

	<h1>SAFE ELECTRIC RULES OF REGISTRATION</h1>	Form: R02 Version: 3 Date: 01/2016
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1. General Principles

- 1.1. The Register of Electrical Contractors of Ireland Limited (RECI) hereafter 'Safe Electric' is the body which has been appointed by the Commission for Energy Regulation ("the Commission") as the Electrical Safety Supervisory Body (ESSB) under Section 9D (1) (a) of the Electricity Regulation Act 1999 as amended by the Energy (Miscellaneous Provisions) Act 2006 ("the Act") and will operate under the name, Safe Electric.
- 1.2. Safe Electric's primary objective is to protect the safety interests of customers with respect to electrical installation activities through the registration and supervision of electrical contractors, all in accordance with the provisions of the Regulatory System as set out in the Act and the Criteria Document (which is referred to in the Act). The Criteria Document sets out the safety standards and procedures to be adhered to by Electrical Contractors. This Document is and may be subject to change in accordance with the Act.
- 1.3. In terms of the Act, an individual shall not certify controlled electrical work (as defined in the Act) unless that person is registered with the ESSB.
- 1.4. These Rules have been prepared by Safe Electric and approved by the Commission in accordance with the provisions of the Act, and approved by Safe Electric. The Rules shall be subject to revision from time to time and any changes made shall be subject to the approval of the Commission.

2. Confirmations

By signing the Application form, the applicant is confirming for the duration of membership with Safe Electric to be bound as follows:

- (i) with all the Regulatory requirements applicable to the member as set out in the Act, the Criteria Document and these Rules; and
- (ii) Safe Electric, as the Electrical Safety Supervisory Body, is bound to comply with Data Protection Law which concerns your right to privacy. Disclosure of your data to third parties is not permitted, save where the data may be lawfully disclosed (where Safe Electric is obliged to disclose to the CER information in the performance of its functions and responsibilities as the designated Electrical Safety Supervisory Body). The CER, as the Data Controller and as the Recipient of the Data, is also bound to comply with Data Protection law and cannot disseminate data except in discharge of its statutory functions and duties. In addition data may be disclosed if required by law (e.g. for the prevention or investigation of crime or injuries to persons). You are entitled to access and correct data held by Safe Electric about yourself.

3 Application for Enrolment

- 3.1 Any contractor wishing to become a registered member of Safe Electric must complete the application for registration form (application).

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3.2 The application form is available for download on Safe Electric's website and may be amended from time to time subject to the approval of the Commission.

4 Payment of Fees

4.1 An application fee of the prescribed amount shall be payable in respect of each application and shall accompany the application. The application fee is non-refundable. Further fees for annual subscriptions, inspections and additional services may also be charged where relevant.

4.2 All fees will be charged in accordance with Safe Electric's Tariff of Fees and Charges, (please refer to the Safe Electric website) approved by the Commission and published on an annual basis.

5 Compliance with Technical Rules

5.1 Every applicant, in addition to the requirements set out in the Act, the Criteria Document and these Rules, shall comply with the technical rules applicable to the Regulatory System being the National Rules for Electrical Installations published by Electro-Technical Council of Ireland (ETCI) ("National Wiring Rules") or such other technical rules as may be specified by the Criteria Document from time to time.

5.2 The contractor shall be in possession in its own right of at least one copy of the current National Wiring Rules for Electrical Installations. Enough copies must be kept to ensure that every employee of the contractor has reasonable access to these rules when required.

6 Criteria for Eligibility

6.1 Applicants must appoint and keep appointed at all times:
(i) a Principal Duty Holder; and
(ii) at least one Qualified Certifier (as referred to in the Criteria Document)

6.2 A person can be both a Principal Duty Holder and a Qualified Certifier.

6.3 The applicant must meet the eligibility criteria contained in Section C.1.2 of the Criteria Document (with regard to matters such as training, competence, inspection/audit, test equipment, insurance and completion certificates) at all times.

7 Evidence of Qualifications

Safe Electric may, at its discretion, require applicants for enrolment to support their application with such evidence as to their own and/or their Principal Duty Holder and Qualified Certifier(s) qualifications for registration, their technical competence and their standard of workmanship as Safe Electric may require. Furthermore, they shall afford to SAFE

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ELECTRIC such information and facilities for inspection of electrical test equipment and installation work completed or in progress, as Safe Electric may request, in compliance with the Act and Criteria Document.

8 Decisions on Application for Registration

Safe Electric will follow its Application Procedure (as referred to in the Criteria Document) when considering any application for registration. Applicants for registration and renewal shall be entitled to appeal any rejection of their application in accordance with the provisions of the Criteria Document.

9 Certificates of Registration etc.

9.1 Every electrical contractor admitted for membership shall have their name appear on the Register and shall, after payment of all fees due and proof of valid insurance, be entitled to the following for so long as its name remains on the Register:

- (i) a Certificate of Registration;
- (ii) a registration number;
- (iii) the use of the words "Registered Electrical Contractor" or "REC";
- (iv) the use of the Safe Electric brand and logo (in accordance with the Criteria Document).

9.2 Every Certificate of Registration shall remain the property of Safe Electric and shall be returned forthwith to SAFE ELECTRIC upon removal, for any reason, of the holder's name from the Register.

9.3 Dies, electros and printing blocks of such mark, emblem or device as Safe Electric may approve, may be made available to Registered Contractors upon payment of such licence fees as may be prescribed by Safe Electric but will remain the property of Safe Electric and shall be returned to Safe Electric upon removal of the Registered Contractor's name from the Register, whatever the reason for such removal or if, for any reason, the Certificate of Registration is cancelled.

9.4 The Registered Electrical Contractor shall be obliged to ensure its business documentation includes its registration number and the Safe Electric logo/branding.

10 Registration and Renewal of Registration

10.1 Registration shall be effective from the initial date of approval of a fully completed application form to the end of the financial year in which approval takes place unless, in the meantime, the Registered Contractor's name is removed from the Register.

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- 10.2 Continued registration shall be on an annual basis and subject to the payment of an annual subscription and continued compliance with the conditions of registration (as referred to in the Criteria Document).
- 10.3 A renewal notification and an invoice for the annual subscription fee will be issued at the end of the year
- 10.4 SAFE ELECTRIC financial year is the calendar year.
- 10.5 The annual subscription fee, payable in accordance with the Tariff of fees and charges referred to in section 4 above must be paid in full within 30 days of renewal date.
- 10.6 In the event of non-compliance with Clause 10.5, Safe Electric may, at its discretion, lapse the registration and demand the return of all property and removal of all reference to registration from the contractor's notepaper and intellectual property.

11 Evidence of Registration

Every Registered Contractor shall be prepared to produce his Certificate of Registration for inspection by any duly authorised officer of Safe Electric or the Commission.

12 Change of Registration Details

- 12.1 Every Registered Contractor shall give notice in writing to Safe Electric of any change in business status (including change in Principal Duty Holder and/or Qualified Certifier) or of any other change in the particulars contained in his application form, within 30 days of such changes.
- 12.2 Failure to comply with this clause will cause the contractor to be liable to disciplinary action in accordance with Section D of the Criteria Document.

13 Completion Certificate

- 13.1 Every Registered Contractor shall issue a valid completion certificate to its customer in respect of all Controlled Works it constructs.
- 13.2 This clause is subject to the "Common Procedure Number 1 on Certification" (referred to in the Criteria Document).
- 13.3 The Registered Contractor may not certify electrical installations not constructed by him/her without specific authority by SAFE ELECTRIC. A fee will be charged if an inspection by Safe Electric is required.
Failure to comply with this clause will cause the contractor to be liable to disciplinary action in accordance with Section D of the Criteria Document and Safe Electric's disciplinary procedure.

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14 Records

The Registered Contractor is required to keep all records in accordance with Section C.3 of the Criteria Document.

15 Responsibilities in relation to electrical works

The Registered Electrical Contractor will carry out all electrical works with the highest regard for safety. This includes making arrangements for the safety of unfinished works in accordance with Section C.4.2 of the Criteria Document.

16. Inspection and Audit of Premises, Equipment and Installation Work

16.1. Every Registered Contractor shall permit SAFE ELECTRIC to carry out an inspection and/or audit at any time in accordance with the Audit and Inspection Procedures published by SAFE ELECTRIC and approved by the Commission and Section C.5 of the Criteria Document.

16.2. Failure to comply with this clause will cause the contractor to be liable to disciplinary action in accordance with Section D of the Criteria Document and SAFE ELECTRIC's disciplinary procedure.

16.3. An additional fee is payable in respect of each Branch or other address of the Registered Contractor.

17. Disciplinary Process

The Registered Contractor will be subject to Safe Electric's disciplinary procedure as approved by the Commission in accordance with Section D of the Criteria Document. The disciplinary procedure also includes provision for appeals in accordance with Section D.10-11.

In the event that a Registered Contractor is found to have been in breach of the provisions of the Act, the Criteria Document or these Rules he/she may be faced with a serious sanction including, but not limited to, the loss of certification facility, suspension and/or revocation of registration.

The Contractor will be provided with fair procedures throughout. The suspension and revocation procedures shall be subject to the approval of the Commission.

18. De-registration

18.1. Where a Registered Contractor is de-registered for whatever reason, the contractor must remove all reference to registration from his notepaper and property and he shall

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not in any way represent himself or his business as being registered with Safe Electric. The contractor will no longer be entitled to use the branding associated with the Regulatory System.

- 18.2. The contractor must return all Safe Electric property, including the registration certificate. It must also relinquish all completion certificates.
- 18.3. Where reasonable, Safe Electric may, at its discretion, publish or advertise the cancellation of a contractor's name from the register on Safe Electric 's website and also in such newspaper or periodicals and in such manner as it may think reasonable (in accordance with the Act and Criteria Document).

19. Training and Competence

Safe Electric shall have an appropriate system in place to ensure that Registered Electrical Contractors have the requisite levels of training and competence required as set out in the provisions of the Criteria Document.

20. Complaints

Safe Electric shall deal with all complaints received from Registered Electrical Contractors concerning matters associated with registration and certification and other related matters in accordance with the provisions of the Criteria Document. The Body shall only be required to deal with complaints in so far as they relate to;

- (i) Regulation of RECs by the Body;
- (ii) Safety of the electrical installation works carried out by the REC; or
- (iii) Operations of the Body.

21. Public awareness

Safe Electric shall establish and maintain a website for the purposes of presenting information relating to its operation of its activities to registered electrical contractors and the general public. This website shall present such information and be in such format as may be specified by the Commission.