



**Registration
Services**



Guide to **registration**



Your guide to registering with OFTEC



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Benefits of OFTEC registration

Benefits of OFTEC registration

Consumers choose OFTEC registered businesses and technicians because they trust the OFTEC symbol as a sign of high quality workmanship. Consumers can have confidence that an OFTEC registered technician has been properly trained and independently assessed, receives periodic inspections and holds the relevant insurance and protection to work in their home.

OFTEC registered businesses and technicians can enjoy the following benefits:

- Exclusive use of the OFTEC logo on vans, stationery and other marketing materials
- Access to low cost business insurance through OFTEC Insurance Services
- Workmanship warranty available on self-certified work
- Free technical support from qualified staff via telephone, fax or email
- Network of independent regional inspectors to provide inspection services
- Essential technical updates about industry changes
- A range of free consumer-friendly information to help you win quotations and market your business
- Discounts on equipment and technical publications from OFTEC Direct
- Free consumer search listing on the OFTEC website and the official competent persons website (England and Wales only). Electrical Part P registrants also get free listing on the official electrical competent person website www.electricalcompetentperson.com
- Free quarterly magazine posted out to all registered technicians and a monthly electronic newsletter
- Regular free to attend events including roadshows and exhibitions
- Opportunity for registered technicians to influence decisions affecting OFTEC and the industry via a technician representative on the OFTEC Scheme Committee (OSC)
- Chance to participate in the OFTEC Awards for Excellence
- Arbitration support via consumer complaints process. We can help guide both consumer and technician through what can be a difficult and potentially stressful process
- A reporting system for non-compliant work carried out by non-registered technicians.
- Discounted subscription for website design and hosting by reputable specialist trade website provider 'soletrader.com'.

About OFTEC

OFTEC has been promoting excellence in heating and cooking since 1991. It has well established links throughout industry - in part through the trade association operation and with UK and Ireland governments and European agencies.

OFTEC maintains a register of competent technicians which, in some regions, permits those registered to self-certify controlled services work they perform within their scope of registration. Types of controlled services work can include the installation of a fixed oil combustion appliance; an oil supply; an oil tank; a wet or dry heating system; vented and unvented hot water systems; solid fuel appliances; electrical installations to Part P; and heat pump, biomass and solar thermal renewable heating systems.

In recognition of the high standards it promotes, OFTEC has acquired UKAS accreditation for its registration schemes for the UK and has procedures in place that meet the requirements of ISO/IEC 17065:2012 (Requirements for bodies certifying products, processes and services). OFTEC continually reviews the registration services it offers and other options may be introduced in the future.



About OFTEC



The OFTEC registration schemes are designed to make businesses entering into contracts with clients responsible for those contracts, whilst acknowledging the individual technical competence of operatives employed or contracted by registered businesses. The benefit being that the scheme allows technicians to change employer whilst retaining their individual competence.

OFTEC operate several schemes that a business and technician can join which have been developed to meet the many different installer schemes in operation today -

- Competent Person Scheme for England, Wales, Isle of Man and the Channel Islands incorporating self-certification of controlled service work
- Registration scheme for competent persons in Scotland, Northern Ireland and the Republic of Ireland
- The PAS 2030 Installer Scheme in the UK
- The Microgeneration Certification Scheme in the UK
- Non-Operative Registration for specifiers, consultants, trainers/ assessors etc.

Registration is open only to technicians who have suitable evidence of technical competence and who work for businesses that operate within the conditions set out in the OFTEC rules for registration (R100). OFTEC performs initial evaluation and then subsequent surveillance on registered businesses and technicians, which can result in steps being taken to ensure that high industry standards are being maintained. In the event that a registered business or technician does not comply with these conditions, their registration status may be suspended or withdrawn.

This booklet has been prepared to provide registered technicians and those considering becoming registered, with information regarding the OFTEC registration schemes. The aspiration of the OFTEC registration schemes is that customers employing the services of an OFTEC registered technician can be confident that the work will be performed to high standards and comply with relevant building regulations, British standards, manufacturers' installation requirements and industry codes of practice.

Funding

OFTEC is a company 'limited by guarantee' and a 'not for profit' organisation. Financial support is obtained solely via business and technician fees and through the work notification system when registrants self-certify controlled service installation work. Also OFTEC ask for re-imbursement from registrants who miss inspection appointments or have a complaint upheld against them that needed an on-site inspection. Income is also obtained via policies sold via Trade Direct Insurance Services trading as OFTEC Insurance Services.



Need to contact us?

If you have a problem or need advice or information, we're always ready to help.

Contact us today on: Tel: 01473 626 298, (select the appropriate option) or 01 864 5771 (from Rol).

Email: registration@oftec.org

You'll also find more useful information on our website: www.Joinoftec.com

Categories of registration available

Categories of registration available

There are several different categories for registration available that operate under different Government schemes. Under the competent person scheme licenced by the Department of Communities and Local Government (DCLG), the Welsh Government, the Isle of Man Government, the States of Jersey Government and the States of Guernsey Government we offer the following:

Registration Code	Short Scope Description
OFT10-105E	Installation of oil combustion appliances, heating and vented hot water systems
OFT10-600a	Installation of oil storage tanks and supply systems to fixed combustion appliances
OFT107	Installation of unvented hot water systems
OFT103	Electrical installations to Part P (dwellings only)
OFT10-101	Commission, service, maintenance of single stage pressure jet appliances
OFT10-102D/W	Commission, service, maintenance of vaporising burner appliances (D = dry systems, W = wet systems)
OFT10-201	Commission, service, maintenance of multi-stage pressure jet appliances (i.e. commercial use)
OFT501(CPS)	Installation of solar thermal systems
OFT504(CPS)	Installation of heat pump systems
OFT15-505(CPS)	Installation of biomass systems
OFT15-108D	Installation, commissioning and servicing of solid fuel stoves (dry)
OFT15-108W	Installation, commissioning and servicing of solid fuel stoves (wet)

These scopes are also available in Scotland, Northern Ireland and the Republic of Ireland but are not subjected to self-certification requirements.

For the Microgeneration Certification Scheme (MCS) the following are available for installation business operating in the United Kingdom.

OFT501(MCS)	Installation of solar thermal systems to MCS 001 & MIS 3001
OFT504(MCS)	Installation of heat pumps systems to MCS 001 & MIS 3005
OFT15-505(MCS)	Installation of biomass systems to MCS 001 & MIS 3004

Registration explained

For the PAS 2030 Installer Scheme to install energy efficient measures we offer the following categories for installation businesses operating in the United Kingdom. Annex references to the current PAS 2030:

Oil Fired Condensing Boilers (Annex C3 BSM.3)

Heating System Insulation (Annex C5 BSM.5)

Heating Controls (Annex C6 BSM.6)

Hot Water Systems (Annex C7 BSM.7)

Underfloor Heating (Wet) (Annex C10 BSM.10)

Warm Air Heating Systems (Annex C11 BSM.11) (domestic and non-domestic)

Water Efficient Taps and Showers (Annex C12 BSM.12)

Non-operative registration

OFTEC also recognises that there are many people working in the oil heating sector that are 'off the tools' but remain active either in training, specifying or managing installation work. So these people can hold registration to recognise their achievement and competence a special class of registration has been developed called 'non-operative registration'. This special scheme operates outside of the accreditation of ISO/IEC 17065:2012. For further details on 'non-operative' registration please contact OFTEC registration services on Tel 01473 626 298 (UK) or 01 864 5771 (Republic of Ireland).

Registration explained

OFTEC registration is in two parts:

PART 1 – The registered business (i.e. enterprise) and legal entity

OFTEC registered businesses must meet the requirements of our registration scheme. For example, the business must:

- have at least one registered technician working for it
- be covered by suitable public liability insurance up to a minimum of £2million/ €2.8million
- offer a "workmanship warranty" (installation businesses based in England and Wales only)
- operate an appropriate health and safety policy if it employs five or more people

Registration explained

- operate a suitable complaints procedure to acknowledge and handle complaints raised against it
- keep a record of all complaints received which must be available for inspection upon request by OFTEC
- keep a record of test equipment that requires periodic calibration, including certificates and the due date for calibration
- comply with the OFTEC rules for registration

Full details of all our requirements can be found in the OFTEC rules of registration R100 booklet. Competitive business insurance is available from OFTEC Insurance Services.

PART 2 – Registered technician (competent individual)

It is a principle of the OFTEC scheme that registration is granted only to those who have demonstrated their knowledge, skill and understanding by passing an independent assessment for the relevant class of registration. To be eligible for registration, technicians must hold a pre-requisite qualification for the scope of work for which they wish to apply. Qualifications can be assessed by a certification body accredited to BS EN ISO/IEC 17024:2012 by the United Kingdom Accreditation Service (UKAS), or equivalent.

Where a scope of registration does not have a qualification accredited to BS EN ISO/IEC 17024:2012 then alternative industry qualifications will be accepted that are mapped to meet the sector minimum technical competencies (MTC) such as Qualification and Credit Framework (QCF). For further information of training requirements please contact the OFTEC training manager on tel 01473 626 298 (UK) or 01 864 5771 (Republic of Ireland).

In addition to holding the work specific competencies, technicians shall have the appropriate level of health and safety competence for the scope of work being conducted. Technicians must have a copy of industry technical reference books appropriate to their scope of work or have access to relevant legislative publications, British standards and industry guidance.

Business and technician registration is only valid as long as your qualifications are in date and you have paid the necessary registration fees. You have the option to pay your fees yearly or for five year periods with direct debit options available depending on region.

Getting trained

Training and assessment



The need for high standards of heating efficiency is universally accepted. For environmental, safety and economic reasons, it is necessary to ensure that fuel is delivered and stored correctly and then burnt efficiently and that the working practices of personnel concerned with storage and combustion are kept up to date with the increasing demands of developing technology. In order to achieve such levels of competence, it is necessary for technicians to be trained and assessed to the highest standards and have their knowledge continuously updated.

How is the training process organised?

For oil and solid fuel scopes of registration OFTEC develops assessment criteria from defined competencies aligned with National Occupational Standards and industry best practice.

All OFTEC assessments are designed in modular format to enable cost effective training packages to be offered by OFTEC approved centres. Approved centres develop suitable training programs to ensure all of the competency requirements are covered. Training courses vary in length depending on your experience and whether you are combining courses. Once you have completed the training you may then decide to go through the assessment process.

Approved centres

There are over 80 approved centres throughout the UK, Ireland and the Channel Islands. A full list of centres is available from OFTEC on 01473 626 298 or from the OFTEC website at www.joinoftec.com/training/ Please be aware that OFTEC has no control over the fees charged by approved centres for training and assessment. This is a matter of market forces and we suggest you shop around for the best deal.

Having an assessment

Training material

OFTEC has produced a series of technical manuals covering oil and solid fuel courses. They should be provided by your training provider but they can also be purchased directly from OFTEC beforehand. As well as technical manuals, OFTEC publishes a series of technical information sheets, homeowner guides and a useful pocket guide.

Having an assessment

Assessments are conducted independently of training, although they may be taken at the same location. OFTEC's assessment criteria is constantly reviewed and updated and combines real scenario practical tests alongside theoretical questions. Depending on your experience, you may decide that you do not need to take any training beforehand and you would like to go straight to assessment. If this is the case, contact your local approved centre and ask to book an assessment only. There are a number of pre-requisites to take OFTEC assessments but the approved centre will guide you through the requirements upon application.

The certification body authorising the approved centre will send you an individual certificate of achievement and will automatically notify OFTEC that you have successfully completed and passed your assessment. **Please Note:** The certificate that you receive from the certification body does not mean that you are registered with OFTEC and it does not allow you to self-certify your work under the competent person scheme. It does however allow you to apply to OFTEC for registration status.

Your qualifications last for five years. Just before the end of the five years, you will need to re-sit a re-certification assessment which will take less time than your initial assessment. This is because the re-certification assessment only considers the changes occurring within the industry since your initial assessment therefore cutting down time off the road.

Becoming registered

Becoming registered

After successfully taking OFTEC assessment(s) or other related industry qualifications you can apply for OFTEC registration.

The registration is split into two parts:

1. Business registration (the legal entity)
2. Technician registration (individual competence)

Every technician must be covered by business registration. If you are self-employed, you must still register your trading business (legal entity).

The application process for OFTEC registration is simple and straightforward.

All competent person scheme applicants must complete R250 CPS application form which will be sent to you after completing your assessments. Alternatively, you can apply via the Joinoftec.com website.



Becoming registered

We advise that you also obtain a copy of the OFTEC R100 rules of registration document which sets out the rules and conditions of joining OFTEC and the different schemes. This can be downloaded from the OFTEC website or sent by request by emailing registration@oftec.org or calling 01473 626 298 (UK) or 01-8645771 (Republic of Ireland).

MCS registration applicants must also complete the R572 renewable registration form.

PAS 2030 Installer Scheme applicants must also complete the R567 application form.

Completed registration forms should be sent to OFTEC Head Office, Foxwood House, Dobbs Lane, Kesgrave, Ipswich, Suffolk IP5 2QQ together with:

- Two passport-sized photographs
- A copy of your qualifications certificate
- Registration Fee (current fees for GB and Ireland are listed on the OFTEC website)
- Confirmation that you hold relevant public liability insurance

Once the application has been received and initially processed, OFTEC will need to evaluate you and your business to the scheme requirements before issuing all relevant registration certificates and identification card(s).

Initial evaluations and subsequent inspections

Initial evaluations

New businesses registering with OFTEC for the first time will have an initial evaluation from an OFTEC regional inspector within the first three months of registration. This first three month period is classed as probationary registration. Regional inspectors are appointed by OFTEC following an induction programme. They are required to hold, as a minimum the same level of competence as a registered technician and have to undergo regular continuous professional development and have their performance monitored on a regular basis.

For more information on what to expect during your initial evaluation please see OFTEC information sheet Publication no 60 'OFTEC registration... the first steps'.

Surveillance inspections

Additionally, all registered businesses and technicians will have subsequent surveillance inspections as required by the particular scheme requirements. As well as assessing the quality of work, Inspectors will check for compliance on meeting building regulations, British standards and manufacturer's installation instructions. There will also be a requirement for a document review of a recent job (i.e. control documentation like installation and/or commissioning reports and works notification in participating regions)

For more information on what to expect during an inspection, OFTEC have produced an information sheet entitled "OFTEC Inspections – An Inspector Calls" (publication no. 23).

Works notification

The Building Act 1984

The Building Act 1984 requires a person carrying out certain types of building works to give building notice or building regulations approval to Building Control. On 1st April 2002 an amendment to regulation 12 of the building regulations came into force. This exempts OFTEC registered businesses from the need to give such notice when carrying out new installation work, replacements works or making a major change to the system in areas covered by their class of registration.

OFTEC's works notification system

For those works undertaken that need to be self-certificated by registered businesses, OFTEC has introduced a system by which registrants can notify OFTEC directly of the works they have carried out. OFTEC will then inform the relevant local authority on their behalf within the allowed 30-day window for self-certification. OFTEC will also provide a certificate to the occupier confirming that the works have been undertaken by a member of a competent person scheme, and meets the requirements of regional building regulations.

All works notified to OFTEC will be covered by a six year workmanship warranty. This warranty provides cover for the consumer should there be a contravention of building regulations with the installation and the installer has ceased to trade. Your customer (i.e. property occupier) will receive a compliance certificate for the work undertaken, plus details of any workmanship warranty cover.

Works notification



Alternatively you may wish to provide your own workmanship warranty through another provider which you may be required to demonstrate to OFTEC for the purposes of inspection.

What do I need to notify?

Participating regions for self-certification are currently England, Wales, Isle of Man, Jersey and Guernsey. A registered business should notify all controlled service building works for which they are registered for as being compliant with building regulations. A business is only permitted to self-certify works for which they hold relevant scopes of registration.

If you have used a sub-contractor for any part of the works, and they are not registered under your business registration, they must complete a separate notification for the works that they have carried out, using their own business registration details or obtain the appropriate building control approvals before work is started.

If you have used a sub-contractor who is registered with an alternative competent person's scheme (CPS), they must complete a separate notification on their own behalf to their relevant scheme provider.

If you have used a non-CPS registered subcontractor for any works, they must work under a building control notice as they will not be permitted to self-certify their work.

How to submit and pay for notifications

Charges apply per notification made (i.e. per job). One job can include many different elements (i.e. boiler, heating system, oil supply line) and there is no limit on the number of items notified on one job. Notifications can be made online at www.ofteconline.com (OFTEC will provide you with a log in and password) or by fax to 09055 689 003 or by telephone to 01473 626 298.

To pay for notifying work you can choose to pay by credit card or alternatively you can pay by direct debit after completing the relevant direct debit mandate. The direct debit mandate is available from OFTEC by emailing registration@oftec.org. Fax notifications can only be made when you have a direct debit set up.

Categories for self-certification

Categories for self-certification open to OFTEC registered businesses.

Oil

Install an oil storage tank (i.e. domestic and non-domestic to a fixed combustion appliance)

Install oil supply pipework

Installation of an oil fired boiler

Install an oil-fired room heater, stove or cooker

Install a non-masonry flue/chimney system

Install a flue liner

Electrical Installation Work in Dwellings

Circuit alteration or addition in a special location

Install one or more new circuits

Install a replacement consumer unit

Rewire of all circuits

Partial rewire

New full electrical installation (new build)

Heating and Hot Water

Install a hot water system without storage (i.e. pipework from a combi boiler)

Install an unvented hot water storage vessel

Install a vented hot water storage vessel

Install a heating system

Install an extension to an existing heating system

Install a waste water heat recovery device

Install a flue gas heat recovery device

Microgeneration

Install an air source heat pump

Install a ground source heat pump

Install a water source heat pump

Install a solar thermal system

Install a biomass dry fuel room heater, stove or cooker

Install a biomass wet boiler, room heater, stove or cooker

Install a biomass stove with warm air distribution system

Install a biomass open fire

Solid Fuel (not including biomass)

Install a solid fuel dry fuel room heater, stove or cooker

Install a solid fuel wet boiler, room heater, stove or cooker

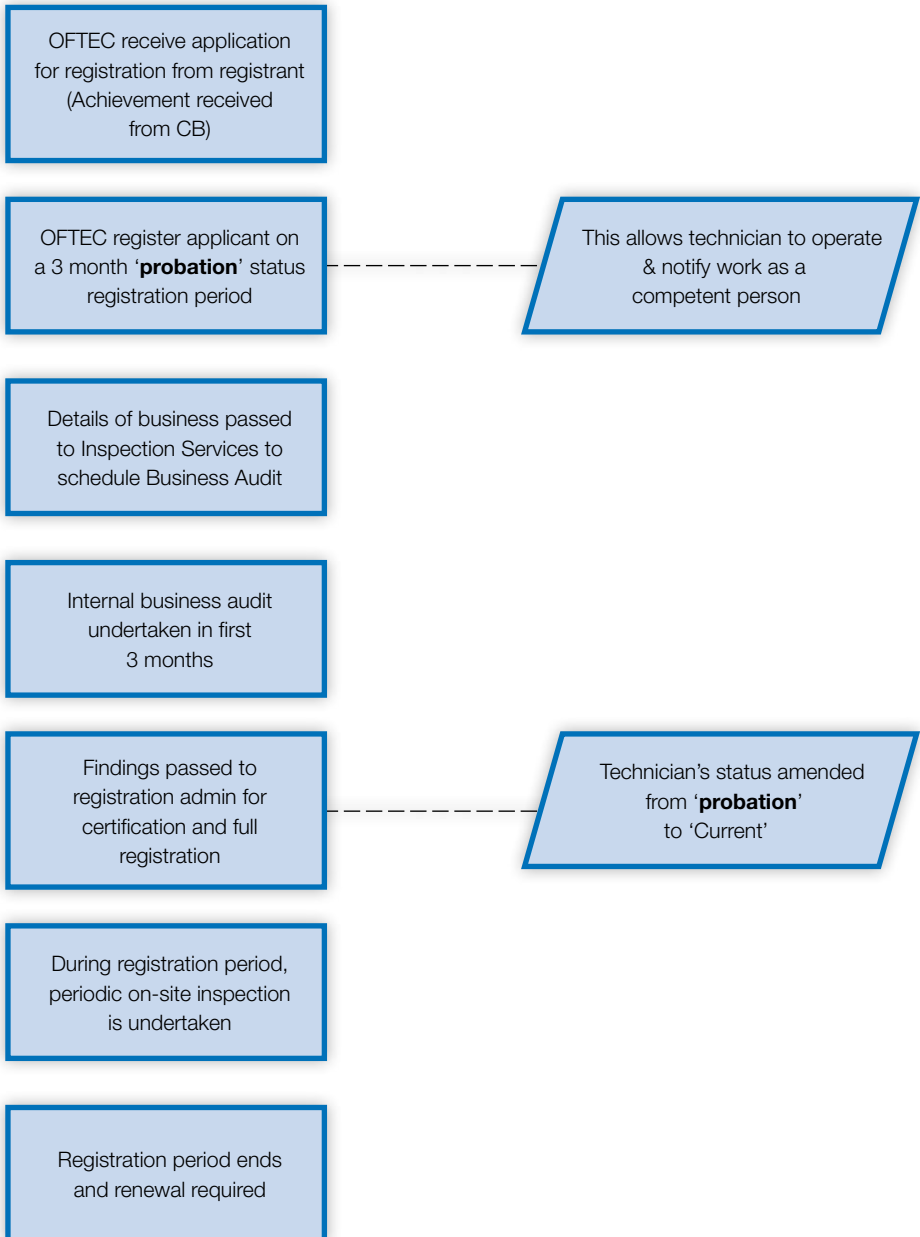
Install a solid fuel stove with warm air distribution system

Install a solid fuel dry open fire

Install a non-masonry flue/chimney system

Install a flue liner

The registration process





OFTEC

Foxwood House, Dobbs Lane, Kesgrave, Ipswich IP5 2QQ

Tel: 01473 626 298 (UK) or 01 864 5771 (Republic of Ireland)

Fax: 01473 636 536

Email: registration@oftec.org

www.Joinoftec.com