

# OFTEC Information Sheet

## How to complete a works notification



OFTEC's work notification system is easy to use and very cost-effective. Registered businesses simply notify their installation work to OFTEC who informs the relevant local authority building control department. A building regulations compliance certificate is then sent to the householder on behalf of the registered business and added to the business's OFTEC account

### The types of installations to notify include:

- Oil boiler or cooker installations
- Tank and supply installations
- Solid fuel installations
- Heating and hot water installations
- Heat pump installations
- Solar thermal installations
- Biomass installations
- Electrical work covered by Part P.

### Firstly

Log onto your OFTEC online account [www.ofteconline.com](http://www.ofteconline.com) using your OFTEC company registration number and password sent to you by email click on work notifications. then select add a new work notification.

### Step 1

Enter the date the work was completed on.

For a new build we'll require details of the relevant local authority, as some locations won't have been allocated a postal address until the build is complete.

If you need any help contact the registration department on 01473 626 298 option 1.

### Step 2a

Select the region the work was completed in.

### Step 2

Enter the sites postcode, click verify.

This will open a window listing addresses under that postcode, select the correct address, this will auto fill the boxes.

If you can not see the correct house name or number but you have selected the correct postcode you can choose any address and type over the incorrect information.

If the property is located in the Republic of Ireland you will need to manually type in the address.

### Step 3

You have the option to add a reference for your own records, this will not be displayed on the final certificate, if you do not want to add a reference click save and go to next step.

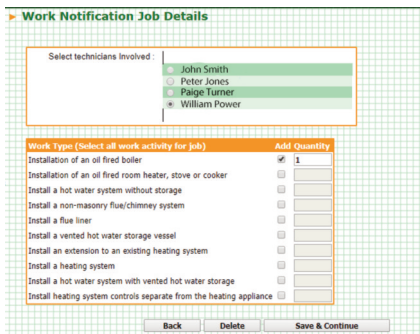
### Step 4

Work type and site details summary, if anything is incorrect you can amend the information here.



### Step 5

Click on add work details, you will see a list of technicians within your business and the qualifications they hold. Select the relevant technician for this notification.

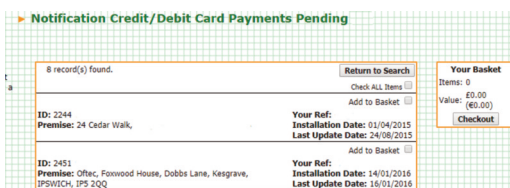


The next step is to fill in the details of works completed, tick as many boxes as apply then save and continue. You will be returned to the previous screen. Check the information is correct.

You now have two choices, either to add more jobs or pay for the notifications already created.

### Credit/debit card payments pending

You will see a list of all your unpaid notifications, you can pay for multiply notifications at any time. All you need to do is tick the box next to



the notification then select add to basket they will sit in your basket until you proceed to checkout.

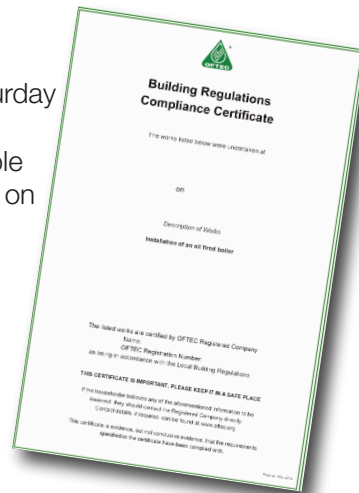
### Billing details

Your business address will automatically be entered but you will need to add the card holders name, if the card holders address is different you can type over the boxes with the correct information. Read OFTEC terms and conditions then if you agree tick the box then click pay now.

### Payment

You will be directed to a payment page, follow the on screen instructions. Once payment is completed an invoice is automatically emailed to the company email address, along with a break down showing the details of the works notification you have paid for.

The information is uploaded to local authority on the Saturday after payment is complete. An example notification is shown on the right.



The certificate is posted to the householder at the beginning of the following week.

You can amend the job details at any time up to the point where the Local Authority is notified.

### Alternatives to online notification

If your business does not have access to the internet, you have the option of notifying by telephoning the registration department for an extra cost.

The only alternative means of compliance is to arrange a Local Authority Building Control (LABC) inspection for any works subject to building regulations – which can be very costly and time consuming.

### Requesting a copy certificate

On the Tuesday after LABC have been notified a blue link "Request Standard Certificate" will appear against each notification record on your OFTEC online account



When you click on this link it prompts you to enter an email address, this can be the business email or you can email a copy directly to your customer.

OFTEC's works notification scheme not only meets legal requirements but is an added benefit OFTEC registered technicians can offer their customers. OFTEC registered businesses in certain regions must self-certify their works and notify via OFTEC within 21 days of the completion date, of the works which enables OFTEC to submit the information to the local authority in the 30-day period allowed for self-certification.

If you need any help, at any point please contact the registration department on 01473 626 298 option 1 or email [registration@oftec.org](mailto:registration@oftec.org).