



Initial Application for Electrical Manager's SJIB Grade (ECS) Card

Scottish Joint Industry Board for the Electrical Contracting Industry

<p>Please return this form with one passport style photograph with your name and National Insurance number printed on the reverse.</p>	Section 1 – Personal Details (must be completed by the applicant)						
	National Insurance Number:						
	Full Name:						
	Address:						
	Postcode:			Date of Birth:			
	Email:			Tel:			
Please select and ✓ the type of card you are applying for: Contract Manager <input type="checkbox"/> Site Manager <input type="checkbox"/>							

Completion Checklist – Have you completed and enclosed the following (if applicable)?	
A Passport style photograph (Section 1)	
A copy of your ECS Health, Safety and Environmental certificate or exemption (Section 2)	
Copies of new qualifications / certificates (Section 3)	
Employer's Endorsement (Section 4a or 4b)	
GDPR Privacy Notice (Section 5)	
SELECT or NICEIC Qualified Supervisor (Section 6) Only complete if you are registered as the QS	
Your fee	

Fees	
Initial Application	£36.00
Qualified Supervisor – fee to be paid by Employer	£36.00
All cheques and Postal Orders should be made payable to the SJIB. If you wish to make payment by card, please complete the attached SJIB Payment Request form and submit with your application form.	
Please Note: Fees are Non Refundable	

The SJIB have seen a significant increase in the number of fraudulent certificates and cards and treat this matter very seriously.

In 2000 the SJIB National Board introduced the following rules:

- Any operative who submits forged certificates to the SJIB when applying for their card will have their existing card removed and no further applications will be considered for a period of 6 years, i.e. the lifetime of two cards.**
- An operative who submits a false application may be denied a card for a period of 6 years.**

These rules will be applied if, after a thorough investigation, an individual is found to be in breach of either rule.

Please Note: Applications take two to three weeks to process

Office use only					
Apprenticeship / Adult Trainee	HM Forces	SVQ Level 3	ECS	Grade	
C & G 2381/2	C & G 2391/2	C & G 2394	C & G 2395	C & G 2396	C & G 2400/1
LCL Level 3 BS 7671 Code: 601/5665/X	LCL Level 3 BS 7671 Code: 601/5903/3	LCL Level 3 BS 7671 Code:601/5928/5	LCL Level 3 BS 7671 Code: 601/5929/7	LCL Level 3 BS 7671 Code: 603/3132/ X	
SQA [SELECT] 208	SQA [SELECT] 209	SQA [SELECT] 214	SQA [SELECT] 218	SBS	
EAL BS 7671 Code:600/3719/2 & 601/5321/0	EAL BS 7671 Code:600/4338/6 & 600/4337/4	EAL BS 7671 Code:601/8231/3	TSBT (01-04)	CompEx	
Missing Paperwork				APL:	

Section 2 – ECS Health, Safety and Environmental Assessment

Before you can be issued with an SJIB Grade (ECS) Card you must have demonstrated the required level of Health & Safety awareness. You can demonstrate this by successfully completing the ECS Health, Safety and Environmental Assessment or by providing evidence of a valid exemption. A list of exemptions can be obtained from www.sjib.org.uk.

Please Note: ECS Health, Safety and Environmental certificates must have a minimum of six months remaining before they expire and must be enclosed.

Section 3 – Qualifications

The qualifications listed below will appear on your card if copies of certificates are enclosed with your application

SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations (208)	
SQA [SELECT] Initial Verification of Electrical Installations (209)	
SQA [SELECT] Inspection & Testing of Electrical Installations including Periodic Inspection (214)	
SQA [SELECT] Requirements for Electrical Installations to BS 7671 (218)	
C & G IET Wiring Regulations (2382) (BS 7671)	
C & G Inspection & Testing (2392) (BS 7671)	
C & G Design & Verification (2340) (BS 7671)	
C & G Initial & Fundamental Inspection & Testing (2394) (BS 7671)	
C & G Periodic Inspection, Testing and Certification (2395) (BS 7671)	
C & G Design, Erection & Verification (2396) (BS 7671)	
EAL Level 3 Requirements for Electrical Installations (BS 7671) Code: 601/5321/0	
EAL Level 3 Periodic Inspection, Testing & Certification Code: 600/4338/6	
EAL Level 3 Initial Verification & Certification Code: 600/4337/4	
EAL Level 4 Design & Verification Code: 601/8231/3	
LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (601/5665/X)	
LCL level 3 Award in the Initial Verification and Certification of Electrical Installations BS 7671 (601/5929/7)	
LCL Level 3 Award in the Periodic Inspection, Conditioning Reporting and Certification of Electrical Installations BS 7671 (601/5903/3)	
LCL Level 3 Award in the Initial Verification, Periodic Inspection Testing, Conditioning Reporting and Certification of Electrical Installations BS 7671 (601/5928/5)	
LCL Level 3 Award in the Requirements for Electrical Installations BS 7671:2018 (603/3132/X)	
ECITB Technical Tests TSBT (01-04) (only valid if obtained within the last three years)	
ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies	
CompEx (Ex01-Ex11) (only valid if obtained within the last five years)	
CompEx (Ex12-Ex12A) (obtained since 2013 and only valid within the last five years)	
Scottish Building Standards (216) (only valid if obtained within the last three years)	

Electrical Contract Manager

The following is a guide to the minimum activities a competent construction Contracts Manager would be expected to perform to achieve industry accreditation.

1. Develop and agree a contract brief

Prepare and present a contract brief
Revise and agree a contract brief

2. Manage and participate in the preparation, processing and selection of estimates, bids and tenders

Manage the assessment and selection of potential tenders
Manage the obtaining of estimates, bids and tenders for work
Manage the assessment and selection of estimate, bids and tenders
Participate in the preparation of estimates, bids and tenders

3. Manage the development and content of a procurement programme

Manage the development of a procurement programme
Manage the specification of the work content of a procurement programme
Manage the planning of work methods, resources and systems to meet contract requirements
Manage the evaluation and selection of contract methods
Manage the planning of work activities and resources to meet contract requirements
Manage the selection and formation of contract teams
Manage the operation and maintenance of organisation and communication systems

4. Control contract costs, quality, progress and claims

Control contract costs
Control contract quality standards
Maintain compliance of a contract with legal and statutory requirements
Control contract progress
Oversee claims for reimbursement for loss and expense

5. Manage health, safety, welfare and risk control systems

Implement and maintain contract health, safety and welfare systems
Manage the identification of hazards in the workplace
Manage the assessment and control of risks in the workplace

6. Manage customer care requirements and contribute to a marketing strategy and corporate image

Identify, assess and agree customer requirements and preferences
Maintain a customer care policy
Contribute to establishing a marketing strategy and corporate image

7. Develop teams, individuals and self

Continuously develop your own knowledge and skills
Develop teams to improve performance
Support individual learning and development
Improve the development of teams and individuals

8. Develop effective working relationships

Enhance the trust and support of colleagues
Enhance the trust and support of those to whom you report
Provide guidance on values at work
Support team members who have problems affecting their performance
Implement disciplinary and grievance procedures.

Section 4a – Employer’s Endorsement – Electrical Contracts Manager
I confirm that the applicant has at least one year’s experience in the Industry during the last three years. I agree that he/she has demonstrated competence that meets the minimum standards above and/or as attached and recommend the issue of an ECS Card. I certify that the details on the form are correct to the best of my knowledge and that the photograph is a reasonable likeness of the applicant.
I am the applicant’s current Employer. He/she has been employed by this Company since:.....
Company Name & Address
Signed: _____ Date: _____

Electrical Site Manager

The following is a guide to the minimum activities a competent construction Site Manager would be expected to perform to achieve industry accreditation

1. Contribute to planning work methods, resources, teams and systems to meet construction project requirements

- Evaluate and select construction methods
- Plan work activities and resources to meet construction project requirements
- Select and form a construction team
- Implement and maintain project organisation and communication systems
- Establish and maintain relationships with clients

2. Control contract costs, quality and progress and assess information

- Control contract against agreed quality standards
- Establish and monitor dimensional control activities
- Control progress against agreed contract programmes
- Obtain and assess feedback information
- Contribute to evaluating information relevant to a dispute

3. Develop teams and individuals to enhance performance

- Identify development needs for teams and individuals
- Plan the development of teams and individuals
- Develop teams to improve performance
- Support individual learning and development
- Access teams and individuals against development objectives
- Improve development activities

4. Develop own resources

- Develop ones self to improve performance
- Manage own time resources to meet objectives

5. Develop productive working relationships

- Develop the trust and support of colleagues and team members
- Develop the trust and support of the manager
- Minimise interpersonal conflict

6. Contribute to addressing poor performance of team members

- Help team members who have problems affecting their performance
- Contribute to the implementation of disciplinary and grievance procedures

7. Facilitate meetings

- Lead meetings
- Make contributions to meetings

8. Implement works to meet construction project requirements

- Organise site installation preparation
- Organise control of work
- Implement control and maintain systems for managing project health, safety and welfare

9. Establish and oversee materials supply

- Identify, plan and monitor requirements for materials supply
- Oversee supplier performance

Section 4b – Employer’s Endorsement – Electrical Site Manager	
I confirm that the applicant has at least one year’s experience in the Industry during the last three years. I agree that he/she has demonstrated competence that meets the minimum standards above and/or as attached and recommend the issue of an ECS Card. I certify that the details on the form are correct to the best of my knowledge and that the photograph is a reasonable likeness of the applicant.	
I am the applicant’s current Employer. He/she has been employed by this Company since:.....	
Company Name & Address	
Signed:	Date:

Section 5 – GDPR Privacy Notice

The SJIB records the personal data requested in this application form on a secure IT database which enables the SJIB to provide you with an SJIB Grade (ECS) card. In order to do this the SJIB are required to update and maintain your record of training, qualifications, SJIB grade(s) achieved over the years and applications. The following details are retained on the SJIB’s database:

- National Insurance Number
- Name
- Address
- Email
- Phone Number
- Date of Birth
- Union Membership Number
- History of apprenticeship (if applicable)
- Grade card applications
- Grade
- Qualified Supervisor (SELECT or NICEIC if applicable)
- Training courses
- Occupation
- Documents (scanned application forms and certificates)

The legal bases for the collection, processing, and transference of this data is *necessary for the discharge of a contract and explicit consent*.

You may request the correction, completion, or deletion of your records at any time by submitting a request in writing to the SJIB. Please be aware that to request the deletion of your records is to delete your entire history and all records with the SJIB. This means that the SJIB would no longer be able to confirm your history of apprenticeship, SJIB grade(s), vocational qualifications, or any other qualifications to you or a potential employer/client/site.

Unless you specifically request the deletion of your records, the SJIB will retain these indefinitely as a record of your educational and professional attainment.

The SJIB would like to be able to share your details with other organisations, where appropriate. If you agree to this potential sharing of restricted personal data, please sign this document and indicate below by ticking each box and return it to the SJIB with your application.

Organisations		Organisations	
SELECT Members		Recruitment Agencies	
SJIB Members		Contractors	
JIB		Local Authorities	
Unite the Union		Building Standards Departments	
Employer (Current)		Other businesses	
Potential Employers		Any Other Named Person (Please record below)	

For more information please refer to the SJIB Privacy Statement by visiting www.sjib.org.uk and clicking on GDPR.

I certify that to best of my knowledge and belief the information given on this application form is correct.

Signed.....Date.....

Section 6 – Qualified Supervisor (must be completed by the Employer)

This section is optional and should only be completed if the Applicant is registered as the Qualified Supervisor with SELECT or the NICEIC.

I confirm that the applicant named in **Section 1**, is employed by this company or group and is recorded as the **Qualified Supervisor** within the terms of the SELECT Certification Scheme or NICEIC Enrolment.

Please tick **only one** Certification Scheme Provider: **SELECT** **NICEIC**

Name of Organisation / Company (BLOCK CAPITALS):.....
(This will appear on the card)

Company Representative:.....

Company Representatives Signature:..... Date:.....

Company Address:

Qualified Supervisor cards are not transferable to other companies and as such the company is responsible for paying the fee. If a Qualified Supervisor leaves the company he can request a replacement card which will state the original expiry date by completing a Renewal Application form free of charge.

Qualified Supervisors Declaration

I certify, to the best of my knowledge and belief, the information given on this application is correct. In return for my being graded and my enrolment with the Scottish Joint Industry Board I undertake to comply with the Rules & Regulations and Agreements of the Board. I confirm that I have passed a course covering IET Wiring Regulations as amended (BS 7671), in addition, knowledge of other relevant British Standards and Codes of Practice, the Building (Scotland) Regulations 2004, and the Electricity at Work Regulations 1989 and the Memorandum of Guidance on them, and the Electricity Safety, Quality & Continuity (Amendment) Regulations 2009, Health & Safety at Work etc. Act 1974 and the National Working Rules. I have practical working experience in setting out work, reading drawings, selection of most suitable wiring systems and materials, requisitioning materials and planning and organising work. I undertake to accept the decision of the SJIB Grading Committee in respect of this application.

I understand my status, as a Qualified Supervisor will be verified with either the NICEIC or SELECT, for which I give my consent.

Signed:..... Date:.....

Completed applications should be returned to:

**The SJIB
The Walled Garden
Bush Estate
Midlothian
EH26 0SB
email: grading@sjib.org.uk**

Additional information on grading can be obtained from www.sjib.org.uk or by calling the SJIB Grading Department on 0131 445 9216. Monday – Thursday 8.30am-5.00pm and Friday 8.30am-2.30pm.

The SJIB is not an open office; people will only be seen by prior appointment.

