

## APPLICATIONS TO OPERATE THIRD PARTY CERTIFICATION SCHEMES FOR ELECTRICAL INSTALLATIONS IN DWELLINGS: ASSESSMENT PROCESS

The intention is to process applications as quickly as possible with a view to notifying successful applicants by January 2014 and authorising them in Regulations to come into force by 14 February 2014. The process will follow the steps set out below:

- **Step 1:** Submission of an application to the Department, which will usually be after an invitation on the Department's website for expressions of interest. An invitation will normally include a closing date for receipt of applications
- **Step 2:** Letter of acknowledgement sent to applicant with confirmation of the process and timescale to be followed. The names of all applicants will be published on the Department's website after the closing date for applications.
- **Step 3:** If the Department considers that an application received is not within the scope of the invitation, the applicant will be informed of the Department's reasoning and no further action will be taken.
- **Step 4:** Detailed scrutiny of application by Departmental policy and technical officers against the conditions of authorisation. This scrutiny will include an assessment of the managerial and technical competence of the proposed scheme, in consultation with other relevant Government Departments, public bodies, building control bodies and others.
- **Step 5:** The Department may request further information or clarification or an amended application from the applicant if there are some shortcomings. If necessary, the applicant may be contacted to discuss the application orally. However, if the Department decides that the application falls significantly short of what is required it may be rejected at this stage for that reason. This would not prevent a further application being made at a later time.
- **Step 6:** Departmental consultation with the Building Regulations Advisory Committee for England (BRAC) on application, which may include a formal interview.
- **Step 7:** Decision on whether to recommend Ministerial approval of application made by Departmental officials, taking account of advice from BRAC and comments from other consultees.
- **Step 8:** Ministerial decision sought and received on application.
- **Step 9:** Applicant advised in writing whether application approved. Where not approved, reasons will be given.
- **Step 10:** Formal confirmation in writing by applicant of acceptance of conditions of authorisation (ie agreement to the terms under which the scheme will operate and against which its performance will be monitored).

- **Step 11:** Regulations laid to authorise approved new or extended schemes from a given date.

**Assessment criteria**

Applications will be assessed against the conditions of authorisation dated October 2013, in particular the following four conditions:

- Scheme operator to have a robust and non-discriminatory management, quality and administrative system.
- Scheme operator, including assessors and inspectors that it employs, to have the technical ability to assess/inspect the competence of prospective and existing members to certify compliance with the relevant requirements of the Building Regulations.
- Scheme operator to ensure that the scheme is financially viable and self-sufficient within a reasonable timescale.
- Scheme operator to have an absence of, or methods for avoiding, conflicts of interest between the commercial interests of any sponsoring or parent organisations and the management of the scheme.

Archived