

Section	You must hold the following publications (implies latest edition/version):	PAT	EAS	EICR	P	H	V	EEM	MCS
1a)	Memorandum of Guidance on the Electricity at Work Regulations	✓	✓	✓	✗	✗	✗	✗	✗
1b)	Current BS7671 Wiring Regulations (this can be obtained from NAPIT Direct)	✗	✓	✓	✗	✗	✗	✗	✓
1c)	Current IET On-Site Guide	✓	✓	✓	✗	✗	✗	✗	✗
1d)	Approved Document A*	✗	✓	✓	✓	✓	✓	✓	✓
1e)	Approved Document B*	✗	✓	✗	✗	✗	✗	✗	✗
1f)	Approved Document C*	✗	✓	✗	✗	✗	✗	✗	✗
1g)	Approved Document E*	✗	✓	✗	✗	✗	✗	✗	✗
1h)	Approved Document F*	✗	✓	✗	✗	✗	✓	✓	✗
1i)	Approved Document G*	✗	✗	✗	✓	✓	✗	✗	✓
1j)	Approved Document H*	✗	✗	✗	✓	✓	✗	✗	✗
1k)	Approved Document J*	✗	✗	✗	✗	✓	✗	✓	✓
1l)	Approved Document L*	✗	✓	✗	✓	✓	✗	✓	✓
1m)	Approved Document M*	✗	✓	✗	✗	✗	✗	✗	✗
1n)	Approved Document P*	✗	✓	✓	✗	✗	✗	✗	✗
1o)	Domestic Ventilation Compliance Guide	✗	✗	✗	✗	✗	✓	✓	✗
1p)	Domestic Building Services Compliance Guide + Domestic and Heating Compliance Guide	✗	✗	✗	✗	✓	✗	✓	✓
1q)	WRAS Water Regulations Guide	✗	✗	✗	✓	✓	✗	✓	✗
*Free Download from http://www.planningportal.gov.uk									
Section	Office – You must have the following documentation available:	PAT	EAS	EICR	P	H	V	EEM	MCS
2	Original of Public Liability Insurance (copy should already be sent to office)	✓	✓	✓	✓	✓	✓	✓	✗
3	Original of Professionals Indemnity Insurance (if undertaking third party inspection) or EICR's	✓	✓	✓	✗	✗	✗	✗	✗
4	Originals of Qualifications (copies should already be sent to office)	✓	✓	✓	✓	✓	✓	✓	✓
5	Time Sheets or Works Diary	✓	✓	✓	✓	✓	✓	✓	✗
6	Estimates, Contracts, Invoices	✓	✓	✓	✓	✓	✓	✓	✓
7	Copies of Issued Certificates <i>Note: Evidence of notification will also be sought where applicable</i>	✗	✓	✓	✓	✓	✓	✓	✓
8	Record of Complaints	✓	✓	✓	✓	✓	✓	✓	✓
9	Health & Safety Policy Statement	✓	✓	✓	✓	✓	✓	✓	✓
10	Records of Risk Assessments: <i>Only applicable if you have 5 or more employees, for less than 5 employees please see section 31</i>	✓	✓	✓	✓	✓	✓	✓	✓
11	Details and Evidence of Monitoring Sub-contract Staff <i>If applicable</i>	✓	✓	✓	✓	✓	✓	✓	✓
12	Record of Instrument Hire <i>If applicable</i>	✓	✓	✓	✓	✓	✓	✓	✗
13	Calibration Certificates and/or Written Instrument Verification Process <i>If applicable</i>	✓	✓	✓	✓	✓	✓	✓	✓
14	List of Building Regulations Notifications for work done within the last 12 months	✗	✓	✗	✓	✓	✓	✓	✓
15	Site measurements, evaluations, design and specification documents	✗	✗	✗	✗	✗	✓	✓	✗
16	Records of Internal Review Meetings	✗	✗	✗	✗	✗	✗	✗	✓
17	Records of Training and Competence	✗	✓	✓	✗	✗	✗	✗	✓

Section	Office – You must have documented procedures that cover each of the following aspects of your business:	PAT	EAS	EICR	P	H	V	EEM	MCS
18	Employee Responsibilities: <i>Your Company must identify who is responsible for each activity within the company, as well as their deputy/nominee</i>	x	x	x	x	x	x	x	✓
19	Document and Data Control: <i>This must detail how your company controls the creation, editing, deletion and archiving of documents, this should also cover and external documents held and any software used</i>	x	x	x	x	x	x	x	✓
20	Customer Enquiries and Quotations: <i>This must detail the entire process from an initial enquiry through to the creation of a quotation for a customer</i>	x	x	x	x	x	x	x	✓
21	Contracts: <i>This must document how the company manages the creation and amendments to contracts/orders, as well as how you ensure relevant planning and building control requirements are addressed appropriately.</i>	x	x	x	x	x	x	x	✓
22	Suppliers and Sub-Contractors: <i>This must detail how your company manages suppliers and sub-contractors and also include any competence/ suitability checks and cover tradesmen, product suppliers and consumables</i>	x	x	x	x	x	x	x	✓
23	Products/Materials and their Installation: <i>This should cover how your company obtains, receives and checks any Microgeneration products and materials to ensure that they have been correctly supplied. If you carry out any packaging or transportation of products this should also be covered. The way in which installed products are inspected should also be detailed</i>	x	x	x	x	x	x	x	✓
24	Equipment: <i>This should detail the control of any specialist Microgeneration related equipment and any equipment used that requires calibration. It should also cover labelling, calibration frequency and include a list of equipment</i>	x	x	x	x	x	x	x	✓
25	Complaints: <i>This should detail how your company manages and attempts to resolve complaints</i>	x	x	x	x	x	x	x	✓
26	Training and Competence: <i>This should detail how your company ensures that all the staff employed in installation activities have received adequate training in each of the operations in which they are involved and remain competent when requirements change (See MCS 025, Competency Criteria and Competency Checker Tool)</i>	x	x	x	x	x	x	x	✓
27	Health and Safety: <i>This should show how your company ensures that its scope of operations comply with the relevant H&S regulations and should include reference to on site risk assessment as well as any corrective actions and/or plans that occur as a result of the findings</i>	x	x	x	x	x	x	x	✓
Section	On-site section:	PAT	EAS	EICR	P	H	V	EEM	MCS
28	Suitable installation work to verify technical competence. Test equipment to be available on-site. <i>Note: Related test certification will be required for verification as required</i>	✓	✓	x	✓	✓	✓	✓	✓
29	Suitable Third Party work to verify technical competence in Inspection and Testing for Third Party Installations. Such work should be works in progress at either first or second fix. If no such work is available then it is permissible for verification of technical competence to be carried out on a Third Party installation that is ready for final inspection and sign off.	x	✓	x	x	x	x	x	x
30	Provide copies of 3 completed EICR's for each work type carried out (domestic/industrial/commercial)	x	x	✓	x	x	x	x	x
31	Demonstration that risks have been assessed and appropriate controls are put in place where required. As per section 10 documented risk assessments are required if you have 5 or more employees	✓	✓	✓	✓	✓	✓	✓	✓
32	The field officer will ask questions on and around regulations and fundamental principles so it may be of some value in revising these areas	✓	✓	✓	✓	✓	✓	✓	✓
NOTE	If possible a phone/broadband connection would be useful so the field officer can complete the assessment forms online which can speed up the application process. This will also allow demonstration of the NAPIT online notification system	✓	✓	✓	✓	✓	✓	✓	✓