

# Assessment Report



## Opening of Meeting

Introductions and purpose of meeting	<input checked="" type="checkbox"/>	Expected duration of the assessment	<input checked="" type="checkbox"/>		
Role of the PDH and QS during the assessment	<input checked="" type="checkbox"/>	Health & Safety requirements for site visits	<input checked="" type="checkbox"/>		
Possible outcomes and explanation of actions required	<input checked="" type="checkbox"/>	Confidentiality & Impartiality	<input checked="" type="checkbox"/>		
Discuss the outcome of the previous visit; in particular any non-compliances with the Scheme Requirements.		Yes	<input type="radio"/>	No	<input type="radio"/>

Size and Scope of Business - Note: Select relevant radio button for scope of work carried out or applying for

Domestic	Yes <input checked="" type="radio"/>	N/A <input type="radio"/>	Trustmark	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>	Work in Jersey	Yes <input type="radio"/>	N/A <input checked="" type="radio"/>	
Non Domestic	<input checked="" type="radio"/>	<input type="radio"/>	MCS	<input checked="" type="radio"/>	<input type="radio"/>	BSD Scotland	<input type="radio"/>	<input checked="" type="radio"/>	
EICR	<input checked="" type="radio"/>	<input type="radio"/>	PAT	<input type="radio"/>	<input checked="" type="radio"/>	Hazardous Area	<input type="radio"/>	<input checked="" type="radio"/>	
Number of Electrical Skilled or Supervised Operatives. Directly Employed or Temporary									
1	<input type="radio"/>	Less than 5	<input type="radio"/>	5 to 10	<input type="radio"/>	11 to 50	<input checked="" type="radio"/>	51 +	<input type="radio"/>

## Trading Title

P O L Y T E C K B U I L D I N G S E R V I C E S L T D

## Trading Address

1 4 3 L E M A N S T R E E T

W H I T E C H A P E L

L O N D O N

## Postcode

E 1 8 E Y

## Preferred Contact Number

0 7 9 2 0 5 9 8 2 9 1

## Other Telephone Number

0 2 0 7 4 8 1 0 2 2 2

## Customer Reference SAP Number

3 0 3 0 3 6 6

## Registration Number

0 3 5 1 2 6 / 0 0 0

## Does the Customer have an Email Address?

Yes  No

## Customer Email

s v e n @ p o l y t e c k . c o . u k

## Named Registered Principal Duty Holder

S V E T L I N S T O Y A N O V

## Date of Assessment

0 1 / 0 2 / 1 8

## Assessment Start Time

0 8 : 0 0

## Assessor Forename

J A M E S

## Assessor Surname

C O N L O N

## Assessment Unit Details

No. of registered Qualified Supervisors or proposed for Applicants

0 4

Units completed non-chargeable

0

Registration with Domestic CPS required

Yes  No

Units completed chargeable

1

## Details of this Assessment

Registered	<input checked="" type="radio"/>	Applicant	<input type="radio"/>	Applicant Additional / Applicant OOA	<input type="radio"/>	Assessment Type	Additional Visit
------------	----------------------------------	-----------	-----------------------	--------------------------------------	-----------------------	-----------------	------------------

A full day periodic assessment visit was completed on the 12th September 2017 and Sergei Titovw (QS) and Adam Williams (PQS) were both assessed. Ranvir Singh Bhopal will be assessed today. The assessment of Marcus Themeliotis is outstanding.

# Office Audit

## 1. Confirmation of Particulars

- |   | Yes                              | No                               | N/A                   |
|---|----------------------------------|----------------------------------|-----------------------|
| a) The business is directly engaged in electrical work under their present trading title as an applicant or continues as a registered contractor. | <input checked="" type="radio"/> | <input type="radio"/>            |                       |
| b) All marks/brands are used appropriately and registration covers all work the business claims to be registered for.                             | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| c) All marks/brands are used appropriately on letterheads, quotations and invoices.   | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| d) The business has premises that are appropriate for its scope of work   | <input checked="" type="radio"/> | <input type="radio"/>            |                       |
| e) A Principal Duty Holder is in place and was available for the opening & closing of the meeting   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |

f) Have there been any changes in legal constitution, trading title, address, Principal Duty Holder, Certification Coordinator, Qualified Supervisors, Approved Certifiers or other significant particulars such as Email or Telephone Numbers that will affect the business's Certification.

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

**Please use this option if there is a change to assessment units for the next periodic visit**

The PDH did not attend the closing meeting because the visit was completed at site 3.

## 2 - Technical Reference Documents

The business is able to access the following documents, with current editions including all amendments.

- |                                | Yes                              | No                    |                        | Yes                              | No                    | N/A                   |
|--------------------------------|----------------------------------|-----------------------|------------------------|----------------------------------|-----------------------|-----------------------|
| a) BS 7671 (current amendment) | <input checked="" type="radio"/> | <input type="radio"/> | c) Approved Document P | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b) HS(R)25 or HS(A)55          | <input checked="" type="radio"/> | <input type="radio"/> | d) Other               |                                  |                       |                       |

## 3 - Health & Safety

- |   | Yes                              | No                    | N/A                   |
|---|----------------------------------|-----------------------|-----------------------|
| a) The business holds a dated and signed Health and Safety Policy Statement.  | <input checked="" type="radio"/> | <input type="radio"/> |                       |
| b) The business undertakes Risk Assessments where appropriate. (where there are 5 or more employees these must be documented) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c) The business has means to effectively manage safe isolation.   | <input checked="" type="radio"/> | <input type="radio"/> |                       |

## 4 - Test Instruments

- |  | Yes                              | No                    |
|--|----------------------------------|-----------------------|
| a) The business holds a sufficient number of serviceable test instruments and lead sets appropriate to the range and scale of electrical work undertaken | <input checked="" type="radio"/> | <input type="radio"/> |
| b) There is a suitable system in place to ensure the accuracy and consistency of all test instruments is maintained                                      | <input checked="" type="radio"/> | <input type="radio"/> |

## 5 - Customer Complaints

- |  | Yes                              | No                    |
|--|----------------------------------|-----------------------|
| a) The business maintains a record of all complaints received about the technical standard of electrical work undertaken, together with a record of the corrective action, if any, taken to resolve those complaints | <input checked="" type="radio"/> | <input type="radio"/> |

## 6 - Site-Based Assessments

a) Sufficient work has been made available that is representative of the day-to-day activities of the business and the scheme being applied for

Yes

No

## 7 - Details of Insurances

Insurer

A L L I A N Z

a) Public Liability amount £m  
£2m minimum required

0 5

Policy Number

2 4 / C S / 2 5 7 3 5 7 9 9 / 0 4

b) Employers Liability amount £m

Trustmark only - £5m minimum required

Expiry Date

0 1 / 0 4 / 1 8

No site visit can take place without insurance in place

## 8 - Inspection, Testing & Certification

a) The business has an effective system in place for recording all electrical work in progress and completed. If scheme specific certification is in use the business should safeguard its issue

Yes

No

N/A

b) The business has an effective system in place for notifying Part P works. Detail sample below

Certificate Reference

FB 157 PACKINGTON ST N1 8RA

Part P Reference

14072327

Certificate Reference

2A DARENTH RD N16 6EJ

Part P Reference

14071948

Certificate Reference

3F DELLS CL E4 7NT

Part P Reference

14069860

The contractor has made 250 Part P notifications since the last assessment date.

Non-conformance(s) observed

Yes

No

Major non-conformance(s)

Non-conformance(s)

Further clarification, observations and comments on systems reviewed

A good office audit was completed.



## 10. Scheme Technical Criteria

The business's electrical installation work complies with BS 7671, recognised industry standards and codes of practice, appropriate Building Regulations and Technical Standards in accordance with the Scheme Requirements.

Site/Job Reference No.2

Certificate/Report Reference

ICN4 / 0010189

Installation Type

Domestic



Non Domestic



EICR



PAT



Other

Site Address

3 1 C O L L E G E C R O S S  
 I S L I N G T O N  
 L O N D O N  
 N 1 1 P T

Description of work carried out

Risks Assessed by Assessor

Change of Distribution Equipment



### Test Results Obtained at the time of the Inspection

Test

Circuit Details

Results of Test / Inspection

Safe Isolation

Lighting



Procedure carried out correctly



Ze Ohms

Description of Procedure



TN-C-S Z cu only = 0.17

Pfc kA

Consumer Unit



L-E 1.1

L-N 0.8

L-L

Continuity

Lighting



R1+R2 0.05

R2

r1

r n

r2

Ins. Res.

Lighting



L-E 500

L-N

L-L

N-E

Polarity

Lighting



Polarity Confirmed



Zs Ohms




RCD ms



x1/2

x1

x5



Phase Seq.



Inspections

Wiring methods used



Inspections revealed minor non-compliances



Inspection items on completed inspection schedule




Details of installation seen and any supporting comments?

Neat installation work observed



Installation of a new Ryfield DB + individual isolators for each flat + new consumer unit for the landlords common parts lighting and power - A very good standard of workmanship was observed in the electrical intake cupboard.

Item 1 below - The use of the existing sub-main cables could be recorded as a design departure from BS 7671 on page 1 but should be recorded in the "Comments on the condition of the existing installation" as a minimum.

Technical non-conformance(s) observed

Yes



No



Major non-conformances



Non-conformance(s)

2

Further site to visit



Non-conformance

NC 631.1 Minor completion errors observed within Electrical Installation Certificate



The existing pvc twin & earth sub-main cables have been reconnected to the new supply equipment. Have the pvc sub-main cables been afforded any additional protection, 522.6.202?

Non-conformance

NC 514.9.1 A durable schedule not provided within or adjacent to the distribution board



There is no circuit chart at the consumer unit. QS to consider the sticky circuit chart labels.

## 10. Scheme Technical Criteria

The business's electrical installation work complies with BS 7671, recognised industry standards and codes of practice, appropriate Building Regulations and Technical Standards in accordance with the Scheme Requirements.

Site/Job Reference No.3

Certificate/Report Reference

I C N 4 / 0 2 6 3 2 8 9

Installation Type

Domestic



Non Domestic



EICR



PAT



Other

Site Address

1 - 1 0 F A I R L I E C O U R T  
 D A L M E N Y R O A D  
 I S L I N G T O N  
 N 7 0 H A

Description of work carried out

Risks Assessed by Assessor

Consumer unit change & additions/alterations



### Test Results Obtained at the time of the Inspection

Test

Circuit Details

Results of Test / Inspection

Safe Isolation

Ze Ohms

Pfc kA   L-E  L-N  L-L

Continuity   R1+R2  R2  r1  r n  r2

Ins. Res.   L-E  L-N  L-L  N-E

Polarity

Zs Ohms Cleaners Socket  BS EN 60898 32A B = 0.44

RCD ms   x1/2   x1   x5

Phase Seq.

Inspections

Details of installation seen and any supporting comments?

Replacement consumer unit + replace the existing light fittings.

Does the CCTV installation warrant RCD protection (circuit 2). If RCD protection is required for this essential circuit should consideration be given to an independent RCBO for this circuit?`

Circuit 3, smoke alarms - Should this essential circuit be installed via a general purpose RCD with another 4 circuits? Is the supply to the fire alarm circuit (Grade A, not verified) installed in accordance with the appropriate BS 5839 publication?

Technical non-conformance(s) observed

Yes



No



Major non-conformances



Non-conformance(s)

4

Further site to visit





Non-conformance

NC 612.1 Test results not compared with the relevant criteria

Ring circuit- the recorded small r1 (0.11) and r2 (0.27) do not correlate.

Note -  $r2 = r1 \times 1.67$  for a 2.5/1.5mm cable, QS to review the IET publication On-Site Guide page 99.

Non-conformance

NC 631.1 Minor completion errors observed within Electrical Installation Certificate

The EIC should refer to the recently completed EICR "comments on the condition of the existing installation". The limitations of your inspection and testing of the existing circuits should also be recorded.

Non-conformance

NC 514.9.1 A durable schedule not provided within or adjacent to the distribution board

This issue was discussed at site 2.

Non-conformance

NC 611.3 Visual inspection of the installation is incomplete/checklist incorrect or incomplete

Placing out of reach + Obstacles are both ticked. Are these items of inspection applicable to your installation?

# Qualified Supervisor Assessment

Forename R A N V I R	Surname S I N G H B H O P A L
Registered <input checked="" type="radio"/> Proposed <input type="radio"/>	Additional QS assessment during this visit? Yes <input type="radio"/> No <input checked="" type="radio"/>

## 9. Personnel

Only competent persons are used to carry out Electrical Work; who are adequately and appropriately supervised

9a) QS has a satisfactory working knowledge and is conversant with BS 7671, Electricity at Work Regulations, Building Regulations and appropriate British Standards & Codes of Practice.	Yes	No
QS demonstrated an adequate knowledge of relevant standards	<input checked="" type="radio"/>	<input type="radio"/>

9b) QS is well versed in inspection, testing, verification, certification & reporting procedures for the range of work undertaken.	Yes	No
QS was well versed in inspection, testing and verification of installations	<input checked="" type="radio"/>	<input type="radio"/>

9c) QS is responsible for ensuring that results of inspection and testing are accurately recorded on prescribed forms.	Yes	No
A sample of completed certificates and reports was taken. Acceptable standard observed	<input checked="" type="radio"/>	<input type="radio"/>

9d) QS is a principal or employee of the business who is available on a full-time basis, responsible on a day-to-day basis for the safety, quality and technical standard of electrical work under their supervision.	Yes	No
QS is available on a full time basis	<input checked="" type="radio"/>	<input type="radio"/>

9e) Electrical work is undertaken by competent persons and adequately supervised	Yes	No
 	<input checked="" type="radio"/>	<input type="radio"/>

Items discussed with this QS.

Socket outlets & Additional Protection 411.3.3	<input type="text"/>
Wiring in Escape Routes 521.11.201	<input type="text"/>
Safe Isolation procedures	<input type="text"/>
	<input type="text"/>

The contractor has a torque screwdriver policy, well done.

BS 5839 Part 1: 2013 (the requirements for a supply to a fire alarm panel) was discussed with the QS.

The purposed changes to BS 7671: 2018, the 18th Edition IET Wiring Regulations.

Technical non-conformance(s) observed	Yes <input type="radio"/>	No <input checked="" type="radio"/>	Major non-conformances <input type="text"/>
---------------------------------------	---------------------------	-------------------------------------	---

Desktop review carried out <input type="radio"/>	Site Visits possible during this assessment <input checked="" type="radio"/>
--	--

# Summary of Visit

## Office Audit Summary

The assessor has noted  major non-conformance(s) and  minor non-conformance(s)

## Site Visit / Desktop Review Summary

The assessor has noted  major non-conformance(s) and  minor non-conformance(s)

## QS Assessment Summary

The assessor has noted  major non-conformance(s) for the Competent Person with specific responsibility on a day to day basis for the safety, technical standard and quality of Electrical Installation Work.

## Overall Assessment Recommended Outcome

For the assessment items referred to in this report - Pass

For the assessment items referred to in this report - Evidence Required

For the assessment items referred to in this report - Revisit Required

Void visit

No overall assessment outcome possible - Additional visit required. Same assessor Yes  No

No overall assessment outcome possible - Out of Area Additional visit required Yes  No

## Summary of visit and clarification of any actions required. Please detail any evidence required in this section

The QS demonstrated a good working knowledgable of BS 7671 and it's supporting publications, Guidance Note 3, for example.

The demonstrated the sequence of testing with great expertise at sites 2 & 3. The QS is very familiar with the maximum/minimum permitted test results specified in BS 7671.

A good standard of workmanship was observed during the site visits. Keep up the good work.

The assessment of the remaining QS Marcus Themeliotis is outstanding and a second additional 1 unit assessment visit will be required to facility this assessment.

Assessor has changed the default outcome to given technical departures? Yes  No

Recommendations for Applicants Full Scope  Defined  Defined Approval Category (Select from list below)

	▼
	▼
	▼
	▼

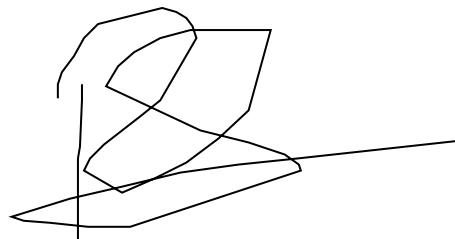
Units required for first Periodic Assessment  Units required for Revisit or Additional Visits  No. of domestic sites / jobs sampled

**Only to be completed as recommended assessment units for next Periodic Assessment for Applicants  
If a change to assessment units is required for a Registered Customer please complete Changes Page**

Customer Signature

**Before signing please take a moment to read the important notes below regarding the outcome of this assessment**

signed



Name R A N V I R S I N G H B H O P A L

Assessment Finish Time H H : M M

## Please Note:

The final outcome of the assessment is subject to validation by Head Office. Should this result in any further actions required, the business will be sent written notification

Applicants will receive written confirmation of the validated outcome.

The report is an assessment of the business's compliance with Scheme Rules Relating to Registration. It is based on a sample assessment of the resources, personnel and work, thus does not indicate that the installations seen fully comply with BS7671 & any other associated Codes of Practice, National Standards or Building Regulations.

If the normal range, scale or geographical spread of your organisation's electrical work is wide, the assessor may not be able to see a representative sample of work during a single assessment visit. In these circumstances one or more additional assessments will be required each year. Additional assessments are used to look at other electrical work carried out by the business and must be attended by your Qualified Supervisor / Approved Certifier. They may be undertaken by other Certsure assessors, dependent on the location of the other installation(s)

Additional assessment units may be chargeable – please refer to our current fee sheet

*We would like to receive information about additional products, services, special offers and promotions from Certsure and its carefully selected partners.*

*We are happy to receive this information by Post*

Yes

No

*We are happy to receive this information by telephone*

*We are happy to receive this information by Email*

*We are happy to receive this information by SMS and other electronic means*

Please forward any requested evidence to NICEIC Customer Services who will process accordingly.

For Registered Approved Contractors please email: [acservice@niceic.com](mailto:acservice@niceic.com). Please restrict attachments to 8MB.

For Applicants to the Approved Contractor Scheme please email: [registrations@niceic.com](mailto:registrations@niceic.com)

Alternatively if email is not possible please post to:

Approved Contractor Scheme Customer Services  
Warwick House  
Houghton Hall Park  
Houghton Regis  
LU5 5ZX

## Definition of Outcomes:

**Pass** - A successful outcome to the assessment.

The assessor may have noted Observations (OBS) or Non-conformances (NC) that require action to be taken.

**Evidence Required** - Major non-conformance(s) observed that require evidence to be provided to satisfy all Major non-conformance(s)

The assessor may have also noted Observations (OBS) or Non-conformances (NC) that require action to be taken.

**Revisit Required** - Major non-conformance(s) observed that require a follow-up visit to confirm that appropriate remedial actions for all items of non-conformance have been completed.

The assessor may have also noted Observations (OBS) or Non-conformances (NC) that require action to be taken.

**Non-conformance (NC)** - An issue identified by the assessor that does not comply with the Scheme or the technical requirements of the Scheme.

**Major non-conformance (M)** - An issue identified by the assessor that does not comply with the Electricity at Work Regulations, Scheme Requirements or anything that presents a real and immediate or potential danger.

**Recommendations for Applicants** -

Full Scope - Sufficient samples of work carried out by the company

Defined Scope - Samples observed sufficient for Defined Approval in the specific areas of electrical work