



## Initial Application for Emergency & Security Systems Operatives SJIB Grade (ECS) Card

### Scottish Joint Industry Board for the Electrical Contracting Industry

<p><b>Please return this form with one passport style photograph with your name and National Insurance number printed on the reverse.</b></p>	<b>Section 1 – Personal Details (must be completed by the applicant)</b>						
	National Insurance Number:						
	Full Name:						
	Address:						
	Postcode:			Date of Birth:			
	Email:			Tel:			

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)	
Apprenticeship / Training Details (Section 3a)	
Practical Training (Section 3b)	
Technical & Vocational Qualifications (Section 4)	
Standards & Regulations Knowledge (Section 5)	
Employer’s Endorsement & Recommendation (Section 6)	
GDPR Privacy Notice (Section 7)	
Occupational Disciplines (Section 8)	
Your fee	

Fees	
Initial Application	£36.00
<p>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.</p> <p style="text-align: center;"><b>Please Note: Fees are Non Refundable</b></p>	

Section 2 – ECS Health, Safety and Environmental Assessment
<p>Before you can be issued with an SJIB Grade (ECS) Card you must have demonstrated the required level of Health &amp; 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 <a href="http://www.sjib.org.uk">www.sjib.org.uk</a>.</p> <p style="text-align: center;"><b>Please Note: ECS Health, Safety and Environmental certificates must have a minimum of six months remaining before they expire and must be enclosed.</b></p>

**Please Note: Applications take two to three weeks to process.**

Office Use only					
Apprenticeship	SVQ 2	SVQ 3	ECS	Discipline:	
Fire Safety (Scotland) Regulations 2006	Fire Safety Order	Emergency & Security	Fire & Alarm	Site Visitor	Adult Trainee Apprentice
C & G 1851	C & G 1870	C & G 2381/2	BS5839-1:2004	BS EN 50131:2006	SQA [SELECT] 218
Missing Paperwork:				APL	

<b>Section 3a - Training</b>		
<b>Please enclose photocopies of any certificates or references confirming practical training</b>		
<b>Training - Apprenticeship</b>		
Did you serve an Emergency/Security Apprenticeship?	Yes	No
Please list employers with whom Apprenticeship was served?	Start	Finish
Any other Technical Apprenticeship?		
Was your Apprenticeship formally completed?	Yes	No

<b>Section 3b – Practical Training</b>			
Have you received any formal / practical Emergency / Security Systems training other than an Apprenticeship? If yes please give details below:		Yes	No
Training received	Training Organisation or Employer's Name & Address	Training start	Training finish

<b>Section 4 – Technical &amp; Vocational Qualifications (Photocopies of all Technical Qualifications must be enclosed)</b>			
Please show details of all completed courses and exam results i.e. Course Title/No. part	College or Venue	Date	Result
Practical Exams or Skills Tests			
IET & Other Courses on Regulations, etc.			
SITO/C & G Security related qualification			
SQA [SELECT]- Tailored Award in Design and Verification of Electrical Installations (208)			
SVQ /NVQ Level 2 (Security related)			
SVQ /NVQ Level 3 (Security related)			
City & Guilds 1851 – Knowledge of Security & Emergency Alarm Systems			
Other courses or Qualifications (i)Manufactures/Private Training Providers/Trade Association Courses: Course Title(s):..... ..... (ii) Other relevant technical courses/qualifications (C & G 2360, BTEC,EDEXEL Awards) Course/Qualifications Title(s):..... .....			

<b>Section 5 - Standards &amp; Regulations Knowledge</b>		
<b>What knowledge do you have of the following?</b>	<b>Detailed Knowledge</b>	<b>Working Knowledge</b>
Fire Safety Order (FSO)		
Fire Safety (Scotland) Regulations 2006		
BS 7671 IET Wiring Regulations (Current Edition)		
Building (Scotland) Regulations 2004		
Health & Safety at Work Act 1974		
Electricity, Safety, Quality and Continuity 2002		
Electricity at Work Regulations 1989		
BS 5839-1:2004 Fire Detection and Fire Alarm Systems		
BS EN 50131:2006 Alarm Systems Intrusion and Hold –Up Systems		

<b>Section 6 – Employer’s Endorsement &amp; Recommendation</b>
<i>It may speed up your application and avoid delay if you provide us with this information.</i>
I confirm that the applicant is employed by this company or group.
He/she has received training and /or gained sufficient experience to be recommended for the discipline applied for in <b>Section 8</b> of this form.
Company Name & Address:
Signed:..... Date:.....

**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.**

**Section 7 – 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](http://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 8 - Occupational Disciplines - Emergency and Security Systems

Please indicate which ECS discipline you are applying for by entering the number of years' experience you have obtained against the appropriate discipline. All of the disciplines listed will bear the main ECS discipline of **Emergency and Security Systems**, with the individual skills listed separately. The descriptions given are only brief summaries of the various tasks or responsibilities expected of the applicant.

Applicants for **Blue Stripe Cards** should be able to demonstrate competence equivalent to SVQ/NVQ Level 2 and **Gold Card** applicants need to demonstrate competence equivalent to SVQ/NVQ Level 3.

<b>Please Note: Only one discipline can be recorded.</b>		No of years' experience
105	<b>Apprentice</b> - Undertaking a Modern Apprenticeship.	
106	<b>Trainee</b> – Undertaking training (Not Modern Apprenticeship) leading to qualification as an Emergency and Security Systems ECS card holder.	
107	<b>Installer</b> (Blue Stripe Card) – maintenance of safe working environment , maintenance of effective working relationships, verify , test and prepare for hand-over of emergency and security systems, make plans and arrangements for work on site, install security and emergency systems.	
108	<b>Maintenance</b> (Blue Stripe Card) – maintenance of a safe working environment, maintenance of effective working relationships, verify, test and prepare for hand-over of emergency and security stems, ensure the performance of existing emergency and security systems, undertake corrective maintenance on existing emergency and security systems.	
109	<b>Installer</b> (Gold Card) - apply security system specification to physical installation and customer requirements, establish operational feasibility of emergency and security systems, install a complete system, install and test security system equipment which uses data transmission protocols, commission and handover operational security systems, audit installed emergency and security systems, diagnose causes of faults, rectify and restore, apply on-site emergency and security systems installation safety statutes and relevant regulations.	
110	<b>Maintenance</b> (Gold Card) – relevant activities listed at discipline 107	
111	<b>Commissioning</b> (Gold Card) – relevant activities listed at discipline 107	
112	<b>Surveyor</b> (Gold Card) – survey and design a security/emergency system, maintain effective working relationships, make plans and arrangements for work on site, prepare a tender/quotation for the provision and maintenance of a basic security/emergency system, negotiate sales, solve problems on behalf of customers, make sales presentations to existing and potential customers.	
113	<b>Site Visitor</b> (Yellow Card) – Company representatives not covered by any of the above disciplines who require regular access to construction sites.	

Completed applications should be returned to:

**The SJIB  
The Walled Garden  
Bush Estate  
Midlothian  
EH26 0SB  
email: [grading@sjib.org.uk](mailto:grading@sjib.org.uk)**

**Additional information on grading can be obtained from [www.sjib.org.uk](http://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.**



