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1. A standard letter offering registration for the appropriate category of membership is sent to the applicant. When confirmation is received that the appropriate insurance is in place (if not already received) and the annual subscription fee has been received the applicant is registered.
2. When an applicant is registered, he is issued with a Certificate of Registration which details the following:
  - the name and address of the Registered Electrical Contractor (REC)
  - the Registration class granted
  - Registration Number
  - the effective date of registration
3. A unique four digit registration number is allocated to each registered contractor. A prefix letter is allocated in accordance with the following schedule:

A	Registered Electrical Contractor (REC Full)
B	RECs in Northern Ireland
E	RECs in England
I	RECs in Italy
G	RECs in Germany
S	Registered Associate Contractor
D	Registered Specialist Contractor
4. The new Registered Electrical Contractor's details are entered on the RECI website during an automatic nightly update.

### **Inspections**

5. For a new REC, who has not previously been registered with RECI, a minimum of one (1) inspection in the first six months shall be carried out.
6. RECI shall not authorise that a new REC may commence to certify works (i.e. have self certification rights) unless it has first successfully passed one inspection and complied with any requirements specified further to that inspection. In the event that a new REC passes their first inspection, he/she shall then be subject to an additional inspection by RECI, within 6 months of the first inspection.
7. If a new REC has been previously registered with RECI and/or has the requisite prior experience (as determined by RECI), RECI may grant the entitlement to self-certify but shall ensure that, at a minimum, one (1) Inspection is carried out within the first 6 months of Registration with RECI, subject to RECI's Risk-Monitoring System and the application of same in light of the RECs previous disciplinary record.

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8. When the REC has an installation ready for inspection, he completes an Inspection Request Form (R41) and submits this to the RECI office in conjunction with copies of the relevant test record sheets.
9. The appointed inspector contacts the REC and confirms a date for the inspection. The inspection is carried out in accordance with the RECI Inspection Procedure. The inspector completes an Installation Inspection Report Form (R10).

### **Approvals Committee**

10. The Registration Approvals Committee meets twice a month. New RECs, who have had the required number of inspections, are submitted to the committee. The inspection reports for these new RECs are presented by the Chief Inspector and are reviewed by the committee.
11. If considered satisfactory, the continuation of registration is confirmed and the REC is approved for self certification providing he/she is in possession of a valid Qualified Certifier number.
12. If the findings of the inspection reports are not considered satisfactory, further inspections may be allowed or the registration of the REC may be cancelled. If further inspections are approved, these inspection reports are reviewed at a subsequent Approvals Committee meeting.
13. The 'Blue Sheet Form' R04 - Application Evaluation and Decision on Registration is used to confirm Full membership approval and is signed by members of the Committee.
14. The REC is notified of the findings in writing within seven working days.
15. The REC may appeal the decision of the Approvals Committee in accordance with terms set out in the RECI Rules.
16. In the event that RECI grants registration to an Applicant who was previously registered with any other Body, then that REC's previous record (which may include decisions or determinations in relation to disciplinary matters and the Performance Marking Scheme) shall transfer to, and shall stand with, RECI.

### **Registration Renewal**

17. Renewal notification and an invoice for the annual subscription fee are issued at the end of the year.
18. Confirmation of the REC's continued registration will be required within 30 days of the issue of the renewal notification.

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19. The annual subscription fee must be paid within 90 days of the renewal date.
20. In the event of non-compliance with this requirement RECI may, at its discretion, lapse the registration and demand a return of all property and removal of all reference to registration from the contractor's notepaper and property.
21. The REC must also submit confirmation that the appropriate insurance cover is in place.
22. Any change in details with regard to the REC must be communicated to RECI. A new declaration with regard to compliance with RECI Rules of registration must be submitted.

**Associated Documentation:**

- CER Criteria Document CER/13/098 (version 2)
- RECI Rules Booklet
- Application Evaluation and Decision on Registration (Form R04)
- Inspection Request Form (R41)
- Installation Inspection Report Form (R10)