

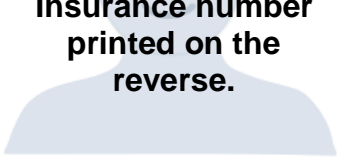


Application for Renewal of SJIB Grade (ECS) Card

Scottish Joint Industry Board for the Electrical Contracting Industry

Please Note: Existing Managers, Staff, Visitors, Labourers and Operatives cards have changed and cannot be renewed.

Please complete the new Initial Application for these cards available from www.sjib.org.uk

<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:		
Current SJIB Grade:						
<p>Any Operative whose Gold card has lapsed for a year or more must provide proof they have completed a recognised BS 7671 course within the last 5 years. Failure to provide this confirmation will result in your application being delayed.</p>						

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)	
Employment Details (Section 4)	
Occupational Disciplines & Definitions (Section 5)	
GDPR Privacy Notice (Section 6)	
SELECT or NICEIC Qualified Supervisor (Section 7) Only complete if you are registered as the QS	
Your fee	

Fees	
Renewal	£24.00
Qualified Supervisor – fee to be paid by Employer	£36.00
Members of Unite the Union are entitled to a 50% discount.	£12.00
You must provide your Unite the Union Membership Number to be eligible for the discount:.....	
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	

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	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 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 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 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 Requirements for Electrical Installations (BS7671) 2018 Code: 603/3298/0	
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)	

Section 4 – Employment Details (if applicable)

It may speed up your application and avoid delay if you provide us with this information.

Name and Address of Employer:

If self-employed please v the box

Section 5 – GDPR Privacy Notice

Please indicate whether you give permission for us to disclose information in line with our GDPR Privacy Notice Yes No

To access the SJIB Privacy Statement, please visit http://www.sjib.org.uk/news/SJIB_Privacy_Statement

The SJIB have seen a significant increase in the number of fraudulent certificates 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 – 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:.....

