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1. Categories of Membership

a) Registered Electrical Contractor:

This category is for contractors whose main business is electrical contracting.

b) Registered Associate Contractor:

This category is for service contractors whose electrical content is small but indispensable part of their work and who employ a Qualified Certifier e.g. heating contractors, refrigeration contractors etc. Also bodies like local authorities and large industrial companies who employ qualified electricians to do their own installation work.

c) Registered Specialist Contractor

This category is for specialist contractors such as security alarm installers, food or beverage cooling contractors, sign erection companies who need to carry out a small element of electrical installation work. These contractors use mostly Sub System Completion Certificates but still need to employ a Qualified Certifier.

2. Application Process

2.1 The application process is the same for all three categories of membership.

2.2 On receipt of an enquiry, a standard 'Procedure for Applying for Registration' letter is sent enclosing the Application Form (R40), the RECI Rules booklet and the Insurance Form (R44).

2.3 Contractors wishing to become registered must complete the Application Form and submit it to RECI together with evidence of the electrical qualifications of their Qualified Certifier or Certifiers and the current registration fee (refer Appendix 1 for the registration fee structure) and prove of a valid insurance

2.4 The required qualifications for Qualified Certifiers are set out in clauses 1.2.7 to 1.2.14 of Section C of the CER Criteria Document. Form R37 is used to record the qualifications of the Contractor and to decide if a QC number can be issued based on the information available/received. In some cases Form 15 is sent to the contractor to capture the overall profile of the Contractor in terms of Apprenticeship, Qualifications and Work Experience.

If there is any doubt as to whether the applicant's qualifications are equivalent to the CER requirements the Applicant is asked to contact the National Qualifications Authority of Ireland (NQAI) and supply to RECI the response from the NQAI in terms of level of qualification on the National Framework of Qualification.

2.5 The applicant must also enter the name of their Principle Duty Holder whose responsibilities are set out in clause 1.2.5 of Section C of the CER Criteria Document.

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2.6 Prior to proceeding with the application, it is reviewed to confirm that all the necessary documentation has been provided. If necessary, RECI staff will contact the applicant to clarify any details or request additional information or documentation.

3. Evaluation Criteria

The following are the evaluation criteria by which the application is assessed:

- Qualifications meet the criteria as set out in Section C of the CER Criteria
- Previous experience in the electrical contracting industry
- Disciplinary record if previously registered or registered with any other Body
- Applicant has the appropriate test equipment
- Applicant has a copy of the current Wiring Rules
- Appropriate Insurance Cover is in place
- Applicant must not be a member of another body (subject to Transfer of Registration refer 1.5 below)
- Applicant must not be subject to disciplinary procedure with any other body
- Applicant's registration must not be suspended or revoked with any other body
- Applicant must have accepted and signed the undertakings on the Application Form
- Applicant must have signed the Application Form undertaking to observe all the rules of RECI
- As part of the process RECI may consult with another Body with regard to the application.

All applications are reviewed and assessed by the Registration Approvals Committee which meets twice a month.

Blue Form R04 is used to record any issue concerning past disciplinary actions taken by any ESSB against the contractor and also to record the decision of the Registration Approvals Committee. The R04 Form needs to be signed by:

- The General Manager and the Regulatory Affairs & Quality Manager at 'Applicant' stage;
- The General Manager and Chief Inspector at 'Full REC' stage.

4. Insurance Cover

Confirmation must be received from the applicant's insurance company or broker that the required insurance is in place. This requirement is satisfied if the RECI insurance form (R44) is completed and stamped and signed by the applicant's broker.

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5. Transfer of Registration

RECI may make separate provisions relating to an Application Procedure where such application involves the transfer of registration from any other Body to it and this shall be in accordance with the 'Common Procedure No. 4 - Transfer of Registration'.

6. Decision & Timeframe

6.1 The applicant will be notified in writing of the decision made on the application within seven days of the decision. Subject to the application form being fully and correctly completed and all ancillary documentation being provided, RECI undertake to review and process all applications within two weeks.

6.2 If an application is rejected, the grounds for the rejection, based on the evaluation criteria outlined above, shall be detailed in the written response to the applicant. The written response will also detail the appeal process, if the applicant should wish to appeal the decision.

7. Appeal of Registration Decision

7.1 An applicant is entitled to appeal within 30 days of notification, a decision to reject his application.

7.2 This appeal is processed and assessed in line with the procedure defined in RECI Rule 17.

7.3 If the decision to refuse registration is upheld on appeal, the applicant is notified of this in writing and is also notified of his right of further appeal to the Commission for Energy Regulation.

Associated Documentation:

- CER Criteria Document CER/13/098 (Version 2)
- RECI Rules Booklet
- Application Evaluation and Decision on Registration Form (R04)
- Application for Qualified Certifier Number Form (R15)
- Qualified Certifier Assessment Form (R37)
- Registration Form (R40)
- Insurance Form (R44)
- Schedule of Fees