

RECI Procedures Manual	Change of Contractor	SECTION : 3.17 PAGE : 1 of 6 ISSUE : 2 DATE : 19/12/2014
---------------------------	-----------------------------	---

1. Introduction

Only electrical contractors who are registered with RECI or another Electrical Safety Supervisory Body (i.e. RECs) have the right to issue a Certificate. Furthermore, a REC may only issue a Certificate for Controlled Works they have carried out and /or for which they have been responsible.

This procedure is to facilitate the situation where a Customer requires a change of contractor to complete and/or certify Controlled Works, which was partially or totally carried out by a different contractor.

The situation can arise for various reasons:

- Workload pressure on the first contractor, business difficulties, loss of staff, illness, etc.
- A dispute where the electrical contractor refuses to complete the work or issue a Certificate thereby frustrating a connection to the network or the use of the installation;

The objective of this procedure is to enable a REC to be authorised to carry out Controlled Works, where the original contractor is unable to do so, thus ensuring that the Customer will receive a Certificate and can be connected/reconnected to the electricity distribution system if required.

Note: For the avoidance of doubt, RECI, when approving a Change of Contractor request(s), shall not take into consideration when assessing the eligibility criteria of the REC, any alleged commercial dispute(s) (which may include, by way of example, a dispute regarding payment for services rendered) between the customer and a REC as a basis for not approving a Change of Contractor request.

2. Procedure

- (a) If the Customer's nominated new contractor is RECI registered the Customer should complete a RECI F002 form (see appendix A) and submit it to RECI. The form can be downloaded from the RECI website www.reci.ie or alternatively it can be sent to the Customer on request. The website includes an on-line version of the form that will be automatically transmitted to RECI on completion of it.

Remark: If the nominated contractor is registered with another ESSB, the Customer should contact the relevant Electrical Safety Supervisory Body and apply for a Change of Contractor. RECI will then no longer pursue the requested change of contractor.

- (b) On receipt of the form RECI will check that:

- The reason why the original contractor (named "Installing Contractor" on the F002 form), if any, is not certifying the installation is not associated with a commercial dispute
- The nominated contractor is a RECI REC

RECI Procedures Manual	Change of Contractor	SECTION : 3.17 PAGE : 2 of 6 ISSUE : 2 DATE : 19/12/2014
---------------------------	-----------------------------	---

- The F002 form is fully completed with details of the applicant, original contractor, nominated contractor and reason for a Change of Contractor.

If the name and address of the original contractor are not available, RECI will ask the customer or its representatives to make every effort to identify the original contractor. If this is not possible, the customer or its representative shall confirm in writing to RECI that particulars with regard to the original contractor are unknown.

- (c) RECI shall write to, or try to contact, the original contractor to confirm his/her reasons(s) for not completing the Electrical Work in question.
- (d) RECI may at its discretion or if requested by the Customer or the nominated contractor and for a fee, carry out an inspection and report on the work carried out on the installation to date. The inspection shall be carried out as soon as reasonably possible.
- (e) If the original contractor cannot or will not complete the installation and/or issue a completion Certificate then RECI, having considered all the circumstances and on the basis that the eligibility criteria have been met, shall authorise the nominated contractor to complete the Electrical Work, test and certify the installation.
- (f) The following eligibility criteria will be used for approving a Change of Contractor request:
 - RECI is satisfied with the reason given by the Customer in their application
 - RECI has been in contact with the original contractor where possible
 - An inspection has been carried out if required by RECI or if requested by the Customer or by the nominated contractor and the results communicated to the requester.
 - The nominated contractor is willing to complete/certify the installation
 - RECI is satisfied with the results of whatever further enquiries it deems appropriate
- (g) RECI shall, on the basis that the eligibility criteria have been met, provide a Change of Contractor Approval within 14 days of the date of receipt of the Change of Contractor Application. A confirmation letter will be sent to the Customer and a copy to the nominated contractor.
- (h) The nominated contractor shall not commence Controlled Works until RECI approves the Change of Contractor Application and the Customer receives the Change of Contractor Approval.
- (i) The process of change of contractor shall apply as soon as any work has been initiated by the nominated contractor e.g. by submitting a Certificate via RECI to the DSO. The evidence of “physical” work is not necessarily required in order to apply this procedure. This is to deal with the situation where a contractor submits a “test only” certificate.

RECI Procedures Manual	Change of Contractor	SECTION : 3.17 PAGE : 3 of 6 ISSUE : 2 DATE : 19/12/2014
---------------------------	-----------------------------	---

(j) If required by RECI or if requested by the Customer or the nominated contractor, a RECI inspector will inspect the Controlled Works before it is certified by the nominated contractor. A fee will be charged to the Customer by RECI for this inspection. If the request for a change of contractor involves a large number of premises e.g. a block of apartments, RECI will inspect a sample of these premises. The size of the sample of premises to be inspected will be based on a risk assessment where factors such as the type of premise, the type of work undertaken, the REC involved and any other factor that may be identified at the time of the request, will be taken into account. If the initial inspections deem it necessary that further inspections are required, the risk assessment process will take this into account.

The total inspection fee will then be calculated pro rata to the number of premises inspected.

(k) The nominated contractor will be responsible for issuing a Certificate for the Controlled Works and will ensure that the Controlled Works meet the requirements for Certification.

3. Maintenance of Records

(a) RECI shall maintain records of all Change of Contractor Applications received and change of contractor approvals granted and copies of associated documentation generated.

(b) RECI for which the nominated REC is a member shall notify the Body of the original REC of the change of contractor approval.

4. Force Majeure

(a) The above procedure is intended to cover the majority of cases likely to arise where a change of contractor is necessary to complete the Controlled Works.

(b) However, there are likely to be a number of cases arising where, for genuine reasons it will not be possible to comply fully with the above procedure, resulting in failure to have the Controlled Works completed and certified. If there are extenuating circumstances likely to cause hardship, the Customer (or RECI where the necessity for a change of contractor arises from the failure of a contractor to complete Controlled Works or rectify unsafe Controlled Works) can appoint a nominated contractor to carry out and certify the Controlled Works at all times keeping the safety needs of the Customer as a priority. Any costs associated with the change of contractor procedure should be fully explained to the Customer, who has requested the change of contractor.

(c) The application of a force majeure clause must be specifically authorised by RECI, it having considered all the circumstances and made whatever investigations it deems appropriate. The installation should in such cases be inspected by RECI and if the inspector is satisfied that the installation complies with the Technical Rules, then the nominated contractor can issue a Certificate.

RECI Procedures Manual	Change of Contractor	SECTION : 3.17 PAGE : 4 of 6 ISSUE : 2 DATE : 19/12/2014
---------------------------	-----------------------------	---

(d) A special record of such instances will be kept by RECI and reported to the Commission on a quarterly basis.

5. Associated Documentation:

- CER Criteria Document CER/13/098 (Version 2)
- Form R02: RECI Rules of Registration
- Form F002: Change of Contractor (see Appendix A below)

Appendix A – Page 1



Form F002 Version 5

APPLICATION TO CHANGE OF CONTRACTOR

THIS FORM IS TO BE COMPLETED BY THE CONSUMER IN CASES WHERE THE INSTALLING CONTRACTOR IS NOT AVAILABLE TO CERTIFY A NEW INSTALLATION CONSTRUCTED BY HIM/HER

DETAILS OF INSTALLATION REQUIRING CERTIFICATION

NAME OF CONSUMER/APPLICANT: _____

ADDRESS OF APPLICANT: _____

ADDRESS OF INSTALLATION: _____

PHONE: _____
(Of Applicant)

MPRN: (*)

(*): If more than one Installation please provide MPRN for each Installation on a separate list.

- | | | | |
|------------------------------|---|-------------------------|---|
| Type of Installation: | a) Domestic <input type="checkbox"/> | Is Installation: | a) New <input type="checkbox"/> |
| | b) Commercial <input type="checkbox"/> | (tick as appropriate) | b) Re-Wire <input type="checkbox"/> |
| | c) Industrial <input type="checkbox"/> | | c) Addition <input type="checkbox"/> |
| | d) Agricultural <input type="checkbox"/> | | d) Alteration <input type="checkbox"/> |
| | e) Other (specify) <input type="checkbox"/> | | e) Other (Specify) <input type="checkbox"/> |

IF "OTHER" PLEASE SPECIFY: _____

DATE OF LAST WORK CARRIED OUT BY THE INSTALLING CONTRACTOR: _____

P.T.O.

RECI Procedures Manual	Change of Contractor	SECTION : 3.17 PAGE : 6 of 6 ISSUE : 2 DATE : 19/12/2014
------------------------	----------------------	---

Appendix A – Page 2



Form F002 Version 5

DETAILS OF ORIGINAL INSTALLING ELECTRICIAN/CONTRACTOR

NAME: _____

ADDRESS: _____

_____ PHONE: _____

REASON WHY INSTALLING CONTRACTOR IS NOT CERTIFYING THIS INSTALLATION

ANY OTHER RELEVANT INFORMATION: _____

DETAILS OF NEW CONTRACTOR NOMINATED TO TEST AND CERTIFY INSTALLATION

NAME: _____

ADDRESS: _____

RECI REG. NO. :

(If RECI Registered)

SIGNED: _____ DATE: _____

(By Consumer)

NAME (Block Letters): _____