

RECI Procedures Manual	Suspension, Revocation and Re-Instatement of Registration	SECTION : 3.14 PAGE : 1 of 3 ISSUE : 1 DATE : 24/04/2012
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Introduction

On successful application for the status of Registered Electrical Contractor (REC) the applicant agrees to abide by the requirements of the Criteria Document issued by the CER and the Rules of Registration issued by RECI. Failure to comply with either may lead to suspension and ultimately to termination of the REC's registration.

1. Suspension

This Suspension procedure will be implemented on failure by any REC to meet the requirements of the Criteria Document and/or Rules of Registration, specifically the requirements of insurance cover, subscription fee and inspection & audit.

In the case of insurance, a REC will be automatically removed from the RECI website the day after the insurance expiry date if no proof of valid insurance is received, so as to prevent customers from selecting a REC who might not have insurance at the time of selection.

Suspension can also arise from an order that has been issued by the Disciplinary Committee following a complaint against a REC or from major breaches of the ET101 Wiring Rules discovered during an inspection.

Prior to suspension the REC will be contacted by RECI, by phone, email or letter as per the table below. Failure to comply with the Criteria document and rules of registration within the defined periods below will result in suspension of the registration.

When suspended, a REC:

- Is removed from the RECI website
- Cannot buy certificates (both paper and electronic)
- Cannot get certificates processed
- Has the self-certification rights removed

Subject		Communication 1	Communication 2	Communication 3	Suspension
Insurance	Means	Reminder Letter	SMS or Letter (*)		Suspension Letter
	Time frame	2 wks before insurance expiry date	REC automatically removed from RECI website the day after the insurance expiry date.		2 weeks after expiry date: REC Suspended with immediate effect.
Registration fee	Means	Reminder Letter			Suspension Letter
	Time frame	2 wks after due date			4 weeks after due date: REC Suspended with immediate effect.

RECI Procedures Manual	Suspension, Revocation and Re-Instatement of Registration	SECTION : 3.14 PAGE : 2 of 3 ISSUE : 1 DATE : 24/04/2012
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	Means	Call/Text/Email	Call/Text/Email	Warning Letter	Suspension Letter
Inspection & Audit	Time frame	1 st attempt by inspector to arrange an inspection	2 nd attempt by inspector to arrange an inspection – at a minimum 2 weeks and a maximum of 4 weeks after 1 st attempt	REC given 3 weeks to call inspector to arrange an inspection to take place within 6 weeks of letter date	No feedback from the REC or no inspection within the 6 wks period: REC Suspended with immediate effect.

(*): a letter is sent to RECs who do not have a mobile number.

Suspension will be lifted only when the REC concerned meets the requirements of the Criteria document and the Rules of Registration.

2. Termination

Termination of the registration status of a REC will occur in the following circumstances:

- On a voluntary basis,
- As a decision of the Disciplinary Committee,
- From the result of an escalation of the suspension process, as outlined in this procedure.

The period a REC is suspended is monitored and if it exceeds a defined limit of time it triggers the de-registration process as per table below:

Subject		Communication 1	Communication 2	Termination
- Insurance - Registration Fee - Inspection & Audit	Means	Pre-Termination Letter		Termination Letter. REC de-Registered with immediate effect.
	Time frame	4 wks after suspension date		6 wks after suspension date

A termination letter will be sent to the REC(s) concerned, via registered post, notifying them that they have been removed from the register and must return all outstanding Completion Certificates and all documentation pertaining to the Safe Electric brand. For the avoidance of doubt, this will include those Completion Certificates issued but not yet remitted to RECI. The REC(s) must also cease to display any logos on vehicles or letterheads pertaining to the Safe Electric brand.

RECI Procedures Manual	Suspension, Revocation and Re- Instatement of Registration	SECTION : 3.14 PAGE : 3 of 3 ISSUE : 1 DATE : 24/04/2012
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3. Re-instatement of registration following de-registration

The re-instatement of a de-registered REC is at the discretion of RECI as outlined below:

- The REC will have recourse to re-apply for membership of RECI but he/she must follow in full RECI's application procedure. A case by case approach is taken regarding application and subscription fees.
- RECI will then decide upon the REC's re-instatement based on the registration & evaluation decision as set out in RECI's application procedure.

4. Appeal of Suspension / Termination of Registration

The application of this procedure is at the discretion of the REC. The RECI decision with regard to suspension and/or termination of registration is final.

Associated Documentation:

- Application for Registration Procedure 3.1
- Registration Procedure 3.2
- Disciplinary Procedure 3.4
- Complaint against Contractors Procedure 3.6
- Common Procedure No 5: Enforcement
- Criteria Document and in particular sections D-F
- Rules of Registration