



Representing the best in electrical
engineering and building services

ELECTROTECHNICAL CERTIFICATION SCHEME (ECS)

HEALTH & SAFETY ASSESSMENT (CSCS AFFILIATED)

IMPORTANT INFORMATION FOR CANDIDATES AND EMPLOYERS – PLEASE READ

As part of our initiative to achieve general health & safety awareness within the electrotechnical industry the Electrical Contractors' Association (ECA) will be running paper-based assessments at venues across the country.

The Joint Industry Board (JIB) for the electrotechnical industry administers the Electrotechnical Certification Scheme (ECS), which is affiliated to the Construction Skills Certification Scheme (CSCS). **All JIB/ECS cards are issued in accordance with the CSCS affiliation agreement. Please contact the JIB for more information (see contact details)**

This assessment became **compulsory** for JIB/ECS card applications and renewals from 1st February 2003. Current JIB/ECS cards will remain valid until their expiry dates. Once you have passed the ECS Health & Safety Assessment the JIB will issue a pass certificate, which will be valid for 2 years.

1. What types of card are available?

In addition to those who qualify for JIB cards in the JIB grades listed at (2) below, JIB/ECS cards are available for a variety of other occupational categories. Full details of these cards are available from the JIB web site (see contact details)

2. Who is eligible to take this assessment?

Before a JIB/ECS card can be issued, the holder must demonstrate they have the required level of health and safety awareness, either by providing evidence of a valid exemption* or by successfully completing an ECS Health and Safety Assessment. The issue of a JIB/ECS card will not remove the holder's obligation to undergo site induction. The key groups of eligible JIB graded persons are:

- Technicians
- Approved Electricians
- Electricians
- Labourers

In addition, if you fall into one or more of the following occupational definitions, you should also be eligible for a JIB/ECS card:

Electrotechnical Occupational Definitions:

Apprentice, Trainee, Ancillary Operative, Manager, Electrical Fitter, Electrical Winder, Instruments Mechanic, Radio/Television Electrician, Maintenance Electrician, Installation Electrician, Household Appliances Electrician, Telecommunications Fitter, Distributions Networks Electrician, Office Machines Mechanic, Auto Electrician, Marine Electrician, Wireman/Panel Builder, Building Controls Engineer.

Datacomms Occupational Definitions:

Datacomms Specialist, Advanced Datacomms Specialist, Datacomms Technician, Datacomms Engineer.

Emergency and Security Systems Occupational Definitions:

Apprentice, Trainee, Installer (blue stripe card* and gold card*), Maintenance (blue stripe card* and gold card*), Commissioning (gold card*), Surveyor (gold card*), Site Visitor.

Fire Detection and Alarm Systems Occupational Definitions:

Apprentice, Trainee, Designer (blue stripe card* and gold card*), Installer (blue stripe card* and gold card*), Commissioning (blue stripe card* and gold card*), Maintenance (gold card*), Site Visitor.

Related Disciplines

Where a candidate is presently ineligible for an ECS card from the existing list of occupational categories but has been employed to carry out electrotechnical work onsite, a “related discipline” card may be available by prior agreement with the JIB (see contact details, page 6)

*** See ECS card application form for details of eligibility**

3. What are the arrangements for Site Visitors? (See also note 15)

The ECA is now in a position to offer a health and safety assessment for site visitors. Successful completion of this assessment entitles the candidate to apply for a JIB/ECS Site Visitor Card. You may apply to sit this assessment if the following definition applies to you:

“Any person employed by an **electrically biased** organisation, who is not eligible for any other JIB/ECS Card but requires regular access to construction sites, can apply for a Site Visitor Card.” **By definition, a ‘visitor’ is someone who is present on site, but who is not engaging in (and not permitted to engage in) a construction trade.**

Before a Site Visitor Card can be issued, the holder must demonstrate they have the required level of health and safety awareness, either by providing evidence of a valid exemption* or by successfully completing an ECS Health and Safety Assessment for site visitors. The issue of a Site Visitor Card will not remove the holder’s obligation to undergo site induction or the need to be accompanied, as appropriate.

Anyone requiring a Site Visitor Card should tick the box on the booking form to state clearly that a Site Visitor assessment is required. Failure to do so will result in the candidate being put forward onto the full assessment containing electrical questions.

***See relevant note at (4) below for possible exemption information.**

IMPORTANT: If you have any doubts about your eligibility as described in (2) and (3), above or you require further clarification of the categories, please contact the JIB (see contact details). The ECA accepts no responsibility for candidates who register for a test when they are not eligible and no refunds will be given in such circumstances.

4. Who is exempted from taking the assessment?

Persons currently in possession of the following certificates will be exempted from the assessment for three years from the required date of assessment (the renewal date of the JIB/ECS card).

Please note: At the *next* renewal date you will be required to sit the assessment unless you have passed a further exempted course (see list below)

Certificates obtained during a five-year period prior to the required date of assessment:

- NVQ Level 3 (Installing and Commissioning Electrotechnical Systems and Equipment)*
- NEBOSH Health and Safety Diploma Part 1
- NEBOSH Certificate
- Woodland Grange Diploma in HS Management (Leading to MSc)

Certificates obtained during a two-year period prior to the required date of assessment:

- Unite (Amicus section)/ECA Working Safely Together in the Electrotechnical Industry (JIB preferred course)
- SELECT Safe Working in the Electrotechnical Industry (SJIB preferred Course)
- Woodland Grange Diploma in HS Management (leading to Tech. SP)
- Any of the IOSH accredited courses listed below from JIB-acknowledged providers (**Note:** Providers **MUST** obtain written acknowledgement from JIB that their course is deemed suitable for JIB purposes).
- **All ECA IOSH training satisfies JIB requirements**
- Working Safely Together
- Working Safely
- Managing Safely
- Managing Safely in Construction
- CCNSG Safety Passport
- IOSH - SPA Passport Core Day
- British Safety Council Level 3 Certificate in Occupational Safety and Health
- British Safety Council Level 6 Diploma in Occupational Safety and Health
- Construction skills (CITB) Site Management Safety Training Scheme Certificate

Note: Apprentices are exempt from the need to sit the assessment and can obtain a card on application. If you have any questions regarding this information, you are advised to contact the JIB (see contact details on page 6)

5. How much does this assessment cost?

Each attempt at either the full or Site Visitor assessment will cost **£35** (inclusive of VAT) **per candidate**.

Candidates whose fees are paid by their employer are entitled to a maximum of three attempts at the assessment, funded by their employer at **£35** (inclusive of VAT) per attempt. Suitable remedial training (arranged by the employer) should precede the second and subsequent attempts. **Candidates may have further attempts at the assessment at their own expense.**

Candidates who pay their own fees may attempt the assessment as many times as necessary at a cost of £35 per attempt.

6. How do I arrange an assessment?

If you would like to reserve place(s) on an ECS Health and Safety Assessment, simply complete the enclosed booking form and return it to the address shown. Payment must accompany the booking form (for details see 'how do I pay?' at note (8), below)

Please select an appropriate ECA Region and venue from the Venue list on page 6. The ECA will try to provide an assessment on the earliest available date at any venue indicated by you

7. What happens if I need assessments for a number of candidates?

If you have a number of candidates to be assessed and a suitable venue at your disposal, we may be able to arrange for an ECS Health and Safety Assessment invigilator to travel to you (a minimum of 10 candidates per session). A suitable venue is capable of meeting the following requirements:

- The room should be generally suitable for the purpose of sitting an Assessment
- There should be a desk and chair for each candidate
- Through-traffic must not be permitted in the examination room during testing
- The room should be quiet, clean and tidy
- External distractions should be kept to a minimum
- There should be an area large enough to provide storage for the candidates' personal belongings

- Notices should be posted on the door(s) and in the vicinity stating 'Quiet Please, Exam in Progress', or similar There should be no obstructions in the room that interfere with the proper supervision of candidates i.e. room dividers, notice boards
- Toilet facilities should be available nearby
- Emergency exits and procedures should be clearly displayed

If this applies to you, please **supply the candidates' names, date of birth and National Insurance numbers on the rear of the booking form and indicate whether any candidate requires a Site Visitor assessment.** Then return it to the address shown. Payment must accompany the reservation form (for details see 'how do I pay?' at note (8), below). You will then be contacted to confirm the date and time of the assessment(s).

IMPORTANT: Where a company wishes to arrange assessments for a number of candidates at different venues (as opposed to an in-company, single venue assessment), the front section of a booking form must be completed in full for each venue and sent to the address shown. Payment must accompany the reservation forms (for details see note 8 'how do I pay?', below)

8. How do I pay?

By cheque/postal order: A single cheque/postal order for £35 (inclusive of VAT) per delegate should accompany each booking. Corporate or block bookings for multiple candidates and multiple venues should be accompanied by individual cheques for each venue. Cheques should be made payable to 'Electrical Contractors' Association'. **By BACS:** BACS payments are available for corporate clients only. A BACS remittance advice or similar should accompany each application form. Please contact the Darlington Office for further information. **By credit/debit card:** For your security, we do not ask for your card details on this form. Please tick the box for credit/debit card payment on page 7 and either call us to provide your card details by phone, or we will call you to obtain these details on receipt of your application.

IMPORTANT: Bookings will not be processed until cleared payment has been received. The ECA reserves the right to pursue its legal options in the case of default on payment and to recover reasonable administration costs

9. Why should I use the JIB book to prepare for the assessment and how do I get one?

This is the only book that is applicable to the JIB/ECS Health and Safety Assessment. Because of the additional electrical content in the JIB/ECS assessment, books supplied by other agencies (CITB etc.) are not appropriate. The book contains all the questions and answers from the database that is currently used for testing purposes. **It can be downloaded in electronic form from the JIB website (www.jib.org.uk).**

IMPORTANT INFORMATION FOR INDIVIDUAL AND COMPANY APPLICANTS

Please indicate on the booking form if you require a postal copy of the *JIB Question and Answer Book*. In the case of in-company or multiple bookings, you will receive sufficient copies for distribution to each candidate

The JIB Question and Answer Book makes reference to a computer-based assessment. Please be aware that the ECA assessment is paper-based, though it uses the same question bank. Should you require a computer-based assessment, please contact the JIB for further information (see contact details)

10. How long do I have to prepare for the assessment?

There is a requirement that all candidates receive the question and answer book at least ten working days prior to sitting the assessment, to allow adequate time for preparation.

In the case of in-company or multiple bookings, it is the employer's responsibility to ensure that this condition is satisfied

11. How will I know where to go for my assessment?

The staff at the ECA Education and Training office in Darlington will try to arrange an assessment for you at the earliest opportunity and at a convenient location of your choice.

Once your place has been allocated, you will receive a letter of confirmation, a location map and a receipt for your payment.

12. Can I rearrange a booking?

Bookings can be rearranged by giving the ECA Education and Training Office in Darlington a minimum of **six** working days notice before your assessment is due to take place. After that time candidates will be required to re-book at a cost of £35 (inclusive of VAT) per candidate. Fees already paid will not be refunded in these circumstances. Candidate substitutions can only be arranged by giving the ECA Education and Training office in Darlington a minimum of **six** working days notice.

13. IMPORTANT: What happens if I don't turn up?

Any candidate who fails to arrive at the correct venue, or at the correct time and date for his/her scheduled assessment, without giving a minimum of **six** working days notice will normally be required to re-book at an additional cost of £35 (inclusive of VAT) per candidate. Fees already paid will not be refunded in these circumstances. Those involved in arranging in-company or multiple bookings may make substitutions of candidates for the scheduled assessment by contacting the Darlington office **six** days prior to the assessment date.

14. IMPORTANT: What happens when I arrive at the assessment centre?

When you arrive at the assessment centre you will need to confirm your identity by producing photographic proof of identity together with your National Insurance number.

Suitable ID would include:

- A current passport
- New style driving licence (with photograph)
- Current JIB card (with photograph)
- Any other suitable photographic proof of identity e.g. company photo ID card

Note: The decision of the ECA's representative as to the suitability of the identity document shall be final and binding. Failure to provide suitable identification will be deemed to amount to a "failure to turn up", as covered in (13) above

15. What does the assessment consist of?

After the identification process has been completed you will then take the assessment. **This will be a paper-based test consisting of 40 multiple-choice questions, randomly selected from a database of approximately 300.** All the questions are contained in the specimen question and answer book that was supplied to you (or downloaded by you from the JIB Web site at www.jib.org.uk). All writing materials will be provided. Candidates are allowed 30 minutes to complete the assessment (the pass mark is 85%, i.e. 34 correct answers out of 40).

Candidates sitting a **Site Visitor Assessment** will also receive a 40-question paper as described above. The sole difference being that a **Site Visitor Assessment** does **NOT** include any questions taken from the section entitled 'Electrotechnical' from the JIB specimen question and answer book.

16. How do I find out my result?

Your completed assessment will be forwarded immediately to the JIB for marking. The JIB will then inform all candidates (or their employers) of their result within 21 days of receiving the assessments.

Successful candidates will also receive a Health & Safety Assessment Certificate from the JIB (or via their employer). This may be used when submitting an application for a JIB/ECS card using the relevant application form, both of which can be obtained from the JIB. The application forms are also available on the JIB website at www.jib.org.uk and will be available on the new ECS website www.ecscard.org.uk from March 2009.

Please note: The ECA does not have access to your results before you do and cannot assist with such enquiries. All results enquiries must be directed to the ECS Processing Department at the JIB (see contact details below)

CONTACT DETAILS

Electrical Contractors' Association (ECA)

Education and Training Office
Camden House
Dudley Court
Dudley Road
Yarm Road Business Park
Darlington, Co. Durham
DL1 4GG

Tel: 01325 487829
Fax: 01325 482196
Email: eandtdarlington@eca.co.uk
Website: www.eca.co.uk

Joint Industry Board (JIB)

Kingswood House
47/51 Sidcup Hill
Sidcup
Kent
DA14 6HP

Tel: 020 8302 0031
Fax: 020 8309 1103
Email: administration@jib.org.uk
Website: www.jib.org.uk

ECS VENUES

REGION	LOCATION
NORTH EAST	Darlington in Co Durham <i>or</i> Wakefield in West Yorkshire
NORTH WEST	Lymm in Cheshire
EAST MIDLANDS	Loughborough in Leicestershire
WEST MIDLANDS	Penkridge in Staffordshire
EAST	Bury St Edmunds <i>or</i> Chelmsford <i>or</i> Norwich in Norfolk <i>or</i> Luton <i>or</i> Brompton in Cambridgeshire
GREATER LONDON	Romford in Essex <i>or</i> Bayswater in London <i>or</i> Uxbridge in Middlesex
CENTRAL SOUTH	Newbury in Berkshire <i>or</i> Wimborne in Dorset <i>or</i> Eastleigh in Southampton <i>or</i> Swindon in Wiltshire
SOUTH EAST	Heathfield in East Sussex <i>or</i> Nr Westerham
WEST & SOUTH WEST	Bristol <i>or</i> Saltash in Plymouth <i>or</i> Taunton <i>or</i> Yeovil in Somerset
SOUTH WALES	Cardiff
NORTHERN IRELAND	Newtownabbey, County Antrim

Liability of the ECA

The liability of the ECA for any expense, loss, cost or damage of any kind whatsoever whether direct, indirect or consequential (apart from personal injury or death) arising out of any action of proceedings relating to any service, or equipment provided in accordance with the course shall be limited to the total amount of fees charged in respect of the course. The ECA is unable to offer refunds for cancellations arising from events outside its control including adverse weather conditions, flooding or industrial action

ECS HEALTH AND SAFETY ASSESSMENT BOOKING FORM

IMPORTANT NOTICE: by completing this form you agree that you have read and understood the accompanying information and will be bound by the terms and conditions set out in that information

Please make your choice of Region and venue from the list on page 6 and complete the table below. Please make only one choice. If you are booking an 'in-company' assessment, indicate this under 'venue' below. Return address listed overleaf

If you have any special needs (i.e. disability) please list them overleaf

VENUE DETAILS

Region (please tick one only)		Venue (please state the location of your chosen ECS test centre)
NORTH EAST		
NORTH WEST		
NORTHERN IRELAND		
EAST MIDLANDS		
WEST MIDLANDS		
EAST		
GREATER LONDON		
CENTRAL SOUTH		
SOUTH EAST		
SOUTH WALES		
WEST		
SOUTH WEST		

COMPANY DETAILS (if relevant)

Contact Name	Mobile
Company Name	
Company Address	
	Postcode
Telephone	Fax
Email	

CANDIDATE DETAILS

Title (Mr/Mrs/Ms)	Surname
Forename(s)	
Home Address	
	Postcode
Date of Birth	Email
Telephone	Mobile
National Insurance number	

IMPORTANT - PLEASE COMPLETE THIS SECTION

1. Do you require *JIB Question & Answer Book/s* by post?.....Yes/No
2. Please indicate how many books are required if block booking (see note 9).....
3. What type of assessment do you require? (Please tick as appropriate)
 - a. **Electrician** (full assessment for people who engage in a construction trade – see note 2)
 - b. **Site Visitor assessment** (e.g. Estimators, Sales Reps, Delivery Personnel etc.)
4. **How do you wish to pay?** By BACS By credit/debit card - giving my details over the phone
 By cheque/postal order : I confirm that I have enclosed a cheque/postal order made payable to **Electrical Contractors Association** for the sum of £_____ (£35 per person)

Please ensure that full payment is included with all bookings

PRO FORMA FOR USE WITH MULTIPLE BOOKINGS (SINGLE VENUE)

*Please select required Test E – Electrician V - Visitor			CANDIDATE'S FULL NAME (Title, Forename & Surname)	DATE OF BIRTH			NATIONAL INSURANCE NUMBER				
1	E	V		DD	MM	YY	LL	NN	NN	NN	L
2	E	V		DD	MM	YY	LL	NN	NN	NN	L
3	E	V		DD	MM	YY	LL	NN	NN	NN	L
4	E	V		DD	MM	YY	LL	NN	NN	NN	L
5	E	V		DD	MM	YY	LL	NN	NN	NN	L
6	E	V		DD	MM	YY	LL	NN	NN	NN	L
7	E	V		DD	MM	YY	LL	NN	NN	NN	L
8	E	V		DD	MM	YY	LL	NN	NN	NN	L
9	E	V		DD	MM	YY	LL	NN	NN	NN	L
10	E	V		DD	MM	YY	LL	NN	NN	NN	L
11	E	V		DD	MM	YY	LL	NN	NN	NN	L
12	E	V		DD	MM	YY	LL	NN	NN	NN	L
13	E	V		DD	MM	YY	LL	NN	NN	NN	L
14	E	V		DD	MM	YY	LL	NN	NN	NN	L
15	E	V		DD	MM	YY	LL	NN	NN	NN	L
16	E	V		DD	MM	YY	LL	NN	NN	NN	L
17	E	V		DD	MM	YY	LL	NN	NN	NN	L
18	E	V		DD	MM	YY	LL	NN	NN	NN	L
19	E	V		DD	MM	YY	LL	NN	NN	NN	L
20	E	V		DD	MM	YY	LL	NN	NN	NN	L

CONTINUE ON SEPARATE SHEET, AS NECESSARY

IMPORTANT: NOT FOR USE WHEN MULTIPLE CANDIDATES ARE DISPERSED AROUND MULTIPLE LOCATIONS (SEE NOTE 6)

*Please indicate whether a candidate requires an Electrician or Site Visitor Assessment. Where no preference is expressed, a full assessment will be prepared

If you have any special needs (i.e. disability) please list them here (indicate the candidate number in the case of multiple bookings):

Detach and return along with your payment to:

ECA Education and Training Office, Camden House, Dudley Court, Dudley Road, Yarm Road Business Park, Darlington, Co. Durham DL1 4GG
 To contact us: Tel: 01325 487829 Fax: 01325 482196 Email: eandtdarlington@eca.co.uk