NAPIT | inspections

As part of your assessment, the NAPIT field officer will need access to the information requested in this checklist.

Using the key provided to identify the column applicable to the scheme(s) you are being assessed for, please cross reference the cells containing a ✓ against the adjacent information as these represent what is required as a minimum on your assessment. This list is not exhaustive but should be used as a guide alongside other scheme documents.

Please have these available on the day to promote an efficient assessment and reduce the need to raise improvement actions.

Key	
PAT	Portable Appliance Testing
EAS	Electrotechnical Assessment Specification (Electrical Work Including Part P)
EIS	Electrical Inspector Scheme
P	CPS Plumbing
H	CPS Heating
V	CPS Ventilation
R	CPS Renewables
EEM	Energy Efficiency Measures (PAS 2030)
MCS	Microgeneration Certification Scheme
BAFE	BAFE DS301 Scheme

Preparing for Assessment Checklist

Section	You must hold the following publications (implies latest edition/version):	PAT	EAS	EIS	CPS				EEM	MCS	BAFE
					P	**H**	**V**	**R**			
1a)	The Electricity at Work Regulations 1989 - Guidance on Regulations**	✓	✓	✓	✗	✗	✗	✓	✗	✗	✓
1b)	Current BS 7671 Wiring Regulations (this can be obtained from NAPIT Direct)	✗	✓	✓	✗	✗	✗	✓	✗	✓	✓
1c)	Current BS 5839-6 Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓
1d)	Approved Document A*	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗
1e)	Approved Document B*	✗	✓	✗	✓	✓	✓	✓	✗	✗	✓
1f)	Approved Document C*	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗
1g)	Approved Document E*	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗
1h)	Approved Document F*	✗	✓	✗	✓	✓	✓	✓	✓	✗	✗
1i)	Approved Document G*	✗	✗	✗	✓	✓	✓	✓	✗	✓	✗
1j)	Approved Document H*	✗	✗	✗	✓	✓	✓	✓	✗	✗	✗
1k)	Approved Document J*	✗	✗	✗	✓	✓	✓	✓	✗	✓	✗
1l)	Approved Document L*	✗	✗	✗	✓	✓	✓	✓	✓	✓	✗
1m)	Approved Document M*	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗
1n)	Approved Document P*	✗	✓	✓	✓	✓	✓	✓	✗	✗	✗
1o)	IET Code of Practice – *Note: document required depends on scope of application*	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗
1p)	PAS 2030/2035	✗	✗	✗	✗	✗	✗	✗	✓	✗	✗
1q)	WRAS Water Regulations Guide – *Note: for EEM & MCS, dependant on scope of application*	✗	✗	✗	✓	✓	✗	✗	✓	✓	✗
1r)	HSE GS 38 Fourth Edition**	✓	✓	✓	✗	✗	✗	✓	✗	✓	✓

* Free Download from https://www.gov.uk/guidance/building-regulations-and-approved-documents-index - *merged document or individual to scope of membership*

**Free Download from https://www.hse.gov.uk

Section	Office – You must have the following documentation available:	PAT	EAS	EIS	CPS				EEM	MCS*	BAFE
					P	H	V	R			
2	Original of Public Liability Insurance (copy should already be sent to office)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
3	Original of Professionals Indemnity Insurance (if undertaking third party inspection) EICR's, Non-Domestic electrical work or Design, Commissioning and/or Maintenance (BAFE DS301)	✓	✓	✓	✗	✗	✗	✓	✗	✗	✓
4	Originals of Qualifications (copies should already be sent to office)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Time Sheets or Works Diary	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
6	Estimates, Contracts, Invoices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Copies of Issued Certificates *Note: Evidence of notification will also be sought where applicable*	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Record of Complaints	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Health & Safety Policy Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Records of Risk Assessments: *Only applicable if you have 5 or more employees, for less than 5 employees see section 31*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Details and Evidence of Monitoring Sub-contract Staff *If applicable*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Record of Instrument Hire *If applicable*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Calibration Certificates and/or Written Instrument Verification Process *If applicable*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	List of Building Regulations Notifications for work done within the last 12 months	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓
15	Site measurements, evaluations, design and specification documents	✗	✗	✗	✗	✗	✓	✓	✓	✓	✓
16	Records of Internal Review Meetings	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓
17	Records of Training and Competence	✗	✓	✓	✗	✗	✗	✓	✓	✓	✓
18	Employee Responsibilities: *Your Company must identify who is responsible for each activity within the company, as well as their deputy/nominee*	✗	✗	✗	✗	✗	✗	✗	✓		✓
19	Document and Data Control: *This must detail how your company controls the creation, editing, deletion and archiving of documents, this should also cover and external documents held and any software used*	✗	✗	✗	✗	✗	✗	✗	✓		✓
20	Customer Enquiries and Quotations: *This must detail the entire process from an initial enquiry through to the creation of a quotation for a customer*	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓
21	Contracts: *This must document how the company manages the creation and amendments to contracts/orders, as well as how you ensure relevant planning and building control requirements are addressed appropriately.*	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓
22	Suppliers and Sub-Contractors: *This must detail how your company manages suppliers and sub-contractors and also include any competence/ suitability checks and cover tradesmen, product suppliers and consumables*	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓
23	Products/Materials and their Installation: *This should cover how your company obtains, receives and checks any Microgeneration or Fire products and materials to ensure that they have been correctly supplied. If you carry out any packaging or transportation of products this should also be covered. The way that installed products are inspected should also be detailed*	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓
24	Equipment: *This should detail the control of any specialist Microgeneration or Fire related equipment, and any equipment used that requires calibration. It should also cover labelling, calibration frequency and include a list of equipment*	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓
25	Complaints: *This should detail how your company manages and attempts to resolve complaints*	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓
26	Training and Competence: *This should detail how your company ensures that all the staff employed in installation activities have received adequate training in each of the operations in which they are involved and remain competent when requirements change (See MCS 025 and the Competency Criteria or BAFE DS301 Scheme)*	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓

* For MCS Quality Management System requirements, please refer to MCS001-1.

Section	On-site section:	PAT	EAS	EIS	CPS				EEM	MCS	BAFE
					P	H	V	R			
27	Health and Safety: *This should show how your company ensures that its scope of operations comply with the relevant H&S regulations and should include reference to on site risk assessment as well as any corrective actions and/or plans that occur as a result of the findings*	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓
28	Suitable installation work to verify technical competence. Test equipment to be available on-site. *Note: Related test certification will be required for verification as required*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29	Suitable Third-Party work to verify technical competence in Inspection and Testing for Third Party Installations. Such work should be works in progress at either first or second fix. If no such work is available, then it is permissible for verification of technical competence to be carried out on a Third Party installation that is ready for final inspection and sign off.	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
30	Provide copies of 3 completed EICR's for each work type carried out (domestic/industrial/commercial)	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗
31	Demonstration that risks have been assessed and appropriate controls are put in place where required. As per section 10 documented risk assessments are required if you have 5 or more employees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
32	Dependant on scope of application, the field officer will ask questions on and around the scope of your application(s). Such as standards and regulations, fundamental principles and the relevant building regulations so it may be of some value in revising these areas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NOTE	If possible, a phone/broadband connection would be useful so the field officer can complete the assessment forms online which can speed up the application process. This will also allow demonstration of the NAPIT online notification system	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓