Unit 308: Career awareness in building services engineering

Handout 6: CPS registration

**Learning outcome**

The learner will:

1. Understand the requirements to become a qualified operative in building services engineering.

**Assessment criteria**

The learner can:

2.4 Identify the renewal requirements for being part of competent person schemes.

2.5 Describe the consequences of not being part of the competent person scheme when working in building services engineering.

**Range**

**Consequences**: Fines, imprisonment, loss of license to practice, injury.

# CPS registration

You can join a competent person scheme to self-certify certain types of building work if you work in the building trade as an installer. This is instead of getting Building Regulations approval.

Current competent person schemes are listed alphabetically in the table below. Contact the relevant scheme for details about joining.

* APHC
* Benchmark
* BESCA
* BSI
* Certsure
* NAPIT
* NICEIC
* OFTEC
* Stroma

**CPS route to registration**

The following has been extracted from the NICEIC website detailing the process of becoming registered on the competent person scheme.

**Application**

Complete and return a signed application including:

* Details of your business.
* Checklist describing how your business currently matches the scheme requirements.
* Details of two representative examples of your installation work.\*
* Payment by cheque, BACS, debit or credit card.

\* This information can be provided at a later stage of the application process; however, an appointment will not be booked for an assessment visit until the details have been received.

**Appointment**

An appointment is sent for an NICEIC Engineer to visit the two examples of your work.

**Assessment visit**

An on-site assessment visit is carried out to assess the technical competence of your business. The main considerations of the assessment are:

* The installation selected is appropriate and competently installed in accordance with the relevant standards.
* The business can demonstrate the ability to inspect, test and commission the installation in accordance with the required standards. Where appropriate, test instruments must be available.
* Any other appropriate parts of applicable Regulations, Standards or Directives are being adhered to, eg water regulations. **Note**: Reassessments, if required, will incur a charge.

**Evidence required**

* Insurance details – for those carrying out work in domestic dwellings, this must be at least £2 million of public liability insurance.
* Warranty – Registered Installers must offer clients a warranty for completed work, in accordance with being a member of the competent persons scheme.
* Copy of proposed Qualified Supervisor’s relevant qualifications. Where formal qualifications do not exist, equivalent qualifications together with relevant experience, may be considered.
* All scheme applicants will be expected to have knowledge of the relevant Building Regulations and their application.

**Registration**

Once you have met all the requirements, your business will be registered and can self-certify the work carried out via the NICEIC notification system either online or by fax.

**Consequences of non‑compliance**

Regrettably, there are a few rogue traders. The consequences of carrying out work incorrectly, dangerously, or when you are not competent, can result in:

* cautions
* fines
* imprisonment
* loss of license to practice
* injury
* damage.