

# Common Procedure No. 2

## *Third Party Inspection*

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## **PREAMBLE**

Under the Act, the Commission is required to specify certain Electrical Works for which a Certificate must be issued (i.e. Controlled Works). Only electrical contractors (i.e. RECs) who are registered with the Body may have the right to self-certify Controlled Works and issue a Certificate for Controlled Works.

However, section 9D(14) of the Electricity Act 1999 as inserted by section 4 of the Act makes a provision for cases where Controlled Works are carried out by an electrical contractor who is not registered with the Body (i.e. Non-REC).

In such cases, the Act requires that the Customer requests that the Body arrange for the carrying out of an Inspection of the Controlled Works performed by the Non-REC. This inspection is called a “Third Party Inspection”.

Only a Controlled Work meeting the eligibility criteria, as specified by the Body in its application for Third Party Inspection, shall be eligible for a Third Party Inspection. The Body shall then arrange for the carrying out of the Third Party Inspection and if appropriate, for the issuance of a Certificate.

The Criteria Document requires that this Common Procedure applies for all Third Party Inspections. The objective in developing this Common Procedure is to ensure a common and consistent approach is implemented by the Body. By providing the Third Party Inspection service, the Body is ensuring that the Inspection is undertaken by a competent and responsible person, that the Customer has assurance that the installation complies with the Technical Rules, is fit for purpose, and can be connected/reconnected to the electricity distribution system if required.

The provision of the Third Party Inspection service is designed to facilitate the Certification of Controlled Works carried out by Non-RECs, but who are electrically qualified and competent persons conversant with the Technical Rules applicable to the installation, and have completed a recognised Testing, Verification and Certification Course within the previous three years.

It should be noted that the third party must also provide proof of insurance to indemnify the Body providing the Third Party Inspection.

The responsibility for the Controlled Works carried out lies with the person(s) who carried out the Controlled Works in question.

A Third Party Inspection will not be provided for Controlled Works carried out by unidentifiable parties whose competence, qualifications and insurance cover cannot be verified, and who are not available to carry out the full range of tests specified by the Technical Rules.

If, further to the Third Party Inspection, the Controlled Works are in compliance with the Technical Rules and Regulatory Arrangements, including the requirements of this and other applicable Common Procedures, a Certificate may issue for the Controlled Work. These tests will be witnessed by the Body’s Inspector, who shall also countersign the Certificate.

# **1 APPLICATION FOR THIRD PARTY INSPECTION**

## **1.1 Application**

- 1.1.1 A person who requests Controlled Works to be carried out by a Non-REC is obliged to request the Body to arrange for a Third Party Inspection of the Controlled Works by application to the Body.
- 1.1.2 The Body shall publish a procedure for applications for Third Party Inspections, which shall specify the eligibility criteria to be applied by the Body in evaluating an application for a Third Party Inspection (Third Party Inspection Application Procedure) and an associated application form. The Body will provide a Test Record Sheet for completion and return by the Non-REC before the Third Party Inspection commences.
- 1.1.3 The Third Party Inspection Application Procedure, the fees for the Third Party Inspection, and the eligibility criteria to be applied by the Body in evaluating the Application shall be subject to the approval of the Commission.
- 1.1.4 The Body shall provide a Third Party Inspection for any requests meeting the eligibility criteria specified in the Third Party Inspection Application Procedure.

## **1.2 Inspection**

- 1.2.1 On receipt of the completed application form and fee, and where such application meets the eligibility criteria for a Third Party Inspection Procedure, the Body shall assign an Inspector to carry out the Third Party Inspection.
- 1.2.2 Further to Clause 1.2.1, the Body is obliged to arrange for the Third Party Inspection to be carried out as soon as is reasonably practicable but not exceeding a period of 21 calendar days.
- 1.2.3 Any person requiring a Third Party Inspection shall comply fully with the requirements of this Common Procedure, and/or as may otherwise be specified by the Body, the Inspector, an Authorised Officer or the Commission, as the case may be.
- 1.2.4 The Inspector shall only be responsible for:
  - (i) verifying the requisite electrical tests (as specified in the Technical Rules) are carried out on the Controlled Works by the Non-REC or his Qualified Certifier who carried out the Controlled Works, and,
  - (ii) supplying and countersigning the appropriate Certificate if the Controlled Works comply with the requirements of the Technical Rules insofar as can be ascertained from the Third Party Inspection and further to the requirements of Common Procedure No. 1 - Certification.
- 1.2.5 The Body shall have in place a process for Third Party Inspections (Third Party Inspection process), which it shall make available to any person requesting same.
- 1.2.6 The Inspector shall meet on the site of the Controlled Work with the Non-REC or as the case may be, the Non-REC's qualified certifier, who carried out the electrical Works and shall:

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- (i) review documentation, technical records (design diagrams, Test Record Sheets, etc.) and verify that the Test Record Sheets (provided in advance by the Body) submitted following the request for the Third Party Inspection of the Controlled Works are accurate;
- (ii) witness the Non-REC or his Qualified Certifier carrying out a range of the pre-connection tests as specified in the Technical Rules with his/her test equipment on the installation, which are sufficient to verify the test results submitted with the Third Party Inspection Application.
- (iii) ask technical questions as appropriate, and carry out any other checks deemed necessary to verify the safety of the installation in accordance with the Technical Rules.

1.2.7 Further to the carrying out of a Third Party Inspection, the Inspector shall complete an Inspection Report Form in a format to be approved by the Commission, and record his/her findings and observations from the Third Party Inspection.

## **2 CERTIFICATION FURTHER TO THIRD PARTY INSPECTION**

### **2.1 Failure to Pass Inspection**

2.1.1 If after a Third Party Inspection, the Inspector decides not to certify the Controlled Works, the Inspector shall inform the Non-REC or his Qualified Certifier and the Customer who requested the Controlled Works to be carried out and shall provide them with written confirmation of the deficiencies in the Controlled Works and the reason(s) for the Controlled Works failure to be certified.

2.1.2 The Inspector will specify a time period for rectification of deficiencies in the Controlled Works and will formally arrange for a follow-up Third Party Inspection (which may involve the payment by the Customer of a re-Inspection fee) and, if required isolate and seal the means of energizing the Controlled Works.

2.1.3 The Body shall record the Customer's MPRN associated with the Third Party Inspection.

### **2.2 Certification of Third Party Installation**

2.2.1 The Inspector may only provide and countersign a Certificate for the Controlled Works once he/she is satisfied that all of the necessary safety requirements have been met and the Controlled Works are in compliance with the Technical Rules.

2.2.2 Where the Controlled Works are to be Certified further to the Inspection, the Inspector shall ensure that the appropriate information is entered on the Certificate.

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- 2.2.3 The Certificate shall then be signed by the Non-REC or his/her Qualified Certifier who carried out the Controlled Work and countersigned by the Inspector.
- 2.2.4 A copy of the issued Certificate shall be given to the Non-REC or his/her Qualified Certifier, and the Customer who requested the Controlled Works to be carried out, and a copy shall be kept by the Inspector and also processed through the Body's system and sent to the DSO if connection/reconnection is involved.

### **3 POST-CONNECTION TESTS**

- 3.1 In the case where a new connection or reconnection to the network is involved the Inspector will arrange to witness post-connection tests and the finalisation of the Certificate in accordance with this procedure and Common Procedure No 1- Certification. The Body may include a refundable element in the fee charged to ensure the Non-REC attends on site at the agreed time and that the post-connection tests are successfully completed.
- 3.2 The DSO will contact the Inspector and the electrical contractor when supply is connected.
- 3.3 The Inspector will arrange an appointment on site with the Non-REC or his/her Qualified Certifier for energising the installation and post-connection tests.
- 3.4 The Inspection report form will be updated to confirm the result of the post-connection tests and, if appropriate, the Certificate will be countersigned by the Inspector.
- 3.5 If the post-connection tests are not carried out or do not meet the requirements of the Technical Rules or alternatively the requirements of "Common Procedure No. 1 – Certification", the Certificate will be deemed invalid and the provisions of "Common Procedure No. 5 – Enforcement" will apply.

### **4 RECORDS TO BE MAINTAINED**

- 4.1 The Body shall maintain records of all applications received for Third Party Inspections, all Inspection report forms and copies of all Certificates issued further to same.

## **5 FORCE MAJEURE**

- 5.1 This Common Procedure is intended to cover the majority of cases likely to arise where a Non-REC has carried out Controlled Works.
- 5.2 However, there is likely to be a number of cases arising in the new Regulatory System where for genuine reasons the Non-REC or his/her Qualified Certifier is not available and the Customer may be unable to obtain a Certificate and therefore cannot obtain an electricity supply.
- 5.3 If there are extenuating circumstances likely to cause undue hardship to the Customer, the Customer may be allowed to appoint an alternative REC to test and certify the Controlled Works if the Customer receives the prior written authorization of the Body, whose consent shall not be unreasonably withheld.
- 5.4 When the Body receives such a request it shall consider all the circumstances and make whatever investigations it deems appropriate.
- 5.5 A record of such instances will be kept by the Body and reported to the Commission on a quarterly basis.