



Electrical

Ventilation

Plumbing

Heating

# NAPIT's Competent Persons Schemes



The  
Complete  
Solution

# NAPIT's Complete Solution can make your life easier and save you money

Since 1992 NAPIT has been committed to providing a professional trade body for Electricians and allied trades. In April 2006 we expanded the schemes to also include plumbing, heating and ventilation since their introduction into law. Our friendly honest and supportive approach has made NAPIT one of the fastest growing Approved register holders.

Our aim is to set the standard for the industry. Through our training & assessment centres, we can provide a straightforward route for trades persons to meet the requirements as laid down by legislation. These aims and objectives are achieved in partnership with our members, backed up by our network of local NAPIT representatives.

With the advent of Building Regulations (Parts F, G, H, J, L and P in England and Wales), many contractors are finding they need to notify work across several disciplines. In the past this has meant having to join several different Competent Persons Schemes to be able to self certify and notify work.

NAPIT's 'Complete Solution' allows you to self certify and notify work across the electrical, ventilation, plumbing and heating industries. The driving force behind the schemes is that many businesses are now operating across multiple disciplines. The most cost effective way for those businesses to comply with Building Regulations is to belong to competent persons schemes for each area they work in, so they can self certify that work in accordance with Building Regulations. But NAPIT's complete solution means you only have to join one organisation, with one membership fee, one assessment fee and one notification fee – saving you and your customers time and money.

Through NAPIT you can self-certify electrical, ventilation, plumbing and heating work, with our no nonsense, hassle free, Complete Solution.

This booklet contains all the information you need to find out about the benefits of NAPIT's Competent Persons Schemes and how they can make life easier.

*J.M. Andrews*

John Andrews B.Sc.

*Chief Executive and technical director of NAPIT*



# The introduction by the Government of Competent Persons Schemes

The government introduced the new Competent Persons Schemes to boost compliance with Building Regulations, tackling 'cowboys' head on. Self-certification will dramatically increase compliance with Building Regulations and will promote training and competence within the different trades.

## The Home Information Pack (HIP)

Anyone moving home in England and Wales will need to comply with the Home Information Pack Regulations 2007. One of the mandatory contents of the HIP is a search report. The Regulations require that when this search report is done it must include "any building regulations certificate in respect of work carried out under a competent persons scheme".

Householders will increasingly ask that installers' work is certificated as complying with the Building Regulations. By joining NAPIT's scheme they can be assured that not only will they receive a certificate for any notified work, but the Local Authority will be automatically notified of compliance electronically. This means that when they have to compile a HIP the local authority search will supply the evidence automatically without them having to dig out old copies of certificates or ask installers for duplicate copies.

These new regulations will also add weight to the argument that householders should only have work done by registered installers, or they may fall foul of the new Regulations.

## An overview of legislation and notification requirements

Since introduction of Competent Persons Schemes technicians who carry out work in domestic dwellings need to provide the householder with a certificate of compliance to the building regulations, which can either be obtained through the local building control department at a significant cost or by simply notifying the work to a Government backed register holder such as NAPIT. Once the work has been notified to us, we notify the relevant Local Authority Building Control of what work has been carried out. We also take care of issuing the householder with the necessary certificate to say the work done complies with Building Regulations. NAPIT members can benefit from the TrustMark\* scheme and all work that is notified automatically carries a six year insurance backed guarantee which is explained on the reverse of the certificate therefore giving their customers extra peace of mind.

Failure to comply with building regulations across the different trades now carries the risk of prosecution. These have already carried significant fines and cast doubt on the validity of the business carrying out the work. So to avoid prosecution, to be able to let your customers comply with the Home Information Pack Regulations and for you to comply with the new building regulations NAPIT is the perfect solution for installers who want a Government backed organisation who really does represent them.

\* For further information on TrustMark see the end of this brochure, visit [www.napit.org.uk](http://www.napit.org.uk) or call one of our advisors on 0870 444 1392.

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# A simple guide to NAPIT's Competent Person Schemes

When joining NAPIT's Competent Persons Schemes, a company must be vetted to ensure they meet the conditions of membership and hold the relevant qualifications. Appropriate and relevant levels of competence must be demonstrated and work must be carried out in line with NAPIT's published Code of Practice. Meeting these conditions allows the business to be classified as competent and employing competent persons. NAPIT strives to help businesses comply with the requirements by giving easy to understand information on any shortfalls they may have therefore no matter how large or small an organisation, NAPIT is the perfect partner for your business.

## Application Process

Once a completed application form has been received with the relevant paperwork an assessment of the operatives is arranged at a time to suit you with one of our local field officers. The field officer is there to confirm your competency, not to look for problems. We generally need to look at one completed piece of work, either in a customer's house or we can look at work carried out in your own home. Once the on site assessment has been completed we process your welcome pack which includes details of the scheme procedures, relevant scheme logos, your ID badge and membership certificate.

Being a member of a NAPIT Competent Persons Scheme tells people that you work to high standards. NAPIT is a widely known and well respected name that consumers trust.

## Notifying work

Notifying your work is a very simple process which can be carried out online, or by post. The cost is £1.50 for each notification online which includes the cost of us sending a certificate of compliance to the home owner, plus £0.70 to cover an insurance backed warranty for your customer, which comes to a total of £2.20 + VAT per notification. You can still post or fax notifications to NAPIT. The cost of handling these notifications is more, but we have kept it to a minimum at £3.00 and £0.70 for the insurance (£3.70 + VAT).

The NAPIT Competent Persons Schemes are designed to save you time and money. For example, some Competent Persons Schemes make you responsible for issuing the certificate to the consumer. If you join one of NAPIT's Competent Persons Schemes then we will issue the certificate for you and also inform the local authority. Even if there is more than one notifiable item in a

household you only need to make one notification to us and therefore one notification fee.

## Benefits of membership

Through membership of NAPIT's Competent Persons Schemes you can benefit from access to a wealth of technical information. NAPIT offers a reliable technical helpline, with a team of specialists on hand to provide you with free unbiased technical advice no matter how small a detail it may be. Other benefits include access to membership of the TrustMark Scheme, regular discounts and offers on test instruments and a whole range of products.

Membership also affords you and your customers protection through the insurance of your notified jobs, free legal advice and support and arbitration and conciliation services.

NAPIT mobile allows you to use a Smart Phone to input certificate information and notify work while on-site thus again saving time and money.

NAPIT members will receive a free copy of 'The Competent Person' magazine keeping you up to date with the latest news, changes in legislation and codes of practice. The Members Only area of the NAPIT website [www.napit.org.uk](http://www.napit.org.uk) contains a discussion forum, news, information and downloads to help you run an efficient and compliant business.

Discounts on NAPIT training, Public Liability, Professional Indemnity and Van Insurance are also available. Moreover, being a member of a NAPIT Competent Persons Scheme ensures kudos and assurance so trades people and customers know that your work is of a high standard.

Householders also benefit from these schemes as it makes it easier to find a reputable company, whilst also saving money by not having to pay substantial Building Control Inspection Fees.

## Qualifications

Depending on the scheme you may not require immediate qualifications; we would carry out the on site assessment and ask you to gain the necessary requirements within 12 months. For further information on these qualifications please see the relevant scheme details in this book or contact one of our Registration Advisors (0870 444 1392) who will be pleased to advise you on the different schemes tailored to your individual circumstances in a simple and easy to understand manner.

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## How much will it cost to join NAPIT's Schemes?

The table below shows the cost of joining NAPIT's Competent Persons Schemes. It is possible to join one or all four of the schemes available.

NAPIT Membership makes it easy and economical to notify all your work whether it is electrical, ventilation, plumbing, heating – or any combination.

For the Complete Solution join NAPIT.

## Fees for NAPIT Competent Person Schemes

FIRST YEAR	Membership Fee	Non-refundable Initial Application Fee (First year only)	TrustMark	Total	Total (including VAT)
First Scheme	£300.00	£180.00**	£15***	£495.00	£581.63
Additional Schemes*	FREE*	FREE*	FREE*	FREE*	FREE*

Membership fee covers up to 10 operatives.

Initial Application Fee includes up to 2 operatives. Additional assessments are charged at £50.00 per operative if carried out on the same day

**Fast-Track for Standard Membership** £515 +VAT (= £605.13 incl. VAT).

This guarantees Assessment no more than 14 working days after receiving your complete and correct paperwork at the NAPIT offices. This fee includes your Initial Assessment + Annual Membership Fee + Fast Track Fee

SUBSEQUENT YEARS	Membership Fee	TrustMark	Total	Total (including VAT)
First Scheme	£340.00	£15***	£355.00	£417.13
Additional Schemes*	FREE*	FREE*	FREE*	FREE*

Membership fee covers up to 10 operatives provided that all 10 are assessed within a 5 year period. In the event that more than two operatives need to be assessed in any one year an additional fee of £50.00 per operative assessed will apply provided that the assessment is conducted on the same day.

\*Additional Schemes are free to Members provided that approval can be granted on the basis of a single assessment visit. Additional assessment visits, if required, are charged at £195.00 per half day.

\*\*Please note: the initial application fee is non-refundable.

\*\*\*TrustMark membership is optional. The £15 fee is TrustMark's charge to NAPIT and is passed on at cost.

### Student Membership fees

Applicants who are in full time education or in an apprenticeship undertaking an Installation or Maintenance course at college can benefit from access to technical information and support, plus discounted offers.

Year One £5 / Year Two £10 / Year Three £15 / Year Four £20 (maximum 4 years)

### Building Control Notification

£1.50 + VAT per online notification or £3.00 + VAT per fax or postal notification, plus £0.70 + VAT per notification for the guarantee. (Insurance backed guarantee that work notified to NAPIT meets the requirements of Building Regulations.)

Prices are correct at time of going to press but are subject to change and to government legislation.

# NAPIT's Electrical Scheme

## The scope of the scheme

The scope of the electrical scheme is detailed in the statutory instrument 2004 No 3210 as follows:

**Full Scope** – installation of fixed low or extra-low voltage electrical installations

**Defined Scope** – installation of fixed low or extra-low voltage electrical installations as a necessary adjunct to or arising out of other work being carried out by the registered person

## Qualification requirements

### Full Scope Electrician (level A)

The full scope (level A) scheme is for electricians working in dwellings. NAPIT's scheme also covers the competence of such electricians when working in non-domestic situations and is not limited to Part P work.

The qualifications held must cover all of the three following elements:

#### 1. Basic electrician's competence

The qualification must be held before registration and include either:

- A recognised electrician's qualification (such as C&G 2360 Part 2 or an NVQ level 3), or
- A NAPIT Certificate of Competence NA-A1A5

#### 2. Understanding of BS7671

A certificate covering understanding of the current edition of BS7671 must be held prior to registration or obtained within 12 months of a successful on-site assessment. Acceptable certificates include C&G2381 or the NA-2381.

#### 3. Competence to inspect, test and certificate

Applicants holding the NAPIT Certificate of Competence NA-A1A5 will have met this requirement. Other applicants must obtain a certificate covering the requirements for inspecting, testing and certifying electrical installations. This must be held prior to registration or obtained within 12 months of a successful on-site assessment. Acceptable certificates include C&G2391 or C&G2400.

### Defined Scope Installer (level B)

The defined scope (level B) scheme covers new circuits and adding to existing circuits. It is aimed at non-electricians working in dwellings who need to carry out electrical work as part of their normal non-electrical work. It is limited to Part P work alone.

The qualifications held must cover both of the following elements:

#### 1. Basic electrical competence

This qualification must include the elements of testing and inspection relevant to defined scope work and must be held before registration. Acceptable certificates include the EAL Domestic Installers Qualification or the NAPIT Certificate of Competence NA-L1L4.

#### 2. Understanding of BS7671

A certificate covering understanding of the current edition of BS7671 must be held prior to registration or obtained within 12 months of a successful on-site assessment. Acceptable certificates include C&G2381 or the NA-2381.

## Other Requirements

All applicants will be required to satisfy the following requirements:

**Insurance** – £2m Public Liability Insurance.

**Instruments** – there must be access to sufficient instruments to carry out tests relevant to the scope of work carried out by the applicant and which could include: voltage, insulation resistance, continuity, polarity, earth fault loop impedance (circuits and external), operation of RCDs.

**Technical Reference Documents** – BS7671 (current edition), IEE On-Site Guide (or equivalent), HS(R)25 Memorandum of Guidance on the Electricity at Work Regulations, Approved Document P (this can be downloaded from [www.napit.org.uk](http://www.napit.org.uk)).

### Inspection Requirements:

All applicants will be assessed by NAPIT Inspectors to ensure the work activity is being carried out competently before being allowed into the scheme. The assessment will confirm operative competence by assessing work carried out on-site and checking individual knowledge. The systems in place for administering and controlling the activity will also be assessed.

Qualification criteria, experience requirements and notifiable works are correct at the time of going to press but are subject to change due to government legislation. Check [www.napit.org.uk](http://www.napit.org.uk) for up to date information.

Electrical

# NAPIT's Electrical Scheme

Which jobs are notifiable?

Working Area	Extensions and modifications to circuits	New Circuits
Bathrooms	Yes	Yes
Motorised Drive gates / Garage Doors	Yes	Yes
Shower Rooms	Yes	Yes
Bedrooms	No	Yes
Bedrooms (containing a shower or basin)	Yes	Yes
Kitchens	Yes	Yes
Kitchen Diners (within 3m of the sink)	Yes	Yes
Lounge / Dining Rooms	No	Yes
Halls / Stairways / Landings	No	Yes
Studies	No	Yes
Conservatories	No	Yes
Saunas	Yes	Yes
Swimming Pools	Yes	Yes
TV Rooms	No	Yes
Communal Areas of Flats (eg entrance area)	Yes	Yes
Extra Low Voltage (ELV)		
Non Pre-Assembled CE Marked Lights	Yes	Yes
Integral Garages	No	Yes
Remote Garages	Yes	Yes
Remote Buildings incl. Workshops	Yes	Yes
Garden – Lighting or Power	Yes	Yes
Sheds or Greenhouses	Yes	Yes
Ceiling Heating (Overhead)	Yes	Yes
Underfloor Heating	Yes	Yes
Small Scale Generators	Yes	Yes
Solar Power Systems	Yes	Yes
Computer Cabling	No	No
Telephone Cabling	No	No

# NAPIT's Ventilation Scheme

## The scope of the scheme

The scope of the ventilation scheme is detailed in the statutory instrument 2006 No 652 as follows:

'Installation of an air conditioning or ventilation system in an existing dwelling, which does not involve work on systems shared with other dwellings'

## Notifiable works

The installation or replacement of ventilation systems, air conditioning systems and associated controls will usually require commissioning and will therefore need to be notified.

## Qualification requirements

Applicants wishing to join the ventilation scheme may do so without qualifications provided that they can provide evidence of previous relevant experience and can pass an on-site assessment, under which circumstances they will be given 1 year to meet the following qualifications requirements.

### Ventilation systems

Applicants must provide any relevant qualifications held or complete a recognised CPD task and submit this as evidence.

### Air conditioning

Applicants must hold an NVQ level 3 (such as C&G 6017) or equivalent. A certificate covering the safe handling of refrigerant gases is also required.

## Other Requirements:

Applicants will be required to satisfy the following requirements:

**Insurance** – £2m Public Liability Insurance.

**Instruments** – there must be access to sufficient instruments to carry out tests relevant to the scope of work carried out by the applicant.

**Technical Reference Documents** – individuals should hold or have access to the technical documents relevant to the type of work carried out.

### Inspection Requirements:

All applicants will be assessed by NAPIT Inspectors to ensure the work activity is being carried out competently before being allowed into the scheme. The assessment will confirm operative competence by assessing work carried out on-site and checking individual knowledge. The systems in place for administering and controlling the activity will also be assessed.

Qualification criteria, experience requirements and notifiable works are correct at the time of going to press but are subject to change due to government legislation. Check [www.napit.org.uk](http://www.napit.org.uk) for up to date information.

# NAPIT's Plumbing Scheme

## The scope of the scheme

The scope of the plumbing scheme is detailed in the statutory instrument 2006 No 652 as follows:

'Installation of a sanitary convenience, washing facility or bathroom in a dwelling, which does not involve work on shared or underground drainage'

Unvented hot water storage systems are covered within NAPIT's heating scheme.

### Notifiable works

The installation of sanitary conveniences, washing facilities or bathrooms will need to be notified if the water supply or drainage systems are altered.

## Scheme entry requirements

In order to recognise the variety of workers in the plumbing field a number of flexible scheme entry routes have been proposed to government, these are detailed below:

### Experience Required:

In all cases applicants must be able to demonstrate 3 years experience. Experience can be gained during training but at least 18 months must be post qualification experience.

### Qualifications Required:

In all cases a certificate covering Water Regulations must be held. For plumbing qualifications the following routes are allowed:

Route 1 – NVQ Level 2 or 3

Route 2 – Technical Certificate Level 2 together with an appropriate *portfolio of evidence*\*.

Route 3 – C&G Craft Certificate together with an appropriate *portfolio of evidence*\*.

Route 4 – Applicants with experience but without any formal qualification in plumbing can complete the *Experienced Plumber Programme*\* through NAPIT or a recognised scheme.

Route 5 – An existing Registrant without any of the above will be given time to complete one of the above routes.

*\* at the time of going to press it is possible to register first and complete the portfolio of evidence (route 2 or 3) or experienced plumber programme (route 4) when they are made available later. It is expected that government requirements will require this to be completed before registration in the future.*

## Other Requirements:

Applicants will be required to satisfy the following requirements:

**Insurance** – £2m Public Liability Insurance.

**Instruments** – there must be access to sufficient instruments to carry out tests relevant to the scope of work carried out by the applicant and which could include: hydraulic pressure as per Water Regulations, performance tests (pressure, flow and temperature), discharge pipework pressure test.

**Technical Reference Documents** – where relevant to the work they carry out individuals should hold or have access to current editions of the Water Regulations Guide, Approved Documents G and H, BS6700, BSEN806 (parts 1, 2 and 3), BSEN12056 (parts 1, 2 and 5), BS6465 (parts 1 and 2).

### Inspection Requirements:

All applicants will be assessed by NAPIT Inspectors to ensure the work activity is being carried out competently before being allowed into the scheme. The assessment will confirm operative competence by assessing work carried out on-site and checking individual knowledge. The systems in place for administering and controlling the activity will also be assessed.

Qualification criteria, experience requirements and notifiable works are correct at the time of going to press but are subject to change due to government legislation. Check [www.napit.org.uk](http://www.napit.org.uk) for up to date information

# NAPIT's Heating Scheme

## The scope of the scheme

The scope of the heating scheme is wide ranging covering heating and hot water services. It is detailed in the statutory instrument 2006 No 652 as follows:

1. Installation of an oil fired combustion appliance which has a rated output of 100kW or less and which is installed in a building with no more than 3 storeys (excluding any basement) or in a dwelling
2. Installation of oil storage tanks and pipes connecting them to combustion appliances
3. Installation of a solid fuel burning combustion appliance which has a rated heat output 50kW or less in a building with no more than 3 storeys (excluding any basement)
4. Installation of a heating or hot water service system, or associated controls, in a dwelling (regardless of heat source)

Notes:

- a. at this time the NAPIT scheme excludes gas burning appliances
- b. unvented hot water storage systems with over 15 litres capacity are covered in item 4
- c. renewable energy heating sources such as solar heating and heat pumps are covered by item 4

## Notifiable works

The installation of appliances, fuel storage, pipework, hot water storage, distribution systems and associated controls as described above will need to be notified on installation or, in the case of replacement, where re-commissioning is required.

## Scheme entry requirements

### Oil heating

For oil burning appliances, oil tanks and feed pipes acceptable qualifications include NVQ 0786 (level 3), NVQ 0785 (level 2) or an OFTEC certificate (accredited under ISO17024) relevant to the scope of registration, from:

- OFT105E – appliance installation & energy efficiency)
- OFT101 – pressure jet appliances
- OFT102 – vaporising appliances
- OFT600a – oil storage

Any equivalent to the OFTEC certificates must be under accreditation to ISO17024. Entrants with an NVQ must gain certification under ISO17024 following registration. Applicants must have 12 months experience.

### Solid fuel heating

For solid fuel fired combustion appliances and systems the appropriate HETAS courses must have been completed, or equivalent training recognised by the industry. Applicants must have 2 years experience.

### Unvented hot water systems

Installers must hold a recognised certificate or identity card.

### Solar heating

For installation of solar panels a course recognised under the Low Carbon Building Programme (or the earlier Clear Skies Programme) must have been completed. Applicants must have 12 months experience.

### Wet heating system

The fuel specific qualifications above entitle a registrant to work on the heating and hot water system associated with them. If work covers the hot water system but not the fuel burning appliance, an applicant may register when holding plumbing qualifications (see the plumbing page of the brochure) provided they also hold a recognised certificate in Energy Efficiency and complete the Domestic Heating Course (IDHEE or equivalent) or pass a NAPIT assessment covering system design.

## Other Requirements:

Applicants will be required to satisfy the following requirements:

**Insurance** – £2m Public Liability Insurance.

**Instruments** – there must be access to sufficient instruments to carry out tests relevant to the scope of work carried out by the applicant.

**Technical Reference Documents** – individuals should hold or have access to the technical documents relevant to the type of work carried out.

### Inspection Requirements:

All applicants will be assessed by NAPIT Inspectors to ensure the work activity is being carried out competently before being allowed into the scheme. The assessment will confirm operative competence by assessing work carried out on-site and checking individual knowledge. The systems in place for administering and controlling the activity will also be assessed.

Qualification criteria, experience requirements and notifiable works are correct at the time of going to press but are subject to change due to government legislation. Check [www.napit.org.uk](http://www.napit.org.uk) for up to date information.

# Heating

# TrustMark

TrustMark is a government incentive to help consumers find and use reputable firms to carry out repair, maintenance and improvement work in homes or gardens. The government consumer line receives more calls regarding trades people than second-hand car dealers and they now advise the general public to use a TrustMark registered company.

TrustMark members are deemed to be not only technically competent but also carry out business ethically and deliver a fair job at a fair price with no hidden costs. They are also able to insure their work, in the case of NAPIT members for 6 years. Trades people and firms can only get the TrustMark logo by signing up with one of TrustMark's approved scheme operators such as NAPIT. To gain approval NAPIT's Code of Practice was assessed by TrustMark and deemed to meet their consumer protection requirements.

NAPIT offers you the opportunity to join the TrustMark Scheme at cost. TrustMark membership is recommended if you carry out work in the domestic sector as it not only demonstrates the government's recognition of your competence but your position as a reputable tradesperson. The TrustMark logo is increasingly widely recognised and can be an asset to your business. If you join the TrustMark Scheme you must notify NAPIT of all work undertaken with a value of £250 or more (notification triggers the insurance backed warranty).

Further information is available at [www.trustmark.org.uk](http://www.trustmark.org.uk)



Registered through: NAPIT

# What do I do next?

Return a completed application form with payment to NAPIT – it's that easy!

Payment can be by Cheque, annual Standing Order or Card Payment.

If you need any help at all just call us on 0870 444 1392 and we will be happy to assist.



Electrical Ventilation Plumbing Heating



The  
Complete  
Solution

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