details and VAT number (if registered). Two trade references (one from an electrical wholesaler) will also be required at the initial application stage for membership.

3. Technical Competence

The requirements relating to technical competence are documented in the SELECT Criteria for Membership and are very detailed and hopefully self-explanatory. They are measured during a technical visit, which is centred around a technical assessment.

The Assessment of a prospective member will check compliance with the criteria for all categories of work for which registration is sought.

The Assessment of an existing member will check compliance with the criteria for all categories of work for which continued (and any additional) registration is required.

The Technical Assessment will include scrutiny of the following:

(a) Publications

Current editions of British and European Standards, Codes of Practice and guidance held by the company relevant to the categories of work carried out. **Item (g)** gives a description of the various work categories and also lists **suggested** publication appropriate to each category of work and identifies our **minimum requirements** (where applicable) in respect of publication(s) to be held for each category of work.

(b) Test Equipment

A complete list of all test equipment held by the company at the address to be visited, together with evidence of calibration. In addition, a sample set of instruments relevant to each category of work should be available. **Item (h)** lists the instruments required for contractors carrying out electrical installations up to 1kV.

3. Technical Competence (Continued)

(c) Documentation

Copies of certificates, reports and schedules of inspections and schedules of test results for all work carried out in the previous twelve months.

(d) Competent Persons

Evidence that the company has competent persons for each category of work to be assessed. This evidence should cover qualifications, training, ongoing Continuing Professional Development, and experience of the individual(s). Details are given in the SELECT Criteria for Membership document.

(e) Site Visits

During a prospective member assessment, the inspecting engineer will normally require to visit a minimum of three sites where work has been carried out within the previous twelve months, two of which must be completed contracts. The site visits must encompass suitable examples of all categories of work for which registration is sought.

During the assessment of an existing member, the inspecting engineer will normally require to visit at least two sites where work has been carried out within the previous twelve months, one of which must be a completed contract. The site visit should, where possible, encompass suitable examples of all categories of work for which continued (and any additional) registration is required.

The company's nominated qualified supervisor or nominated competent person is required to be available to accompany the inspecting engineer during the site visits. If difficulty in gaining access to completed contracts is envisaged, prior arrangements should be made.

(f) Duration of Technical Assessments

An Assessment will normally take approximately 5-6 hours for a prospective member or 3-4 hours for an existing member but can be longer or shorter depending on the number and locations of the sites to be visited. Please contact the inspecting engineer if additional time may be required.

3. Technical Competence (Continued)

(g) Work Categories and Publications

3.1 Low and Extra-low Voltage Electrical Installations up to 1kV

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Low and extra-low voltage electrical installations up to 1kV	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) ** or equivalent. HSG141 ** Electrical Safety on Construction Sites. (WHEN AVAILABLE) HSG85 ** Electricity at Work – Safe working practices. IET Guidance Notes ** BS 7375: ** Code of Practice for Distribution of Electricity on Construction and Building Sites. BS 7430: ** Code of Practice for Earthing.

* The minimum requirement where work in this category is carried out

3.1a Periodic Inspection and Testing (Dwellings and Other Than Dwellings)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Low and extra-low voltage electrical installations up to 1kV Including: Periodic inspection and testing (dwellings and other than dwellings)	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) ** or equivalent. * ESF Best Practice Guide 4**: Electrical Installation Condition Reporting - Classification Coding for Domestic or Similar Electrical Installations. HSG141 ** Electrical Safety on Construction Sites. (WHEN AVAILABLE) HSG85 ** Electricity at Work – Safe working practices. IET Guidance Notes **

* The minimum requirement where work in this category is carried out

3.1b EV Charging Equipment Installations (Domestic)
3.1c EV Charging Equipment Installations (Commercial)
3.1d EV Charging Equipment Installations (Large Scale)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Low and extra-low voltage electrical installations up to 1kV Including: Electric Vehicle charging equipment installations for (b) Domestic (c) Commercial (d) Large Scale	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) ** or equivalent. * IET ** Code of Practice for Electric Vehicle Charging Equipment Installation HSG141 ** Electrical Safety on Construction Sites. (WHEN AVAILABLE) HSG85 ** Electricity at Work – Safe working practices. IET Guidance Notes ** BS 7375: ** Code of Practice for Distribution of Electricity on Construction and Building Sites. BS 7430: ** Code of Practice for Earthing.

* The minimum requirement where work in this category is carried out

3.1e Solar Photovoltaic (PV) Systems Installation (Dwellings)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Low and extra-low voltage electrical installations up to 1kV Including: Solar photovoltaic (PV) systems installation (dwellings)	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) ** or equivalent. * IET ** Code of Practice for Grid-connected Solar Photovoltaic Systems HSG85 ** Electricity at Work – Safe working practices. IET Guidance Notes ** BS EN IEC 62446-2 ** Photovoltaic (PV) systems Requirements for testing, documentation and maintenance.

* The minimum requirement where work in this category is carried out

3.1f Solar Photovoltaic (PV) Systems Installation (Other Than Dwellings)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Low and extra-low voltage electrical installations up to 1kV Including: Solar photovoltaic (PV) systems installation (other than dwellings)	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) ** or equivalent. * IET ** Code of Practice for Grid-connected Solar Photovoltaic Systems HSG85 ** Electricity at Work – Safe working practices. IET Guidance Notes ** BS EN IEC 62446-2 ** Photovoltaic (PV) systems Requirements for testing, documentation and maintenance.

* The minimum requirement where work in this category is carried out

3.1g Electrical Energy Storage Systems (EESS) (Dwellings)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Low and extra-low voltage electrical installations up to 1kV Including: Electrical energy storage systems (EESS) (dwellings)	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 (Memorandum of Guidance on the Electricity at Work Regulations 1989) ** or equivalent. * IET ** Code of Practice for Electrical Energy Storage Systems PAS 63100 ** Electrical installations - Protection against fire of battery energy storage systems for use in dwellings – Specification HSG85 ** Electricity at Work – Safe working practices. IET Guidance Notes ** BS EN IEC 62485-2 ** Safety requirements for secondary batteries and battery installation. General safety information.

* The minimum requirement where work in this category is carried out

3.2 Low Voltage Electrical Installations up to 1kV (Defined Approved)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Electrical Installation work limited to the installation, extension, or alteration of a single Low Voltage (LV) circuit supplying for example a domestic type central heating system, intruder alarm/CCTV system etc.	* BS 7671: ** Requirements for Electrical Installations. (IET Wiring Regulations) * HSR25 ** (Memorandum of Guidance on the Electricity at Work Regulations 1989) or equivalent.

* The minimum requirement where work in this category is carried out

3.3 Fire Detection and Fire Alarm Systems in Domestic Premises

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Design, installation, commissioning, modification and maintenance of fire detection and fire alarm systems only in dwellings	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. Electrical Installers Guide to Certification and the Scottish Building Standards – Technical Guidance for Certifiers of Construction. (Published by SELECT)

* The minimum requirement where work in this category is carried out

3.4 Fire Detection and Fire Alarm Systems in Non-Domestic premises and/or Security Systems

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Design, installation, commissioning, modification and maintenance of fire detection and fire alarm systems in all premises (including dwellings) and/ or Security Systems	* BS 5839-1: ** (Fire Detection and Fire Alarm Systems for Buildings – Code of Practice for system design, installation, commissioning, and maintenance. * 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. 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. BS 7807: ** Code of Practice for design, installation and servicing of integrated systems incorporating fire detection and alarm systems and/or other security systems for buildings other than dwellings. BS 8418 ** Electronic access control systems and component equipment.

* The minimum requirement where work in this category is carried out

3.5 Emergency Lighting Systems

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	**Applicable Standard, Code of Practice or Guidance**
Design, installation, commissioning, modification and maintenance of emergency lighting systems	* BS 5266-1: ** Emergency Lighting – Code of Practice for the emergency lighting of premises. BS EN 1838 ** Lighting applications – Emergency lighting for buildings. BS EN 50172 ** Emergency escape lighting systems.

* The minimum requirement where work in this category is carried out

3.6 Control Panels and Control Systems

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	**Applicable Standard, Code of Practice or Guidance**
Manufacture and/or installation of control panels or control systems	BS EN ISO 13849-1: ** Safety of Machinery. Safety-related parts of control systems. General principles for design. BS EN 60204-1: ** Safety of Machinery. Electrical equipment of machines. General requirements. BS EN 1088: ** Safety of Machinery. Interlocking devices associated with guards. Principles for design and selection. BS EN ISO 14121-1: ** Safety of Machinery. Risk assessment. Principles. BS IEC 61508: ** Functional safety of electrical/electronic/programmable electronic safety-related systems. BS EN 61439 ** - low-voltage switchgear and controlgear assemblies' series of standards.

3.7 Hazardous Areas

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
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.	BS EN 1127-1: ** Explosive atmospheres – Explosion prevention and protection. Basic concepts and methodology. BS EN 60079-10: ** Electrical apparatus for explosive atmospheres. Classification of hazardous areas. BS EN 60079-14: ** Electrical apparatus for explosive atmospheres. Electrical installations in hazardous areas (other than mines). BS EN 60079-17: ** Explosive atmospheres. Electrical installations inspection and maintenance. APEA/IP Guidance for the Design, construction, modification, maintenance and decommissioning of filling stations. ** (The Blue Book) The IET COP for EV Charging Equipment for Electric Vehicle Charging at filling stations. **

3.8 Structured Cabling and Smart Home Systems

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Installation of structured cabling systems in all buildings and includes for those undertaking the installation of smart home systems in domestic premises.	BS EN 50173-1: ** Information technology. Generic cabling systems. General requirements. BS EN 50173-2: ** Information technology. Generic cabling systems. Offices premises. BS EN 50174-1: ** Information technology. Cabling Installation. Specification and quality assurance. BS EN 50174-2: ** Information technology. Cabling installation. Installation planning and practices inside buildings. BS EN 50174-3: ** Information technology. Cabling installation. Installation planning and practices outside buildings. BS 6701: ** Telecommunication equipment and telecommunications cabling. Specification for installation, operation, and maintenance. BIP 0007: ** Telecommunications cabling and equipment installations – a guide to requirements and responsibilities. (Analog & Digital Interfaces)

3.9 In-service Inspection and Testing of Electrical Equipment

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
Inspection and testing of electrical equipment. Including; Industrial and/or non-industrial Portable and Stationary Electrical Equipment	* IET Code of Practice for In-service Inspection and Testing of Electrical Equipment ** Provision and Use of Work Equipment Regulations 1998 HSG107 ** Maintaining Portable Electrical Equipment

* The minimum requirement where work in this category is carried out

3.10 Electrical Installations Exceeding 1000 V AC and/or 1500 V DC (High Voltage)

NOTE: Reference is made to the latest / revised version of the standard - ** denotes as amended

Categories	Applicable Standard, Code of Practice or Guidance
High voltage electrical installation work.	BS 7671** Requirements for Electrical Installations. (The IET Wiring Regulations) and; HSR 25 the Memorandum of Guidance on the Electricity at Work Regulations 1989 ** or equivalent. BS 6626** Maintenance of electrical switchgear and control gear for voltages above 1kV and up to and including 36 kV. Code of practice. BS EN 50110-1** Operation of electrical installations. General requirements. BS EN 50522** Earthing of Power Installations Exceeding 1kV. BS EN 60076-1** Power Transformers. BS EN 61936-0 **Power installations exceeding 1 kV AC and 1,5 kV DC. BS EN 61936-1** Power installations exceeding 1 kV AC. BS 7430** CoP for Protective Earthing of Electrical Installations. HSG230 ** Keeping electrical switchgear safe. HSG47 ** Avoiding Dangers from Underground Services. SI 2002 No. 2665 ** The Electricity Safety, Quality and Continuity Regulations 2002. Guidance on the Electricity Safety, Quality and Continuity Regulations 2002. **

NOTE

**** British and European Standards, Codes of Practice and Guidance may, from time to time, be subject to update. Only updated 'current status' publications are acceptable.**

3. **Technical Competence** (Continued)

h) ***Test Instruments***

Test Instruments required for Electrical Installations up to 1kV

1. Insulation/Continuity test instrument
2. Phase/Earth fault loop impedance test instrument*
3. Residual Current Device test instrument*
4. Voltage indicating instrument and Proving Unit.
5. Voltage measuring instrument

***** Two-wire and/or three-wire fused test leads with probes are required with these instruments.

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

The company should also hold additional test instruments particular to each category of work being inspected e.g. LAN cable tester for structured cabling installations and Portable Appliance Tester for In-service Inspection and Testing of Electrical Equipment.

4. **Health and Safety Management**

The assessment visit will also be used to check a company's compliance with the requirements for Health and Safety Management. The assessor will ask a set of questions, similar to the following, to establish if you meet the criteria.

- Do you have a clear policy for health and safety and is it written down?
- How is the policy communicated to your employees and others that may be affected by your operations?
- Have you organised key people to achieve implementation?
- Have you appointed a competent person to help you comply with your duties?
- Have you identified your main hazards and assessed the risks involved?
- How are the results of risk assessment being applied in practice?
- Have you set a date to review health and safety performance?
- Are you aware of your duties concerning accident prevention and do you keep records of accidents?

4. **Health and Safety Management** (Continued)

A clearly written Health and Safety Policy will go a long way to meeting many of the above points. The policy should state the company's firm commitment to health and safety including the need to provide the necessary resources to comply with all duties and a clear description of the organisation and arrangements for the implementation of the policy. The policy should also detail how the policy is brought to the attention of employees, how it is to be reviewed and how employees will be advised of any revisions.

In addition to a written Safety Policy, a company needs to have written risk assessments for its work activities. The Health and Safety Executive's free publication, '5 Steps to Risk Assessment' – INDG163 provides clear simple guidance in identifying and documenting the risks concerned with your business.

Guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) can be accessed via the HSE website at https://www.hse.gov.uk/riddor/.

A new-style Accident Book (BI 510) can be obtained from HSE books or available from online retailers or good book shops.

Additional guidance on any Health and Safety Management issue can be obtained from SELECT or accessed via www.hse.gov.uk/construction/.

5. Environmental Best Practice

The company must be able to show how it disposes properly of any waste generated by its work and how it deals with hazardous materials generally.

The company should therefore be able to produce risk assessments for any hazardous materials it uses or comes across in its normal work activities and should also have documented its procedure for disposal of normal trade waste. The company may, for example, have a licence from the Scottish Environment Protection Agency (SEPA) or, as a sub-contractor, utilise the facilities of a main contractor. Whichever method is employed, everyone in the company should be clear on the requirements.

6. Insurance

The company must be able to provide evidence of current cover. As a minimum the company must hold at least £2 million of Public Liability Insurance. Where applicable the company must hold adequate and appropriate Employers' Liability insurance. In addition, the Company shall be required to hold at least £250,000 Professional Indemnity Insurance, where the scope of its Assessment Certificate for work category 3.1a includes Periodic Inspection and Testing (PI&T) of Electrical Installations.

7. Code of Practice

All members of SELECT are required to adhere to the requirements of the Code of Practice. The Code places duties both on member firms and their customers with the aim of promoting good and fair practice between the parties.

Member firms should be clear that as part of the Code:

- They are required to carry out all work to the current relevant Standards for their categories of work;
- Ensure their customers are clear about the prices for work and when the work will be carried out;
- If there are any problems, the customer must contact them in the first instance;
- It is expected that every endeavour will be made to deal with any customer complaint; and
- If conciliation is not possible, where the Association is involved, they are obliged to carry out any necessary rectification work.

8. Customer Complaints Resolution Procedure

The procedure for dealing with complaints against a member places duties on the member company to respond fully and timeously to any site visit report produced by SELECT.

Where member companies fail to comply with their duties as a SELECT member it is important to understand that the Association may warn, suspend, or expel firms where this is deemed necessary by the Central Board of SELECT.

9. Additional Information

Prospective or existing members can discuss any aspect of the Criteria for Membership by contacting SELECT. The first point of contact should be one of the Member Services Advisers or Technical Advisers. If necessary, the Association will arrange a visit to ensure the requirements are clear and to assist the company reach the necessary standard.

10. Certification of Construction Scheme

SELECT members and prospective members enrolled or intending to enrol in the Certification of Construction Scheme will be assessed in line with the requirements set out in the Certification of Construction Registration Scheme Guide.

This part of the assessment will include:

(a) Details of the Certification Co-ordinator
(b) The Certifier(s) of Construction's qualifications
(c) Relevant publications to include for example:

i) Scottish Building Standards Technical Handbook (Domestic)
ii) Scottish Building Standards Technical Handbook (Non-Domestic)
iii) The Certification of Construction Registration Scheme Guide*
iv) The Certification of Construction Technical Guide*

Note * Denotes minimum requirements.

(d) Documentation/Certification for completed contracts, to include where applicable:

i) Certificate of Construction (Electrical Installations to BS 7671)
ii) Support check list for item (d) i) above
iii) Fire Detection and Fire Alarm Certification to BS 5839
iv) Emergency Lighting Certification to BS 5266

SELECT

Founded in 1900, SELECT is Scotland's largest construction trade association .

It has around 1,200 member businesses who collectively have an annual turnover of around £1 billion and employ over 15,000 people and 3,500 apprentices.

SELECT also delivers training courses to more than 3,500 electricians each year and is committed to regulation of the industry for a safer Scotland.

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