OFTEC Information Sheet

Electrical installation work undertaken in England and Wales

The OFTEC Electrical OFT103 Registration Scheme

OFTEC registration services operate a competent person scheme for technicians and contractors to install fixed low, or extra-low voltage electrical installations under building regulations. The OFTEC scheme is a full-scope Part P scheme for electrical work in dwellings only. This scope of registration will enable registrants who are certified for OFT103 to self-certify electrical work in accordance with regulation 4 and 7 of the building regulations 2000 (as amended).



Approved Document P calls for electrical works to be carried out in compliance with BS 7671 with certain specified electrical works being deemed as notifiable to a Local Authority upon completion. These requirements will be of no surprise to OFTEC registered heating technicians as compliance with BS 7671 for electrical works has been in BS 5410 (the code of practice for liquid fuel firing systems) and is referenced in OFTEC technical publications frequently.

OFT 103 scope of electrical registration (dwellings only)

OFTEC can offer electrical contractors or heating technicians the OFT103 scope of registration to install and self-certify fixed low or extra-low voltage electrical installations in dwellings. This registration scope is awarded on an annual basis and can be renewed annually for businesses and individuals (qualified supervisors). OFT103 is subject to an initial evaluation before certification and then on-going annual on-site inspection visits by OFTEC's appointed technical experts. This site visit is to assess competence and give assurance that the business is continuing to comply with the requirements of the scheme, and the Electrotechnical Assessment Specification produced by the Institute of Engineering and Technology (IET). OFT 103 registrants will have access to a free technical helpline for their electrical work queries via our technical helpline options.

Qualification and entry requirements

Any business wishing to apply for OFT 103 registration must have at least one technician (or qualified supervisor) holding suitable electrical qualifications as detailed in the EAS qualifications guide.

Minimum qualifications must be held for underpinning core technical competence, BS7671 Wiring Regulations and Initial Verification. The information below provides details of where to find acceptable electrical qualifications from applicable tables in the above EAS qualification guide.

OFTEC Part Registration (OFT 103)			
Work Category A1.1 Full scope (Dwellings only) For installations up to and including 1000V AC or 1500V DC	**Underpinning core technical competence**	**BS7671 wiring regulations**	**Initial verification**
	One qualification from Table A4.7 or A4.8	One qualification from Table A4.9	One qualification from Table A4.10 or A4.11

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Before applying for OFT 103 registration please check your technician (or qualified supervisor) holds the correct qualifications in accordance with the EAS qualifications guide. If any gaps are identified, then you must undertake extra training before you will be accepted for registration. The EAS qualifications guide sets out current qualifications and historical qualifications you may hold, and gives links to the awarding organisations should you wish to contact them for course availability.

As an alternative, qualifications referenced in Tables A4.7 to A4.14 may be evidenced by an individual providing their ECS card information which can be verified using the ECS check systems. Please contact OFTEC for further information if you hold an ECS card.

Applying for OFT103 registration

The business and technician must complete the appropriate initial CPS Part P application on the OFTEC website. Applications must be completed in full and supported with appropriate attachments and evidence of qualifications and other relevant courses. Registration can only be granted once an initial evaluation (inspection) visit has taken place and any non-conformance found have been addressed. The inspection will be carried out by an approved technical assessor working under agreement on behalf of OFTEC.

During the inspection visit the business will be required to make available a sample of electrical installation work recently completed for the purpose of the evaluation. The business and technician / qualified supervisor will be required to demonstrate safe electrical practices throughout the assessment and answer technical questions based on their work.

Mandatory requirements for the OFT103 scope of registration

Technical reference material to be held by the business:

- BS 7671: Requirements for Electrical Installations (current edition)
- Building Regulation Approved Document P downloadable free from the OFTEC website.
- The Electricity at Work Regulations 1989. Guidance on Regulations HSR25.
- Electrical test equipment for use on low voltage electrical systems – HSE Guidance Note GS38 (as amended).

Calibrated test instruments to be held:

- Insulation resistance test.
- Continuity test.
- Voltage indicating instrument (this device may not require calibration).
- Phase/earth loop impedance test.
- Residual current device test.
- Suitable split test leads for both phase/earth loop impedance test instruments and the residual current device test instrument.

(Two or more of the above functions can be combined in a single instrument)

Business practices to be followed:

- Shall be required to have a written health and safety policy statement and carry out risk assessments as appropriate.
- Shall maintain a record of all complaints received over the previous six years (if applicable), concerning compliance with building regulations of the electrical installation work undertaken in dwellings. Records should also detail the actions taken to resolve the complaint.
- Notify all controlled service work under Part P to OFTEC utilising the online notification system at www.oftec.org. OFTEC will then inform the Local Authority Building Control of the work and supply the property with a Building Regulation Compliance Certificate.
- Hold records for a minimum of six years as appropriate to range, scale, geographic spread, and categories of electrotechnical work undertaken. This includes all specifications, drawings, certificates, reports of electrical work undertaken, demonstrating the accuracy and consistency of text instruments, training, qualifications and continual professional development (CPD) and that all employed persons are competent and/or adequately supervised.
- Correct any non-conformity identified from the inspection visit to enable the OFT103 Part P registration to be certified. Insufficient evidence of a non-conformity being addressed will result in registration not being initially certified or withdrawn.
- Comply with the OFTEC rules for registration R100 in its latest version downloadable from the OFTEC website.

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