

ELECTROTECHNICAL CERTIFICATION SCHEME

Incorporating the JIB GRADING SYSTEM

Administered by the Joint Industry Board for the Electrical Contracting Industry
Affiliated to the Construction Skills Certification Scheme

Application for ECS Card Renewal or Replacement

To renew an ECS Card without any amendments, or to replace one lost or stolen, just complete the sections on this front page. If you want any changes to your Card, please complete sections 4 - 8 as appropriate.

SECTION 1 - PERSONAL DETAILS (All applicants should complete this section)						
National Insurance No.						
Title Mr/Mrs/Miss/Ms.	Surname					
Forenames						
Address						
Postcode			Date of Birth			

**ENCLOSE
CURRENT CARD
OR ONE
PASSPORT
PHOTOGRAPH
(DO NOT PIN)**

Where a new photograph is submitted, it must be signed as a reasonable likeness by your employer (or sponsor for self-employed) or Community Representative. They should also complete section 8.

SECTION 2 - ECS HEALTH & SAFETY ASSESSMENT		
<p>Before you can be issued with an ECS card you must demonstrate the required level of Health & Safety awareness. You can demonstrate the required level of Health & Safety awareness by successfully completing the ECS Health & Safety Assessment or providing evidence of a valid exemption. A complete list of exemptions should have been enclosed with this form. Alternatively a complete list of exemptions can be obtained by contacting the JIB, using the telephone number shown at the end of this form, or from the JIB web site (www.jib.org.uk).</p>		
Have you passed the ECS Health & Safety Assessment in the last two years?	YES	NO
Do you have a valid exemption? (Please ensure you send photocopy of exemption)	YES	NO

SECTION 3 - DECLARATION & DATA PROTECTION	
<p>I certify that to the best of my knowledge and belief the information given on this application form is correct and understand that if my application is approved, my name and details will be incorporated into the register of members of the Electrotechnical Certification Scheme.</p>	
Signed.....	Date
<p>The JIB incorporates only your vocational details (name, national insurance number, grade, occupation and qualifications) in the ECS register available to placement agencies and employers. If you do not want these details included in the register please tick this box.</p>	
<input style="width: 50px; height: 20px;" type="checkbox"/>	

If you wish to take this opportunity to add further Occupations or qualifications to your Card, please complete sections 4 and/or 5 as appropriate. To apply for a JIB Grade or for Re-grading, complete Section 6 and ask your employer or sponsor to complete AND countersign Section 7

FOR OFFICE USE ONLY				Date Received				
GR1	GR2	MAIN	ADD	ADD	ADD	ADD	ADD	ADD
CA	NVQ3	IEE	2391	2400	2377	COMP'Ex'	H&S	DISC
NVQ3 Achieved		H & S Achieved		Employer No.			Fee Paid	Validity (YRS)

Your existing ECS Card shows all Occupational Disciplines for which you have previously shown you are qualified. If you have qualified for further Occupational Disciplines since the issue of your last card, indicate below those which you now additionally claim.

SECTION 4 - OCCUPATIONAL DISCIPLINES & DEFINITIONS

The agreed Electrical/Electronic occupations and duties are for "A skilled worker, capable of carrying out, in an autonomous and competent manner and within the allotted time:..."		MAIN and Additional Occupations	Number of years' experience
1	Electrical Fitter - the installation, assembly, fitting, commissioning and maintenance of low voltage electrical systems and their electro-mechanical and electronic parts, such as machines, drive mechanisms, protective components, controls, regulator equipment and signals.		
2	Electrical Winder - the installation, assembly and repair of electrical motors (including winding and balancing), transformers and generators, together with their associated control devices .		
3	Instruments Mechanic - the installation, commissioning, maintenance and repair of electromechanic, electronic or pneumatic measurement, control and regulation devices used in process engineering.		
4	Radio/Television Electrician - the installation, commissioning, repair and maintenance of radio, television and electronic equipment.		
5	Maintenance Electrician - the maintenance of electrical and electronic installations <i>including automated production systems</i> . Duties include the supervision of the equipment, its maintenance and necessary repairs.		
6	Installation Electrician - the installation, commissioning and maintenance of low voltage electrical and electronic devices and appliances.		
7	Household Appliances Electrician - the installation, commissioning, maintenance and repair of household appliances. Duties also include the demonstration of appliances to ensure their appropriate use by clients.		
8	Telecommunications Fitter - the installation, commissioning, repair and maintenance of telephone and like telecommunication equipment.		
9	Distribution Networks Electrician - and in complete safety, the installation, testing and commissioning of high voltage electrical networks and their components for distribution, both above and below ground.		
10	Office Machines Mechanic - their installation, commissioning, maintenance and repair of office communications systems, along with the provision and adjustment of software on the basis of standard procedures.		
11	Auto Electrician - on his own, all maintenance, repair, adjustments and installation of electrical and electronic components independent of the motor vehicle, including related elementary mechanical adjustments		
12	Marine Electrician - <i>(definition awaiting approval)</i>		
13	Wireman / Panel Builder - <i>(definition awaiting approval)</i>		
14	Building Controls Engineer - the installation, commissioning, repair and maintenance of electromechanical, electronic or pneumatic measurement, control and regulation devices used in the Building Controls Industry.		

Remember - You MUST provide independent evidence that you are fully qualified in each additional occupation you request otherwise they will not be agreed.

SECTION 5 - ADDITIONAL QUALIFICATIONS

Please include on my ECS Card the following additional qualifications for which photocopies of certificates are enclosed or have been previously submitted.

Completed Apprenticeship		C&G 2400 - Design, Erection & Verification	
NVQ Level 3 Award		C&G 2377-Inspection, Testing Electrical Equipment	
C&G 2380 - 16th Edition IEE Regns. (BS7671)		National Certificate of Core Competence	
C&G 2391 - Inspection, Testing & Certification			

If you require a JIB Grade or Re-grading, you should complete this Section. Copies of the JIB Grading Definitions are freely available upon request.

SECTION 6 - JIB GRADING SYSTEM

Have you ever held a JIB Grade Card?	Please state YES or NO	
If not and you wish to be Graded by the Joint Industry Board and you agree to comply with the Rule and Regulations of the Board (<i>published in the JIB Handbook, price £5.50 incl. VAT + postage</i>) whenever employed by a JIB member company, sign here.	Signed	
If YES , what is your JIB Grade?		
Having read the Grading Definitions, what JIB Grade do you consider you are qualified and applying for?		
Have you enclosed employers <i>bona fide</i> reference(s)?	Please state YES or NO	

To receive a JIB Grade or be Re-graded, your employer (or sponsor if you are self-employed) must complete this Section.

SECTION 7 - EMPLOYER OR SPONSOR'S ENDORSEMENT

I confirm that the applicant (please write in name)		
EITHER * has been employed by this firm/organisation from the earlier date shown to the later date given	Employed from	Employed until
OR * is known by me to have been self-employed between the dates given and who meets our standards of competence		
* He/she has achieved the appropriate technical and vocational qualifications to receive, and is recommended for the Grade of	Grade	
* He/she has had training and/or gained sufficient practical experience for me to recommend or endorse him/her for the Grade of	Grade	
* Please delete as appropriate I have enclosed a bona fide reference in support	Please state YES or NO	
Print Name	Signature	
Position in firm/organisation		
Company Stamp or Name & Address of Firm or Organisation		
JIB Number		
	Telephone number	

Your photograph should be countersigned by your employer, an officer of the Industry (Amicus AEEU, ECA, ESCA) or by a community representative (e.g. MP, JP, Police Officer, Solicitor) or similar.

SECTION 8 - PHOTOGRAPHIC IDENTIFICATION

I have countersigned the attached photograph as reasonable likeness of the person named in this form.

Signed Name (please print).....

Position in
Organisation.....

Name of
Organisation.....

Official Stamp or Address

.....

.....

.....

DO NOT PIN OR STAPLE YOUR PHOTOGRAPH OR CHEQUE TO THIS FORM

Please do NOT send original certificates unless especially requested

Photocopies of supporting documents will be returned if you send a large stamped addressed envelope

Scale of Fees

RENEWAL of an expired ECS Card for a further 3 year period, including any JIB Grade, Re-grading or other amendments.....**£15.00**

Issue of a **REPLACEMENT** ECS Card (for lost/stolen card), including any Grading, Re-grading or other amendments (Note - validity period not extended).....**£5.00**

ALL CHEQUES, ETC., SHOULD BE MADE PAYABLE TO “JIB”

When completed, please check that you have completed all the Sections correctly, your employer or Community Representative has signed the form and your photograph, and you have photocopies of all the supporting documents you need, then send them with this form, together with the appropriate fee payable to “JIB” to:

Joint Industry Board, Kingswood House, 47 - 51 Sidcup Hill, Sidcup, Kent DA14 6HP

Telephone 020 8302 0031
Fax 020 8309 1103
Web www.jib.org.uk
E-mail administration@jib.org.uk