

# OFTEC Information Sheet

## Electrical installation work undertaken in England and Wales



### The OFTEC Electrical OFT103 Registration Scheme

The Ministry of Housing, Communities and Local Government (MHCLG) and the Welsh Government have given OFTEC authorisation to operate a competent person scheme for technicians and contractors to install fixed low, or extra-low voltage electrical installations under building regulations. The OFTEC electrical scheme is a full-scope Part P scheme for work in dwellings only. This scope of registration will enable registrants who are certified for the OFT103 registration scope to self-certify electrical work in accordance with Regulation 4 and 7 of the Building Regulations 2000 (as amended).



### England and Wales Building Regulation and Approved Document Part P

Approved Document P calls for electrical works to be carried out in compliance with BS 7671 with certain specified electrical works being deemed notifiable to Local Authority on completion. These requirements should be of no surprise to OFTEC registered technicians as compliance with BS 7671 for electrical works has been in BS 5410, the code of practice for liquid fuel firing, and is referenced in OFTEC technical publications accordingly.

### OFT 103 Scope of Electrical Registration (dwellings only)

OFTEC can offer electrical contractors and heating technicians the OFT103 scope of registration to install and self-certify fixed low or extra-low voltage electrical installations in dwellings. Under our authorisation this is an annual registration scheme for businesses and individuals/quality supervisors, It is subject to an annual on-site inspection visit by OFTEC's appointed technical experts. This site visit is to assess competence and give assurance that the business is continuing to comply with the requirements of the scheme, and the Electrotechnical Assessment Specification produced by the Institute of Engineering and Technology (IET). Registrants on the OFT 103 scheme will have access to a free technical helpline for their electrical work queries.



## Qualification and experience requirements

Any business wishing to apply for OFT 103 registration must have at least one technician (or qualified supervisor) holding suitable electrical qualifications with at least two years' experience and responsibility for the technical standard of electrotechnical work. To access the scheme, you must meet one of the following acceptable routes to registration and be able to demonstrate competence.

Below is the table for entry routes 1A, 1B and 2 taken from Appendix 4A, table 4A of the current Electrotechnical Assessment Specification (dated September 2020).

Entry route	Knowledge and understanding requirements	Experience
1A	<p><b>Level 3 Electrotechnical qualification plus industry end point assessment (AM2S).</b></p> <p style="text-align: center;">+</p> <p>Where not included in the electrotechnical qualification, a current Level 3 Award in the Requirements for Electrical Installations.</p> <p style="text-align: center;">+</p> <p>A level 3 Award in the Initial Verification and Certification of Electrical Installations.</p>	<p><b>Two years' responsibility for the technical standard of electro-technical work and evidence of ongoing continuous professional development.</b></p>
1B	<p><b>Level 3 NVQ Diploma in installing electrotechnical systems and equipment (building structures and the environment).</b></p> <p style="text-align: center;">+</p> <p>Where not included in the electrotechnical qualification, a current Level 3 Award in the Requirements for Electrical Installations.</p> <p style="text-align: center;">+</p> <p>A level 3 Award in the Initial Verification and Certification of Electrical Installations.</p>	
2	<p><b>Level 3 Certificate in installing, testing and ensuring compliance of electrical installations in dwellings.</b></p> <p style="text-align: center;">+</p> <p>Where not included in the electrotechnical qualification, a current Level 3 Award in the Requirements for Electrical Installations.</p>	

## Alternative routes to registration

This table details alternative routes 3, 4 and 5 also taken from Appendix 4A, table 4A of the current Electrotechnical Assessment Specification.

Alternative routes to registration		
3	<p><b>Auditable evidence of relevant historical industry recognised electrical installation competency-based qualifications, equivalent to Routes 1 or 2 of this table, such as evidence of having completed an industry approved apprenticeship.</b></p> <p style="text-align: center;">+</p> <p>A current Level 3 Award in the Requirements for Electrical Installations.</p> <p style="text-align: center;">+</p> <p>A Level 3 Award in the Initial Verification and Certification of Electrical Installations.</p>	<p><b>Two years' responsibility for the technical standard of electro-technical work and evidence of ongoing continuous professional development.</b></p>
4	<p><b>Auditable evidence of certificates of competence that reflect the units identified in the Level 3 Electrotechnical Qualification equivalent to Route 1 of this table which must incorporate evidence of knowledge, skills and experience of initial verification, inspection and testing of electrical installations.</b></p> <p style="text-align: center;">+</p> <p>A current Level 3 Award in the Requirements for Electrical Installations.</p>	<p><b>Two years' responsibility for the technical standard of electro-technical work and evidence of ongoing continuous professional development.</b></p>
5	<p><b>Existing or previously recognised Qualified Supervisor registered within last 2 years</b></p> <p style="text-align: center;">+</p> <p>A current Level 3 Award in the Requirements for Electrical Installations.</p>	<p><b>Letter or similar from previous scheme provider confirming previous status and evidence of work carried out to demonstrate practical competence for the work category applied for.</b></p>

## Rules for OFT 103 registration

- The business and technician will complete the appropriate initial CPS application form (Application Form Ref R250) or online at [www.joinoftec.com](http://www.joinoftec.com), or apply for an extension to scope if an existing registrant (Application Form Ref R526). Forms to be sent to OFTEC Head Office with the appropriate enclosures and evidence of qualifications and experience.
- Registration can only be granted once an initial evaluation (inspection) visit has taken place and any non-conformance found addressed. The inspection will be carried out by an approved technical assessor working under agreement with OFTEC.
- During the inspection visit the business will be required to make available a sample of electrical installation work, completed or in progress, for the evaluation purpose. The business and technician/qualified supervisor shall be required to demonstrate safe electrical practices throughout the assessment.





## The following are requirements for the OFT103 scope of registration:

### Technical reference material to be held by the business:

- BS 7671: Requirements for Electrical Installations.
- Building Regulation Approved Document P (downloadable free from the OFTEC website [www.oftec.org](http://www.oftec.org)).
- The Electricity at Work Regulations 1989. Guidance on Regulations HSR25 [www.hse.gov.uk/pubns/books/hsr25.htm](http://www.hse.gov.uk/pubns/books/hsr25.htm).
- Electrical test equipment form use on low voltage electrical systems – HSE Guidance Note GS28 (as amended) [www.hse.gov.uk/pubns/books/gs38.htm](http://www.hse.gov.uk/pubns/books/gs38.htm).

### Use appropriate and calibrated test instruments

(Two or more of these functions can be combined in a single instrument)

- Insulation resistance test.
- Continuity test.
- Voltage indicating instrument (this device does not require calibration).
- Phase/earth loop impedance test.
- Residual current device test.
- Suitable split test leads for both phase/earth loop impedance test instruments and the residual current device test instrument.

### An OFT103 registered business must also adhere to the following practices:

- Shall be required to have a written health and safety policy statement and carry out risk assessments as appropriate.
- Shall maintain a record of all complaints received over the previous six years (if applicable), concerning compliance with building regulations of the electrical installation work undertaken in dwellings. Records should also detail the actions taken to resolve the complaint.
- Notify all controlled service work under Part P to OFTEC utilising the online notification system at [www.ofteconline.com](http://www.ofteconline.com). OFTEC will then inform the Local Authority Building Control of the work and supply the property with a Building Regulation Compliance Certificate.
- Hold records for a minimum of six years as appropriate to range, scale, geographic spread, and categories of electrotechnical work undertaken. This includes all specifications, drawings, certificates, reports of electrical work undertaken, demonstrating the accuracy and consistency of text instruments, training, qualifications and CPD (continual professional development) and that all employed persons are competent and/or adequately supervised.
- Correct any non-conformity identified from the on-site visit to enable the OFT103 Part P registration to be certified. Insufficient evidence of a non-conformity being addressed will result in registration not being certified or withdrawn.
- Comply with the OFTEC rules for registration (R100) in its latest version downloadable from [www.oftec.org](http://www.oftec.org).