



# Initial Card Application for Site Support

This application form is for applicants who have never held a Site Support Card before and need access to sites (Industrial Relations, Unite Regional Officer, HR, Quantity Surveyors, Design Engineers, Commissioning Engineers, CAD Engineers etc.)

## Personal Details – Mandatory

|                           |                      |   |                      |
|---------------------------|----------------------|---|----------------------|
| National Insurance Number | <input type="text"/> | Reference or Registration Number (SJIB use only)          | <input type="text"/> |
| Title                     | <input type="text"/> | Enclose a passport sized photograph with your application |                      |
| Applicants Name           | <input type="text"/> |   |                      |
| Applicants Address        | <input type="text"/> |   |                      |
| Post Code                 | <input type="text"/> | Date of Birth   | <input type="text"/> |
|                           |                      | Unite the Union Membership No:                            | <input type="text"/> |
| Email                     | <input type="text"/> |   |                      |
| Tel Number                | <input type="text"/> | Mobile  | <input type="text"/> |

|                          |                      |
|--------------------------|----------------------|
| Employers Name & Address | <input type="text"/> |
|--------------------------|----------------------|

Tick box to confirm you are working within the Electrotechnical Sector and require access to sites to provide support and advice.

GDPR Privacy Notice – Please tick if you give permission to disclose information    Yes     No

To access the SJIB Privacy Statement, please visit [http://www.sjib.org.uk/news/SJIB\\_Privacy\\_Statement](http://www.sjib.org.uk/news/SJIB_Privacy_Statement)

## Health, Safety and Environmental Assessment – Mandatory

Applicants requesting a Site Support card for the first time must have completed one of the following courses:

- CCNSG Safety passport – National or Renewal course (within the last 3 years); or
- IOSH Working Safely (IOSH) Approved Centre Classroom Invigilated exam only (within the last 3 years); or
- Safety Passport Alliance (SPA) Core Health & Safety course; (within the last years); or
- CITB Health and Safety Awareness course; or
- SELECT Electrotechnical Site Safety Assessment (TESSA) course (within the last 30 months)

Please enter the date you completed the above course.

Failure to provide a date and a copy of the valid certificate will prevent you progressing with your application. If your certificate is out with the allocated period you will have to make arrangements to complete one of the courses before you can apply for your card.

|                 |     |     |     |        |       |     |      |     |     |     |
|-----------------|-----|-----|-----|--------|-------|-----|------|-----|-----|-----|
| Office Use Only |     |     |     |        |       |     |      |     |     |     |
| SQA[SELECT]     | C&G | EAL | LCL | CompEx | ECITB | SBS | BPEC | H&S | Fee | APL |
| Items missing : |     |     |     |        |       |     |      |     |     |     |

## Training - Optional

If you have any of the following qualifications and would like them to be added on your SJIB Grade (ECS) Card, please attach/include copies of the certificate(s) with your application.

- Scottish Building Standards
- CompEx (Ex01-Ex11)
- CompEx (Ex12-Ex12 A&B) (Only from 2013 onwards)
- CompEx (Ex 14)
- ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies
- ECITB Technical Tests TSBT (01-04)
- SQA [SELECT] Customised Award in Requirements for Electrical Installations
- SQA [SELECT] Customised Award in Initial Verification
- SQA [SELECT] Customised Award in Inspection and Testing, including Periodic Inspection
- SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations
- City and Guilds Requirements for Electrical Installations BS 7671 (2382)
- City and Guilds Initial Verification & Periodic Inspection & Testing BS 7671 (2391-52)
- City and Guilds Initial & Fundamental Inspection & Testing BS 7671 (2394)
- City and Guilds Periodic Inspection & Testing BS 7671 (2395)
- City and Guilds Design, Erection & Verification BS 7671 (2396)
- EAL Level 3 Requirements for Electrical Installation BS 7671 (601/5321/0)
- EAL Level 3 Periodic Inspection, Testing & Certification of Elect Installations (600/4338/6)
- EAL Level 3 Verification and Certification of Electrical Installations (600/4337/4)
- EAL Level 4 Design and Verification of Electrical Installations (601/8231/3)
- LCL Requirements for Electrical Installations BS 7671 (601/5665/X)
- LCL Initial Verification and Certification BS 7671 (601/5929/7)
- LCL Periodic Inspection, Conditioning Reporting and Certification BS 7671 (601/5903/3)
- LCL Initial Verification, Periodic Insp & Test, Condition Report & Cert BS 7671 (601/5928/5)
- LCL Level 3 Award in the Requirements for Electrical Installations BS 7671:2018 (603/3132/x)
- BPEC Level 3 Award in the Requirements for Electrical Installations BS 7671 (603/3430/7)

## Important Information

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 send completed application form to:**

The SJIB  
The Walled Garden  
Bush Estate  
Midlothian, EH26 0SB

Email: [grading@sjib.org.uk](mailto:grading@sjib.org.uk)

### **Payment (fees are Non Refundable)**

Please enclose payment of £36

Cheques 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 tick if you require a receipt

Additional Information on grading can be obtained from [www.sjib.org.uk](http://www.sjib.org.uk) or by calling 0131 445 9216  
Monday – Thursday 8.30am-5.00pm and Friday 8.30am-2.30pm

**Applications take two to three weeks to process**



# Payment Request Form

Please complete in BLOCK CAPITALS and return this Payment Request Form to the SJIB with all corresponding paperwork.

|  |                      |
|--|----------------------|
| <b>Full Name:</b>  | <input type="text"/> |
| <b>National Insurance No.</b>  | <input type="text"/> |
| <b>Payment For:</b>  | <input type="text"/> |
| <b>(SJIB Grade (ECS) Card, ECS Health &amp; Safety or Replacement Craftsman Certificate)</b> |                      |
| <hr/>  |                      |
| <b>Card Type:</b>  | <input type="text"/> |
| <b>(Visa Debit, Credit, Mastercard, Maestro &amp; Switch)</b>                                |                      |
| <b>Card Number:</b>  | <input type="text"/> |
| <b>Valid From:</b>   | <input type="text"/> |
| <b>Expiry Date:</b>  | <input type="text"/> |
| <b>Security Code:</b><br>(Last 3 digits on signature strip)                                  | <input type="text"/> |
| <b>Issue Number:</b><br>(if applicable)  | <input type="text"/> |
| <b>Name on Card:</b>   | <input type="text"/> |
| <b>Contact No:</b>   | <input type="text"/> |
| <b>Billing Address:</b>  | <input type="text"/> |
| <b>Amount Payable:</b>   | <input type="text"/> |

**SJIB use only**

**Authorisation Number:**

**Date:**