

# Competent Person Scheme (CPS)

CPS membership will allow you or your operatives to self-certify that your work complies with the Building Regulations in England and Wales, saving you time and money by removing the need to notify Building Control in advance, or having to pay the Building Control fees normally associated with an installation.

It is a legal requirement that certain work should be notified, CPS membership is the most effective way of complying as well as saving, on average, £241 in Building Control fees for every piece of notifiable work you or your operatives carry out.

\* It also lets your customers know that you and your operatives' work is of a high standard and that regular assessments take place to demonstrate the ongoing competence of you and your operators.

*\* Average cost from: DCLG, (2012) Changes to Part P (Electrical safety - Dwellings) of the Building Regulations in England: Consultation stage impact assessment.*

**Geographical Scope:** England & Wales

**Approval:** DCLG (Department of Communities and Local Government) and Welsh Government authorised and UKAS accredited

## How CPS relates to MCS and EEM

The competence requirements of the three schemes are demonstrated via similar routes, but both MCS and EEM have additional company requirements (as well as a wider geographic coverage). Because of this overlap, if NAPIT assess you or your operatives under MCS or EEM, you may be eligible to carry out CPS work relating to these schemes and self-certify without incurring any additional membership charges.



## Scheme Requirements

The following general conditions must be met by all CPS members:

Trade	Building Regulations	Key Supporting Standards
Electrical	Approved Document P	BS7671 IET Wiring Regulations (current edition)
Microgeneration	Several Approved Documents*	MCS Scheme Standards
Heating	Approved Documents G, J & L	Building Services Compliance Guide
Ventilation and Air Conditioning	Approved Documents F & L	Domestic Ventilation Compliance Guide
Plumbing	Approved Documents G & H	Water Supply Fittings Regulations
Building Fabric	Several Approved Documents*	

**Relevant standards** – Technical standards for the approved scope must be held or be accessible. Competencies are published in specifications referred to as Minimum Technical Competence (MTC) documents. These are available at [www.gov.uk](http://www.gov.uk). However, the relevant primary approved documents and supporting standards vary by trade as shown above. Note that while the main Approved Document is listed, any self-certification is a confirmation that all relevant parts of the Building Regulations have been met.

**Qualifications** – The key requirements of the MTCs are met via qualifications and/or training. NAPIT has produced guides to qualifications for most trades.

**Legal Requirements** – Work must comply with the Building Regulations 2010 (as amended) and be notified as described below.

**Notification** – Self-certification must be carried out within 21 days of completion of an installation in order for NAPIT to issue a Building Regulations compliance Certificate and notify the relevant local authority.

**Insurance** – You must have minimum of £2m public liability insurance.

**Instruments** – You or your employees must have access to sufficient instruments to carry out tests relevant to your scope of work as well as an in date calibration certificate for you or your employee's equipment where applicable.

**Inspection** – You must make available suitable installation work to demonstrate compliance and competence.

The inspection will look at the work itself and assess the competence of individuals carrying out the work. Evidence of how you or your employees comply with other requirements (risk assessments, insurance evidence, quoting etc.) will also be assessed.

**Website Listing** – Once successfully registered, your business will be added to the NAPIT online search facility, Competent Persons' Register, Registered Competent Person Electrical search facility (for full scope electrical members only).

\* For further information on the regulations and view these documents visit [www.gov.uk/government/collections/approved-documents](http://www.gov.uk/government/collections/approved-documents).