

# APPROVED CONTRACTOR (HAZARDOUS AREAS) SURVEILLANCE ASSESSMENT GUIDE

As part of your NICEIC Approved Contractor extension to certification we are required to carry out annual surveillance to ensure that you are continuing to comply with the scheme requirements and technical standards applicable to your electrical work in potentially explosive atmospheres.

The purpose of this guidance is to assist you in preparing for surveillance and provide an insight into what our Assessor will be reviewing with you during the assessment.

A surveillance assessment will be required when a Qualified Supervisor (HA) ceases to be employed in that capacity, so the suitability of the proposed replacement can be assessed against the relevant requirements.

## Important

If any significant changes have occurred since the last surveillance assessment, such as the Principal Duty Holder or Qualified Supervisor leaving the business, or significant changes to the range of electrical work the business undertakes, please contact us so we can update the details held and ensure the appropriate assessment is scheduled.

## 1 PREMISES AND EQUIPMENT

Our Assessor will visit your contracting office address, to confirm that you are maintaining your office systems, processes and records of work undertaken along with client details.

Our Assessor will review your plant and equipment to ensure it remains appropriate to the range and scale of electrical installation work that your business carries out.

The Principal Duty Holder will need to be present for the opening and closing meetings of the assessment.

The registered Qualified Supervisor (HA) will be required to be present throughout the assessment and accompany the Assessor to the sites or premises selected for assessment.

A copy of your business stationary will be required to confirm your trading address aligns with our records, as will your Health and Safety Policy statement, risk assessments as appropriate and Safe Isolation procedures and re-energisation of installations.

A guide to preparing a Health & Safety policy can be downloaded [here](#).

## 2 TECHNICAL REFERENCE DOCUMENTS

Our Assessor will review the technical reference documents that your business has access to, to ensure that they are appropriate to the range and scale of work you undertake. As a minimum, you must have access to the current version (including all amendments) of:

- BS 7671 - Requirements for Electrical Installations (IET Wiring Regulations)
- The Electricity at Work Regulations 1989 Guidance on regulations HSR25 - <http://www.hse.gov.uk/pubns/books/hsr25.htm>

Additional technical documents which will be required depending on the range of Hazardous Area work undertaken include:

- |   |  |
|---|--|
| <input type="checkbox"/> BS EN 60079 - 10 | <input type="checkbox"/> EEMUA Publication 186                   |
| <input type="checkbox"/> BS EN 60079 - 14 | <input type="checkbox"/> APEA/IP Guide for Filling stations      |
| <input type="checkbox"/> BS EN 60079 - 17 | <input type="checkbox"/> Other relevant client specific guidance |

### 3 **TEST INSTRUMENTS AND LEADS**

Remember that your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of electrical work that you undertake.

A sample of this equipment must be available to our Assessor during the assessment. They will then need to be taken and used during the on-site assessment by the Qualified Supervisor (HA) to demonstrate testing and safe isolation procedures.

As a minimum, the business will need to have one or more instruments that can test the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Voltage Indication         | <input type="checkbox"/> Continuity   |
| <input type="checkbox"/> Insulation Resistance      | <input type="checkbox"/> Residual Current Devices                               |
| <input type="checkbox"/> Earth Fault Loop Impedance | <input type="checkbox"/> Other test instruments appropriate to work carried out |

Two or more of the functions of the above instruments may be combined in a single instrument.

In addition, the business will be required to hold additional test instruments particular to the scope, range and scale of work being assessed.

Our Assessor will also need to ensure that you are maintaining the on-going accuracy and consistency of test instruments held or hired (not borrowed) used for certification and reporting.

Click [here](#) for Safety Through Accuracy of Test Instruments guidance.

### 4 **ELECTRICAL INSTALLATION DOCUMENTS, CERTIFICATES AND FORMS OF REPORTING ISSUED TO CLIENTS**

In order to demonstrate how you have complied with BS 7671 our Assessor will need to review the following certificates and reports during the assessment:

- A sample of electrical installation certificates for potentially explosive areas issued since your last assessment
- If appropriate, a sample of EICRs (Electrical Installation Condition Reports) for potentially explosive areas issued since the last assessment
- Relevant hazardous area forms as detailed in 60079 - 14 & 17 or the APEA/IP guide
- Relevant documentation, inventories, hazardous area certificates, manufacturers instructions and drawings for work related to potentially explosive areas

Additionally for businesses certificated with Certifier of Construction (Electrical Installations to BS 7671) scheme in Scotland - copies of the checklist in support of Certificate of Construction (Electrical Installations to BS 7671) and records of Certificates of Construction issued.

### 5 **INSURANCES**

Our Assessor will need to see evidence your business has maintained and has current Public Liability Insurance during the assessment, which must be a relevant amount for your business and a minimum of £2 million cover for the range of work that you undertake\*.

Please note; it is Public Liability Insurance, not Employer's Liability Insurance, the Assessor will check - this does not mean that you may not require Employer's Liability Insurance where appropriate.

Insufficient Public Liability Insurance will prevent a site assessment being carried out. This could be insufficient financial cover, Business name(s), address etc.

\* This needs to be specifically documented as included. Professional Indemnity is required for HA ACs undertaking inspection & reporting work, the relevant amount for your business activities with a £250K minimum amount.

### 6 **RECORD OF COMPLAINTS**

Every business is required to maintain a log of any complaints received over the previous 6 years about the technical standard, safety and functionality of electrical work they have installed in potentially explosive areas, along with the actions taken to resolve.

This log will need to be made available to our Assessor during the assessment. An example complaints record can be downloaded [here](#).

## 7 LIST OF ELECTRICAL WORK

A detailed list of all electrical work in potentially explosive areas completed by your business since the last assessment, and all of the work in progress within potentially explosive areas, will need to be made available to our Assessor.

Our Assessor will select samples of electrical work reflective of the range, scale and scope of electrical installation work undertaken to visit as part of the assessment.

All work should have the appropriate certificate or report issued by the business as well as appropriate documentation for the work.

You must notify us in advance if special requirements are needed to gain access to site(s); e.g. security clearance, passport, driving licence etc.

(Note all Assessors will carry standard PPE inclusive of hard hat, safety footwear and Hi Viz). Any items over and above these required for site access need to be provided or advised in advance.

## 8 ACCESS AND TRANSPORT ARRANGEMENTS

Our Assessor will accompany the Qualified Supervisor(s) (HA) to each of the sites selected. The following arrangements will need to be made:

- Access to the electrical work at each site/premises
- Suitable transport to each site/premises
- Suitable equipment (hand tools, step ladder, PPE, etc.) to access the installation

## 9 QUALIFICATIONS

- Original versions of current Qualifications for the Qualified Supervisor(s) (Hazardous Areas)
- Records of relevant training/experience/qualifications (including Continuing Professional Development) for all employed persons undertaking electrical work within potentially explosive atmospheres \*\*

Click [here](#) for Additional Guidance for Demonstrating Competence of Employed Persons.

\*\* with the exception of those under constant supervision