



Initial Application for ECS Related Discipline 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:			

Completion Checklist – Have you completed and enclosed the following (if applicable)?	
A Passport style photograph (Section 1)	
ECS Related Discipline selected (Section 2)	
Employer’s Endorsement (Section 3)	
A copy of your ECS Health, Safety and Environmental certificate or exemption (Section 4)	
Copies of new qualifications / certificates (Section 5)	
GDPR Privacy Notice (Section 7)	
Your fee	

Fees	
Initial Application	£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	

Section 2 – ECS Related Discipline (must be endorsed by the Employer)
Please enter the ECS Related Discipline you are applying for (choose one only from Section 6) Occupational Discipline:.....
Section 3 – Employer’s Endorsement
I confirm the above named applicant has been employed by this company or group in the position indicated in Section 3 of this application. He/she has received training and / or gained sufficient experience to be recommended for the ECS discipline applied for. Name and Address of Employer:
Signed: Date:

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	BPEC Level 3 BS 7671 Code: 603/3430/7
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 4 – 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 and 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 5 – 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)	
BPEC Level 3 Award in the Requirements for Electrical Installations BS 7671 Code: (603/3430/7)	

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.

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.

Section 6 - Occupation Discipline

60	Architectural Lighting Control Systems Installer
61	Audio Visual Installer
62	Audiology Room Installer
63	Automatic Monitoring & Surveying Installer
64	Automatic Welding Process Operative

65	Building Management Control Systems Engineer
66	Cable TV System Installer
67	Capacitor Equipment's Installer & Maintenance Operative
68	Capital Equipment Installer
69	Coaxial & Alarm cables Installer/Minor Groundworks Operative
70	Control Panel Installer
71	Control Panel Manufacturer
72	DC Power Equipment Installer
73	Dental Equipment Installer
74	Electrical & Electronic Security Operative
75	Electrical Control Engineer
76	Electrical Control Panel Installer
77	Electrical Co-ordination Draughtsman
78	Electrical Distribution Switchgear Installer
79	Electrical Generator Installer
80	Electrical Installation & Distribution Operative
81	Electrical LV Equipment Installer
82	Electrical Solutions Installer
83	Electrical Switchgear Installer
84	Electrically Powered Mechanical Plant Installer
85	Emergency Power Systems Installer
86	Energy Saving Systems Installer/ Electrician
87	Flood Lighting System Installer
88	Highway Amenity & Car Park Lighting Installer
89	Industrial Control Systems Engineer
90	Instrument & Control Engineer
91	Instrument Technician
92	Large Electrical Power Distribution Switchboard Manufacturer/ Installer
93	Lifting Equipment & Gear Installer
94	Light Control System Installer
95	Mains Rehabilitation & Multi Utility Operations Engineer
96	Mechanical & Electrical Baggage Handling Installer
97	Overhead Linesman
98	Panel Wireman
99	Power System Installer
100	Public Address system Installer
101	Radio Communications Systems Installer
102	Street Lighting Installer
103	Trace Heating System Installer
104	Video Surveillance Operator/Installer
105	ISCE Sound Engineer (<i>Application for this Occupation can only be accepted if submitted directly by ISCE</i>)
106	Fire Detection & Alarm Specialist (<i>Application for this Occupation can only be accepted if submitted directly by FIA</i>)
107	Building Controls Integrator – must have the: <ul style="list-style-type: none"> • BCIA technical Certificate – which is awarded on completion of the following three modules of the BCIA Training Scheme: <ol style="list-style-type: none"> 1. Fundamentals of HVAC & Building Technology (BC1) 2. Measuring & Control Technology (BC2) 3. Hydraulics in Building Services (BC3) • A recognised valid BS 7671 IET Wiring Regulations certificate (within the last five years)

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 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.....

