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Issued by Graeme A DRYDEN	Approved by John THOMPSON	Issue Date 01.04.2020	Revision: 10.2	Page 1 of 30

Competent Persons Scheme, & Microgeneration Certification Scheme

Guidance for Applications



APHC Certification Ltd. | 12 The Pavilions | Cranmore Drive | Solihull B90 4SB
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Introduction

APHC Certification Limited as a certification body, accredited to BS EN ISO 17065:2012 by UKAS to certify your businesses as complying with the requirements of Competent Persons Schemes & Microgeneration Certification Scheme.


Our aim is to provide a transparent, fair and robust certification that provides your consumers, local authorities, government and other involved bodies with the assurance that your business operates to the high standards and demands expected of appropriate codes, regulations and standards.

This information document details the evidence requirements you will need to provide as part of your application, it is vital that you read and understand the information contained within it. If you cannot provide a piece of evidence required, we may not be able to provide approval, or your application may be delayed.

The document is broken down into several sections; the application process, evidence requirements for Competent Person & MCS. The document then goes on to provide you with information concerning field assessments and non-compliance issues.

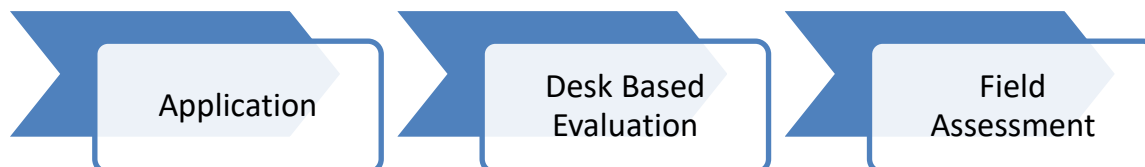
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The Process of Obtaining Certification

There are three main elements to the application process,



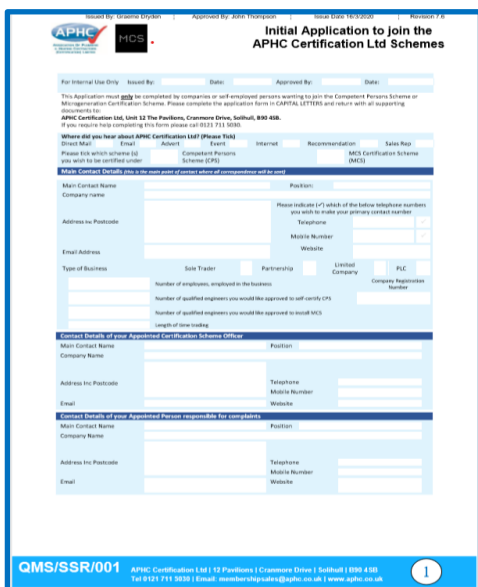
Application Process

To commence the certification process, the application form must be completed in full and provided to APHC Certification, with copies of the businesses;

- Public Liability Insurance Certificate
- Employers Liability Certificate (if employing individuals),
- Letterhead or other business stationery
- Certificates as evidence of engineer's competence, as indicated on page 5.

To help you, the following pages provide additional information on completing the Application Form for your business.

Page 1



The screenshot shows the 'Initial Application to join the APHC Certification Ltd Schemes' form. It includes sections for:

- For Internal Use Only:** Issued By, Date, Approved By, Date.
- Important Information:** This Application must only be completed by companies or self-employed persons wanting to join the Competent Persons Scheme or Microgeneration Certification Scheme. It also includes a note about the need to complete the form in full and provide supporting documents.
- Where do you hear about APHC Certification Ltd (Please Tick):** Direct Mail, Email, Advert, Event, Internet, Recommendation, Sales Rep.
- Which do you wish to be certified under:** Competent Persons Scheme (CPS), Microgeneration Certification Scheme (MCS).
- Main Contact Details:** Name, Position, Address, Telephone, Mobile Number, Website.
- Type of Business:** Sole Trader, Partnership, Limited Company, PLC.
- Number of employees employed in the business:** (with a scale from 1 to 50+).
- Number of qualified engineers you would like approved to self certify CPS:** (with a scale from 1 to 50+).
- Number of qualified engineers you would like approved to install MCS:** (with a scale from 1 to 50+).
- Length of time trading:** (with a scale from 1 to 50+).
- Contact Details of your Appointed Certification Scheme Officer:** Name, Position, Address, Telephone, Mobile Number, Website.
- Contact Details of your Appointed Person responsible for compliance:** Name, Position, Address, Telephone, Mobile Number, Website.


The first page of the application form will allow you to provide the necessary business information we are required to collect.

The first block is used to indicate which scheme your business requires, it may be Competent Persons Scheme, Microgeneration Certification Scheme or all.

You will need to indicate the type of business and include the company registration number, if applicable, along with the number of years the business has been trading.

For each qualified engineer identified, you will need to provide evidence of their competence on page 3 of the application form. We have included a list of recognised certificates and qualifications in appendix 1 of this guidance.

The business must have an appointed Certification Scheme Officer who is responsible for compliance with the scheme rules and requirements.

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Initial Application to join the APHC Certification Ltd Schemes

Qualified Engineer Details

Name: _____ Date of Birth: _____ National Insurance Number: _____

Please tick all **applied** that the above engineer is competent to carry out work on, under the relevant scheme (s)

Competent Persons Scheme Work Categories (please tick)	Microgeneration Certification Scheme Work Categories (please tick)
1 Installation of Oil Fired Appliances (covering: Oil Fired Pressure Jet Appliances, Oil Fired Vapourising Appliances, Oil Storage Tanks and Supply Pipelines)	
2 Solid Fuel Fire Appliances	
3 Biomass Appliances	
4 Air Source Heat Pumps	Air Source Heat Pumps
5 Ground Source Heat Pumps	Ground Source Heat Pumps
6 Solar Thermal Hot Water Systems	Solar Thermal Hot Water Systems
7 Electrical Installations	
8 Heating & Hot Water for: Unvented Hot Water Systems, Unvented Hot Water Systems, Heating Systems	
9 Installation of Plumbing & Water Systems, Water Efficient Taps & Showers (covering: Wholesome & Softened Water Supply, Installation of Non-Wholesome Water Supply & Sanitary Connections with Plumbing Mechanisms, Sanitary Connections (Toilets, Wash Basins, Fixed Bath, Showers, or Bathtubs in Dwellings)	

Entry Qualification (tick only one box) Please refer to the scheme guidance for application pages 15-17

Route A ☐ By plumbing heating and ventilation, refrigeration & air conditioning or gas fitting qualification (minimum NVQ level 2 or City & Guilds craft certificate). You must also include copies of the engineer's qualifications/certificates against each of the work areas listed, including short courses completed.

Route B ☐ By assessment of work experience, this route is only applicable to certain work areas and the engineer must complete a work experience profile form. Please contact APHC on 0121 711 5030 for further advice and to request a work experience form.

IMPORTANT – PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:
One passport sized photograph with the engineer's name clearly written on the back.
Copies of the engineer's qualifications/certification.
Please view this form and complete the details for each qualified engineer to be appointed by APHC Certification Ltd.

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Tel: 0121 711 5030 | Email: enquiries@aphc.co.uk | www.aphc.co.uk

We now need to identify the levels of competence for each engineer, against the work categories you selected on page 3.

You will need to photocopy this page and complete it for each of engineers that needs to notify or sign off work as complete.

When returning the application form you must provide copies of certificates to provide evidence of an engineer's qualification.

If an engineer does not have a formal qualification, then it may be possible to be assessed against the competence requirements for the scheme(s) using the APHC Certification Ltd. Existing Worker Route plus additional short course assessment(s) in appropriate areas. Further information is contained in appendix 1 of this document.

To apply for assessment through the APHC Existing Worker Route, please contact APHC Certification Ltd. on 0121 711 5030.

Going back to our example, ABC plumbing has an engineer who can prove competence in the all the areas within the scope of work categories applied for.

The business will provide copies of qualification certificates for;

- NVQ Level 3 Plumbing
- BPEC Heat Pumps Certificate
- BPEC Water Regulation Certificate
- BPEC Unvented Hot Water Certificate

These will meet the requirements of the qualifications listed in Appendix 1

Initial Application to join the APHC Certification Ltd Schemes

Qualified Engineer Details

Name: **J. B. B. B.** Date of Birth: **10/7/72** National Insurance Number: **AB11 1010 1010**

Please tick all **applied** that the above engineer is competent to carry out work on, under the relevant scheme (s)


Competent Persons Scheme Work Categories (please tick)	Microgeneration Certification Scheme Work Categories (please tick)
1 Installation of Oil Fired Appliances (covering: Oil Fired Pressure Jet Appliances, Oil Fired Vapourising Appliances, Oil Storage Tanks and Supply Pipelines)	
2 Solid Fuel Fire Appliances	
3 Biomass Appliances	
4 Air Source Heat Pumps	<input checked="" type="checkbox"/> Air Source Heat Pumps
5 Ground Source Heat Pumps	<input checked="" type="checkbox"/> Ground Source Heat Pumps
6 Solar Thermal Hot Water Systems	<input checked="" type="checkbox"/> Solar Thermal Hot Water Systems
7 Electrical Installations	
8 Heating & Hot Water for: Unvented Hot Water Systems, Unvented Hot Water Systems, Heating Systems	
9 Installation of Plumbing & Water Systems, Water Efficient Taps & Showers (covering: Wholesome & Softened Water Supply, Installation of Non-Wholesome Water Supply & Sanitary Connections with Plumbing Mechanisms, Sanitary Connections (Toilets, Wash Basins, Fixed Bath, Showers, or Bathtubs in Dwellings)	

Entry Qualification (tick only one box) Please refer to the scheme guidance for application pages 15-17

Route A ☒ By plumbing heating and ventilation, refrigeration & air conditioning or gas fitting qualification (minimum NVQ level 2 or City & Guilds craft certificate). You must also include copies of the engineer's qualifications/certificates against each of the work areas listed, including short courses completed.

Route B ☐ By assessment of work experience, this route is only applicable to certain work areas and the engineer must complete a work experience profile form. Please contact APHC on 0121 711 5030 for further advice and to request a work experience form.

IMPORTANT – PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:
One passport sized photograph with the engineer's name clearly written on the back.
Copies of the engineer's qualifications/certification.
Please view this form and complete the details for each qualified engineer to be appointed by APHC Certification Ltd.

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Initial Application to join the APHC Certification Ltd Schemes

APHC Certification Ltd - Scheme Fees

Member or Work Category	Payment Option 1 Full Membership (24 payments) at application (in 10%)	Payment Option 2 Initial Membership Fee (24 payments) at application (in 10%)	Payment Option 3 Monthly Payments for Full Membership
Domestic	£892.43	£120	£892.43
Trade	£2,594.43	£120	£2,594.43
Trade	£2,594.43	£120	£2,594.43
Trade	£2,594.43	£120	£2,594.43

Membership Fee
The membership fee can be paid by Credit/Debit card or cheque along with your Initial Membership Fee or be made by direct debit by completing the direct debit instruction on the application form.

Payment for this part will be refunded if the application is rejected. Direct debit payments will not be taken until the application has been accepted.

When paying by direct debit we offer easy payment terms, but once accepted into membership the applicant is committed to membership for the full year. If the applicant does not wish to continue through the year, then they are contractually committed.

Applicants have the right to cancel their application with a cooling-off period of 14 calendar days from the date of application. If you cancel within 14 days you will receive a full refund of all monies paid.

Additional fee for MCS application only (added in addition to the application fee)
MCS Annual License fee: £25.00 (plus VAT)
This fee is collected by APHC Certification Ltd on behalf of the government MCS scheme holder for use of off-site inspection and audit.

Total Payment included with this application form is £

Important information about your renewal
If you are a current member of the scheme, you will receive a renewal notice 30 days before your current membership expires. If you are not a current member, you will receive a renewal notice 30 days before your current membership expires. If you are not a current member, you will receive a renewal notice 30 days before your current membership expires.

Signature of Applicant
Please attach by Member / Firm / Self / Bank or State the sum of £

Card No: Start Date (if direct debit) Expiry Date (if direct debit on the back)

Cardholder Name and Address (if direct debit) Date

Cardholder Signature

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Tel: 0181 711 9000 | Email: membership@aphc.co.uk | www.aphc.co.uk

It is important that you have completed the Work Categories section on page three and, the third column, which is used to determine the total fees payable.

The section explains in detail how payments are made.

An example of fees is shown, for our example applicant, ABC Plumbing.

In total they have three work categories, across two schemes.

In addition, they must pay the MCS Registration Fee

They have chosen to pay the application fee and MCS Annual License Fee by credit card.

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Payment by Direct Debit (your bank will send you a separate form to set up your direct debit to the account of the APHC Certification Ltd)

Instructions to your bank or building society to pay by Direct Debit

Name (if of account holder (s)) Originator's identification number: 9 4 0 2 9 6

Bank or Building Society account number: Reference Number:

Bank Sort Code: Please pay APHC Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this information may remain with APHC and if any details will be passed electronically to my bank or building society.

Name and full postal address of your bank or building society (to the Manager) Signature (s):

Address: Date:

Postcode:

Debits and building societies may not accept Direct Debit instructions for some types of accounts.

This guarantee should be detached and retained by the payer.


The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit APHC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request APHC to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by APHC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - if you receive a refund you are not entitled to, you must pay it back when APHC Certification Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please see notes on page 5.

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If can choose to pay your membership by monthly installments via direct debit, this mandate will also be used to take payments for your notifications on a monthly basis. Complete the form and return with the rest of the information and our account department will do the rest.

It is important that you understand the Direct Debit Guarantee. We would suggest you copy or tear off the Guarantee and keep it for your records.

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Desk Based Evaluation

We will now look at the documented evidence in support of your application against the criteria laid down by the Scheme. This will include key business documents such as operative qualifications, quality assurance systems and training records, depending on the scheme your business needs. This evaluation is undertaken at our office in Solihull. You do not need to be present at this evaluation.

To ensure that we have all the evidence needed to process your application through the desk-based process, we will ask you to send key documents and information into us. You do not need to send all the information with your initial application, only information requested on the application form. We will contact you and let you know what is required and by when as you go through the certification process.

In some cases it may be that the business does not have all the information to hand or needs to do further work to meet the scheme requirements, do not worry, we can pause the application process for the business to develop and implement the requirements.

Once all the documentation is received, we will carry out a desk-based evaluation of all evidence received, if a piece of evidence is outstanding or does not meet the criteria, then we will write to you, explaining what has to be done.

The Field Based Assessment


When the desk-based Evaluation is complete, we will contact the business to arrange a suitable time for a field assessment. Depending on the scheme, we will advise you on the range and type of work to be seen, it may be necessary to arrange a number of visits across a few of sites within close proximity to see the full range of work activities within the application.

The field assessment involves one of our Assessors visiting your premises (Head Office Visit), this is where the Management System you submitted for evaluation is observed to look at how it is applied to the everyday work activity. You will need to have a representative present at this part of the assessment, and it takes place at your business address.

On the same day, the Assessor attends an installation with the engineer who is responsible for the installation (Field Assessment). This will check the job for compliance for both the management system being applied to the job and will also check the technical elements of the installation against building regulation, standards and codes of practice along with scheme requirements.

During the assessment, the assessor will ask questions about how the work was carried out, and sample site documentation, for example;

- Job/Contract information
- Appropriate reference documents - British Standards, manufacturer's instructions etc
- Health and safety systems
- Check all testing and commissioning equipment is available as required
- Look at all aspects of the installation, components, pipework
- Observe testing and commissioning activities as required

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For all systems, the field assessor will ensure that the following areas can be demonstrated:

- The correct installation documentation is available for operatives when they are undertaking work.
- Be able to show compliance when undertaking required preparatory work.
- Be able to show compliance when testing and commissioning.
- Be able to show compliance when handing over.

During the assessment the assessor will check various aspects of the installation and record what has been seen. Once the assessment has been completed, the assessor will show the nominated person of the business the assessment documentation, explaining any non-conformance issues.

On completion of the site inspection, the field assessor will return all documentation back to APHC Certification Ltd. offices with the assessor findings. If all the requirements of the scheme have been met, then application will be put forward to the certification manager for approval.

In the event of a non-conformance, you will be informed of any improvement actions and agree a plan to put right any minor issues, this may delay certification. In some cases, major non-conformances may require an additional visit to ensure corrective actions have been taken; this will incur additional costs to the business.

NOTE: in line with our cancellation policy, APHC Certification will charge the full assessment fee if you cancel or postpone the visit less than 5 days of the agreed assessment date. A further Assessment fee will become due for any subsequent assessment appointments.

Should the visit location be greater than 25 miles or 45 minutes travelling time from your head office location an additional charge will be made. You will be invoiced separately for this additional time should it occur.

Scope of Your Application


APHC Certification Ltd will assess your company against what you have applied for (The Scope). It is, therefore, important to carefully consider the scope of approval the business requires. It is always possible to extend the scope of approval, later on, as the business demands and needs change.

Certification and Listing

Once we have completed the assessment against the relevant standards, and all non-conformities have been closed off, APHC Certification Ltd will provide the installation Company with all relevant documents for signing. Once returned the relevant scheme Certificate will be issued detailing the scope of certification to the relevant standards.

We will also provide relevant certification numbers to the relevant schemes. The Certificate will still remain property of APHC Certification Ltd.

The details of the installation companies are then passed to the relevant scheme bodies.

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Complaints and Appeals

In the unlikely event you feel that the business may have been unfairly treated, APHC Certification Ltd. operate a transparent and independent complaints and appeals process. Please contact APHC Certification Ltd. for further information on making an appeal or complaint.

All appeals and complaints are reviewed by in independent group and its decision is upheld by APHC Certification Ltd.

Extension to Scope


For applicant and certificated companies that wish to extend the scope of measures for what they wish to install, please call the Certification team on 0121 711 5030 or email certification@aphc.co.uk and a member of the team will send out a copy



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Evidence required for Competent Person Schemes and Microgeneration Certification Scheme


Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
	<u>Company Insurance</u>	4	Public Liability Insurance - £2 Million	✓	✓
		6	Employer Liability Insurance - £5 million (Not applicable to Sole Traders)	✓	✓
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Company Documentation</u>	14	Consumer Code Scheme Membership Certificate – Current copy at time of application		✓
		16	Company Gas Safe Certificate (for Gas Condensing Boiler Only)		
		21	MCS Certificate (if with another Certification Body)		✓
		3	Financial Probity Check – Positive Risk Disk check and approval by Senior Management/Accountant	✓	✓
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Company Health and Safety</u>	10	<i>For all companies;</i> Sample of Risk Assessments	✓	✓
		11	Sample of COSHH Assessments	✓	✓
		13	Evidence of an Accident Reporting System	✓	✓
			CHAS Membership Certificate (alternative)		✓
		12	<i>For companies of over 5 employees;</i> Health and Safety Policy For further information, please refer to HSE Guide – Health and Safety Made Simple at the following link; http://www.hse.gov.uk/pubns/indg449.pdf	✓	✓
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Complaints Policy & Procedure</u>	63	<i>Policy</i> - stating how the company aims to handle complaints in a positive way as part of its internal review and preventative and corrective actions and its approach to continual improvement.		
			<i>Procedure</i> - detailing how a complaint is; <ul style="list-style-type: none"> received by the company who is responsible for the complaint? recording of the complaint how the complaint is investigated Notification of complaint and its outcomes to external bodies such as APHC CERTIFICATION LTD. Ltd. <i>Method Record/Log</i> detailing; <ul style="list-style-type: none"> Complaint Number Responsible Person Nature of Complaint Date Received Date Closed Job Number Customer Summary Description Summary Resolution 		✓
				✓	✓

✓ Indicates a mandatory scheme requirement

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Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Installer Arrangements with Customer</u>	65 66	<p>Policy - stating how the company aims to receive enquiries in a professional way, ensuring that appropriate levels of information are given and recorded at each stage of the job or contract stage from estimation to completion of the work.</p> <p>Procedure - detailing how an enquiry is;</p> <ul style="list-style-type: none"> received by the company who is responsible for the enquiry recording of the enquiry how the customer needs are established Responsibility for planning and building control compliance is clearly identified production of quotation allocation of labor provision and ordering of materials work supervision completion and handover invoicing of works carried out notification Installation Process Change Process Continuity Plan Process Control External certification and verification 		
			<p>Method Log/File detailing and containing;</p> <ul style="list-style-type: none"> Job/Contract Number Job/Contract Name Job/Contract Site Address Contact Name Contact Address Survey Form Location information type of work/equipment/measure(s) installed details of any problems encountered, corrections Date of Commencement Estimated Completion Job/Contract Supervisor Date of Customer Acceptance Details of Variation Commissioning Record Customer Sign off Form Notification Reference External certification and verification 		








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Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Company Employment Policies & Procedures</u>	68 69	<p>Policy - stating how the company will ensure all staff understand its QA System, the requirements and how they can become suitably competent through training and experience in their required work area.</p> <p>Where qualifications are used to demonstrate a competence, these will be recorded and monitored to ensure they are current.</p> <p>Where new or additional competencies are required the company will provide training and assessment to meet this requirement.</p> <p>Procedure - detailing;</p> <ul style="list-style-type: none"> Identifying competence requirements to meet Codes or Practice, CMTC Responsible person for maintaining staff records Qualifications monitoring Re-assessment provision 		✓
			<p>Method Log/File detailing and containing;</p> <ul style="list-style-type: none"> Staff Records Training Activities Assessment Activities <p><i>The range of qualifications expected to demonstrate competence can be found in Appendix 1 (pages 18 – 20)</i></p>	✓	✓
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Calibration and Maintenance of Tools and Equipment Policy & Procedure</u>	75 76	<p>Policy - stating how the company will ensure all equipment is well maintained and calibrated if required.</p> <p>Procedure - detailing how the equipment is;</p> <ul style="list-style-type: none"> Inspected Calibrated who is responsible for the equipment recording of the equipment calibration what an operative will do if they believe equipment is out of calibration 		✓
			<p>Method Log/File detailing and containing;</p> <ul style="list-style-type: none"> Equipment Details Manufacturer Serial Number Date of Purchase/Hire Calibration Date Calibration Certificate Calibration Carried out by Re-Calibration Date <p><i>The range of test equipment expected to be witnessed on site, can be found in appendix 3(pages 24 - 25)</i></p>	✓	✓

✓ Indicates a mandatory scheme requirement

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Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Sub-Contractor Policies & Procedures</u>	72	<p>Policy – Where Sub contractors are used companies should provide evidence of standard sub-contract arrangements, detailing responsibility for notifications, competence and commissioning of work.</p> <p>The evidence should clearly demonstrate how the business ensures the sub-contractor will respond and comply with scheme rules.</p> <p>Procedure – to outline the following responsibilities;</p> <ul style="list-style-type: none"> • A contract between the Contractor and the commercial client details obligations on the client to include that evidence of skills and training of those employed by the client to do elements of work not undertaken by the Contractor • The certificated Contractor assesses a sample number of installations under the contract • The certificated Contractor assumes responsibility at handover that the installation is in full compliance with the relevant standards. • The certificated Contractor provides additional product-specific training for those undertaking the work not undertaken by the certificated Contractor. 		
			<p>Method Log/File detailing and containing;</p> <ul style="list-style-type: none"> • Subcontractor Records • Training Activities • Assessment Activities <p><i>The range of qualifications expected to demonstrate competence can be found in appendix1 (pages 18 - 20)</i></p> <p>The company will need to confirm in writing that they do not intend to use Sub-contractors.</p>		
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Internal Review, Preventative and Corrective Actions Policy & Procedure</u>	38 39	<p>Policy - stating how the company will carry out internal review meetings to monitor the overall performance of the company and suppliers.</p> <p>The company will state the interval between internal meetings and nominate an individual to conduct internal reviews.</p> <p>Procedure - detailing;</p> <ul style="list-style-type: none"> • Nominated persons responsibilities • Frequency of meetings • Invitations and agendas • Standing items <ul style="list-style-type: none"> ○ Complaints and customer feedback ○ Previous preventative actions ○ Quality procedures and effectiveness 		
			<p>Method File detailing and containing;</p> <ul style="list-style-type: none"> • Internal Review Meetings Notes • Key Actions 		

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Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Approved Supplier and Non-Conforming Products Policy & Procedure</u>	36 37	<p>Policy - stating how the company will source materials, products and equipment from organisations with quality assurance systems in place.</p> <p>Procedure - detailing;</p> <ul style="list-style-type: none"> Approved Suppliers Records <ul style="list-style-type: none"> Monitoring of Approved Suppliers (Quality of supplier and product) Removal of Approval Approved Supplier Selection Criteria <ul style="list-style-type: none"> Probation period Failure of probation period Acceptable Suppliers Agreement Key Documents from Approved Suppliers (eg insurance, etc) Identification of Non-conforming Products <ul style="list-style-type: none"> Product delivery Recording of delivery damage Acceptance of delivery Non-conformance product/equipment marking Transportation <p>Method Log detailing and containing;</p> <ul style="list-style-type: none"> Product Non-Conformance Identified by Job Number Customer Date Identified Supplier Date Supplier informed Defect Information 		✓
					✓

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Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Document Control & Records Policy & Procedure</u>	32	<p>Policy - stating how the company will maintain documents and records for period of no less than 6 years, how it relates to warranties and legislation.</p> <p>The company will state the requirements for a Controlled Document List, and the provision of access to the document by legitimate parties and the certification body.</p> <p>Procedure - Internal Documents detailing how the documents are;</p> <ul style="list-style-type: none"> Controlled Issue numbers Recorded on a Controlled Document list Description of Controlled Documents Archiving of documents Electronic media use Backing up of electronic media 		✓
			<p><u>External (Normative Documents):</u></p> <p>Document Control System</p> <p>Evidence of how a company will ensure operatives have access to a range of external documents, including Regulations and Approved Documents, British Standards, Industry Standards, Codes of Practice relating to the installation and commissioning of technologies and systems</p> <p><i>The range of expected external documentation to meet scheme requirements can be found in appendix 2 (pages 21 - 23)</i></p>	✓	✓

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Ref	Scheme Requirement	APHC Ref	Documentation Required	CPS	MCS
MCS001-1 v3.1:2017 MCS001-2 v3.1:2017 CoA	<u>Design</u> <u>Installation &</u> <u>Handover</u> <u>Policy &</u> <u>Procedure</u>	QMS/SO P/010	<p>Policy - the installer shall have in place a policy that lays out how it handles the installation and handover</p> <p>Procedure - And operate a documented installation control procedure appropriate for validating that the installations undertaken conform to the EEM specifier's specifications and/or the relevant installation methods.</p> <p>A record of the installation control outcomes for each installation undertaken shall be made and signed off by a person authorised to do so on behalf of the installer.</p> <p>Method Pre-Installation Survey The installer shall undertake a pre-installation survey at the designated location and prepare a method statement</p> <p>The survey shall be undertaken at a level of detail sufficient to confirm that the specified EEM can be safely and effectively installed at the designated location and shall include any specific pre-installation survey requirements from the relevant measure-specific annex from the relevant standard. Before conclusion of the pre-installation survey, the installer shall confirm with the customer that:</p> <ul style="list-style-type: none"> the nature and extent of the specified installation is known to the customer and is in line with that customer's expectations. the arrangements made for site access and installation materials storage are adequate and appropriate for the installation to be undertaken. Safety Alarms. Presence of protected species. Actions in response to survey findings. <p>A record of the survey and its findings, including these customer-related issues, shall be made by the surveyor and retained by the installer.</p> <p>Method Statement for Work required – Unless otherwise made available by the EEM specifier, the installer shall define and record in a method statement the installation process for each energy efficiency measures to be installed including;</p> <ul style="list-style-type: none"> Design specification location-specific information method for installing the product/system specified tools and equipment required for the installation product/system-related checking, handling and storage instruction provision of installation instructions to operatives requirement for intermediate inspection details of any "Commissioning" action required information to be delivered to the customer procedures for installation control 		<p>✓</p> <p>✓</p> <p>✓</p>

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		<p><u>Testing & Commissioning</u> Where otherwise not covered by a measure-specific requirement, it shall be the responsibility of the installer to ensure the installed measure(s) is commissioned, in accordance with the manufacturer's instructions and the design specification and in conformance with any relevant statutory regulations.</p> <p>Records shall be made of commissioning action undertaken, including and performance measurement results.</p> <p><u>Handover</u> When the measure is fully installed and commissioned, and with any operationally material defects corrected, the installer shall undertake a handover procedure with the customer as follows:</p> <ol style="list-style-type: none"> the safe operation of the installed measure the care of the installed measure to avoid detrimental effects the regular maintenance of the installation to ensure operational safety the efficient operation of the installation. <p><u>Record keeping –</u> The installer shall have in place and operate a documented procedure to demonstrate that the information contained in the method statement for each installation is available to, and has been used by, the operatives undertaking that installation.</p> <p><u>Post Installation</u> <u>Work Registration & Notification –</u> The installer shall establish and maintain records containing at least the information identified below, in relation to each installation undertaken. Installation process records shall be retained for not less than six years.</p> <ol style="list-style-type: none"> Location of the installation. Type of measure(s) installed. Dates of installation commencement, completion and commissioning. Identification of specific products/systems installed. Details of any problems encountered, corrections agreed and remedial work undertaken. Name(s) of operatives undertaking the installation and their competence levels. Results of performance testing carried out. Commissioning records. Relevant installation certificates. <p><i>Note: in addition to the sign off procedures required, the GDP may be required or may chose to undertake a separate validation and sign off process</i></p> <p>Notification of work can be submitted through:</p> <ul style="list-style-type: none"> APHC Certification APHC Gas Safe Register Direct to Building Control 		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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APPENDIX 1 – Acceptable Qualifications Against Scheme Requirements


<u>Appliance, system or measure</u>	<u>Qualification</u>
Condensing Boilers, Gas Fired (domestic)	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating or Gas Installation with an ACS aligned Natural Gas Heating Option or, NVQ Level 2 Plumbing, Domestic Heating or Gas Installation with CCN1, CEN1 or CENWAT1, CPA 1 ACS Certification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus; CCN1, CEN1 or CENWAT1, CPA 1 ACS Certification</p>
Flue Gas Heat Recovery Devices	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating or Gas Installation with an ACS aligned Natural Gas Heating Option or, NVQ Level 2 Plumbing, Domestic Heating or Gas Installation with CCN1, CEN1 or CENWAT1, CPA 1 ACS Certification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus; CCN1, CEN1 or CENWAT1, CPA 1 ACS Certification</p>
Condensing Boilers, Oil Fired (Pressure Jet) (domestic) including storage tanks	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating Oil (Pressure Jet) Option or, NVQ Level 2 Plumbing or Domestic Heating plus OFT 101 and OFT 600a Certification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus OFT 101 and OFT 600a certification</p>
Boilers, Oil Fired (Vaporizing) (domestic) including storage tanks	<p>Preferred Minimum Qualifications</p> <p>NVQ Level 3 Diploma Plumbing and Domestic Heating Oil (Vapourising) Option or, NVQ Level 2 Plumbing or Domestic Heating plus OFT 102 and OFT 600a Certification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus OFT 102 and OFT 600a certification</p>
Biomass Boilers	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating with Solid Fuel (Biomass) Option or, NVQ Level 2 Plumbing or Domestic Heating plus HETAS or APHC solid fuel commissioning qualification in the last 5 years and HETAS - H005/H005BR or BPEC woody biomass mapped certificate</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus HETAS or APHC solid fuel commissioning qualification in the last 5 years and HETAS - H005/H005BR or BPEC woody biomass mapped certificate</p>

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Solid Fuel Boilers	<p>Preferred Minimum Qualifications</p> <p>NVQ Level 3 Diploma Plumbing and Domestic Heating with Solid fuel (Solid Mineral) Option or,</p> <p>NVQ Level 2 Plumbing or Domestic Heating plus HETAS or APHC solid fuel commissioning qualification in the last 5 years</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus HETAS or APHC solid fuel commissioning qualification in the last 5 years</p>
Electrical installations - Defined competence schemes.	<p>Preferred Minimum Qualifications</p> <p>City and guilds 2382 or equivalent, or</p> <p>BPEC limited scope electrical qualification, or</p> <p>Logic limited scope electrical qualification, or</p> <p>City and guilds full scope electrical qualification</p>
Heating Controls	<p>Preferred Minimum Qualifications</p> <p>NVQ Level 3 Diploma in Plumbing and Heating, or</p> <p>NVQ Level 3 Plumbing, Heating or Gas Installation or,</p> <p>NVQ Level 2 Plumbing or Domestic Heating plus Energy Efficiency qualification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus additional Energy Efficiency qualification;</p> <p>BPEC Energy Efficiency qualification, or</p> <p>Logic Energy Efficiency qualification, or</p> <p>NICEIC Energy Efficiency qualification</p>
Under-floor Heating	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating with Underfloor Heating within CH Unit, or</p> <p>NVQ Level 2 Plumbing or Domestic Heating plus additional underfloor heating qualification;</p> <p>BPEC underfloor heating qualification (mapped against the standard), or</p> <p>Logic Underfloor heating qualification(mapped against the standard), or</p> <p>NICEIC Underfloor heating qualification(mapped against the standard)</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus additional underfloor heating qualification;</p> <p>BPEC underfloor heating qualification,</p> <p>Logic Underfloor heating qualification or</p> <p>NICEIC Underfloor heating qualification</p>
Heating System Insulation (pipes and cylinders)	<p>Preferred Minimum Qualifications</p> <p>NVQ Level 2 Plumbing or Domestic Heating</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route</p>

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Ground and Air Source Heat Pumps	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating with Environmental (Heat Pumps) Option Or, NVQ Level 2 Plumbing or Domestic Heating plus additional heat pump qualification QCF Award in Installation, Service and Maintenance of Environmental Technology Systems (Heat Pumps), or BPEC heat pumps mapped qualification, or Logic heat pumps mapped qualification, or NICEIC heat pumps mapped qualification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus BPEC heat pumps mapped qualification, or Logic heat pumps mapped qualification, or NICEIC heat pumps mapped qualification</p>
Solar Thermal	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating with Environmental (Solar Thermal) Option Or, NVQ Level 2 Plumbing or Domestic Heating plus additional Solar Thermal qualification QCF Award in Installation, Service and Maintenance of Environmental Technology Systems (Solar Thermal), or BPEC Solar Thermal mapped qualification, or Logic Solar Thermal mapped qualification, or NICEIC Solar Thermal mapped qualification</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus BPEC Solar Thermal mapped qualification, or Logic Solar Thermal mapped qualification, or NICEIC Solar Thermal mapped qualification</p>
Installation of heating and hot water systems, including innovative hot water systems	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating Or, NVQ Level 2 Plumbing or Domestic Heating plus additional BPEC Domestic Vented and Unvented Hot Water Storage Systems</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus BPEC Domestic Vented and Unvented Hot Water Storage Systems</p>
Installation of plumbing and water supply systems, including water efficient taps and showers	<p>Preferred Minimum Qualifications</p> <p>NVQ Level 2 Plumbing or Domestic Heating plus additional BPEC Water Supply (Water Fittings) Regulations Certificate</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus BPEC Water Supply (Water Fittings) Regulations Certificate</p>
Installation of non-wholesome water supply to a sanitary convenience with a flushing mechanism	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating with Environmental (Water Re-use) Option Or, NVQ Level 2 Plumbing or Domestic Heating plus BPEC Water Supply (Water Fittings) Regulations Certificate, and BPEC Rainwater Harvesting and Greywater Recycling</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus Water Regulations Qualification, and BPEC Rainwater Harvesting and Greywater Recycling</p>

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Sanitary Conveniences, sinks, washbasins, fixed baths, showers, or bathrooms in dwellings	<p>Preferred Minimum Qualifications</p> <p>NVQ Diploma Level 3 Plumbing and Domestic Heating</p> <p>Or,</p> <p>NVQ Level 2 Plumbing or Domestic Heating plus additional BPEC Above Ground Sanitary Pipework Certificate</p> <p>It may be possible to prove competence through the APHC Experienced Worker entry route plus BPEC Above Ground Sanitary Pipework Certificate</p>
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APPENDIX 2 – Nominal References


The table below lists the minimum range of normative references that the business and its engineers should be able to access to obtain key legislation or information about an installation or commissioning activity.

It is not a requirement to own the range of normative references, however, the business must demonstrate the ability to look at them and be able to interpret them both in the office and on site if required.


Appliance, system or measure	Nominal References
Condensing Boilers, Gas Fired (domestic)	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Building Regulations Approved Document J Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Condensing Boilers, Oil Fired (Pressure Jet) (domestic) including storage tanks	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Building Regulations Approved Document J Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Boilers, Oil Fired (Vaporizing) (domestic) including storage tanks	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Building Regulations Approved Document J Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Biomass Boilers	MIS3004 Biomass Standard WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Building Regulations Approved Document J Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Solid Fuel Boilers	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Building Regulations Approved Document J Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Electrical installations - Defined competence schemes.	Building Regulations Approved Document G Building Regulations Approved Document Part P BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition

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Heating Controls	Building Regulations Approved Document L Building Regulations Approved Document G Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Under-floor Heating	WRAS Water Regulations Guide Building Regulations Approved Document L Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition BS EN 1264 Parts 1-5 – Water based surface embedded heating and cooling systems CIBSE Underfloor Heating Design and Installation Guide BSRIA Underfloor Heating and Cooling Guide UHMA/TACMA Controls Guide Screeds with underfloor heating - Guidance for a defect-free interface (IEP 11/2003)
Heating System Insulation (pipes and cylinders)	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Ground and Air Source Heat Pumps	MIS 3005 Heat Pump Standard MGD 002 Guidance for MIS 3005 MCS 022 Supplementary Information 1 Ground loop sizing table Supplementary Information 2 Heat Emitter Guide WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Domestic Building Services Compliance Guide BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Solar Thermal	MIS 3001 Solar Heating Standard WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Domestic Building Services Compliance Guide (2010 Edition or subsequent edition) BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition

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Installation of heating and hot water systems, including innovative hot water systems	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G Domestic Building Services Compliance Guide BS EN 806-1 Specifications for installations inside buildings conveying water for human consumption. General BS EN 806-2 Specifications for installations inside buildings conveying water for human consumption. Design BS EN 806-3 Specification for installations inside buildings conveying water for human consumption. Pipe sizing BS EN 806-5 Specifications for installations inside buildings conveying water for human consumption. Operation and maintenance BS 8558:2011 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their cartilages. Complementary guidance to BS EN 806 BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition BS EN 12828:2003 Heating systems in buildings. Design for water-based heating systems BS EN 12831:2003 Heating systems in buildings. Method for calculation of the design heat load BS EN 14336:2004 Heating systems in buildings. Installation and commissioning of water based heating systems
Installation of plumbing and water supply systems, including water efficient taps and showers	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G BS EN 806-1 Specifications for installations inside buildings conveying water for human consumption. General BS EN 806-2 Specifications for installations inside buildings conveying water for human consumption. Design BS EN 806-3 Specification for installations inside buildings conveying water for human consumption. Pipe sizing BS EN 806-5 Specifications for installations inside buildings conveying water for human consumption. Operation and maintenance BS 8558:2011 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their cartilages. Complementary guidance to BS EN 806 BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
Installation of non-wholesome water supply to a sanitary convenience with a flushing mechanism	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G (2010 Edition or subsequent edition) BS EN 806-1 Specifications for installations inside buildings conveying water for human consumption. General BS EN 806-2 Specifications for installations inside buildings conveying water for human consumption. Design BS EN 806-3 Specification for installations inside buildings conveying water for human consumption. Pipe sizing BS EN 806-5 Specifications for installations inside buildings conveying water for human consumption. Operation and maintenance BS 8558:2011 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their cartilages. Complementary guidance to BS EN 806 BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition

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Sanitary Conveniences, sinks, washbasins, fixed baths, showers, or bathrooms in dwellings	WRAS Water Regulations Guide Building Regulations Approved Document L Building Regulations Approved Document G BS 8000-15:1990 Workmanship on building sites. Code of practice for hot and cold water services (domestic scale) or subsequent edition
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APPENDIX 3 – Commissioning Tools Required for each Technology

These are the industry standard commissioning tools that you require to be available for your qualified engineers so that they can undertake commissioning to the correct standards.

<u>Technology area</u>	<u>Commissioning equipment required</u>
Wholesome water supply	Hydraulic pressure test kit – pipework soundness Flow measuring cup Water pressure gauge (tap outlets)
Heating systems connected to a heat producing appliance	Hydraulic pressure test kit – pipework soundness Differential temperature thermometer
Oil condensing boilers (pressure jet)	Oil line pressure test kit Oil pressure gauge Combustion analysis kit (smoke reading, CO2 reading, flue draught & flue gas temperature) Flue gas analyzer
Oil boilers (vaporising)	Oil line pressure test kit Oil pressure gauge Combustion analysis kit (smoke reading, CO2 reading, flue draught & flue gas temperature)
Oil storage	Oil line pressure test kit Oil pressure gauge
Defined scope electrical installation	Voltage measurement device Insulation resistance measurement device Earth continuity testing device Polarity testing device Device to measure earth fault loop impedance Device to measure operation of RCD's *This may all be in the form of a multi function tester
Heat pumps	Hydraulic pressure test kit – pipework soundness Differential temperature thermometer Heat pump testing kit (pH papers etc) Refractometer Heat pump flush (filling) kit
Solar thermal	As for the hot water system connected and; Hydraulic pressure test kit – pipework soundness Differential temperature thermometer Refractometer Compass Solar flush (filling) kit Inclinometer
Biomass boilers	Flue combustion analyzer Flue draught gauge Coring ball
Solid fuel	Flue draught gauge Coring ball
Recycled water systems	Hydraulic pressure test kit – pipework soundness Water sampling test kit (pH, bacteriological etc.) Cross connection dye test equipment
Vented hot water systems	Hydraulic pressure test kit – pipework soundness Flow measuring cup Water pressure gauge (tap outlets) Pipe thermometer (or similar)

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Unvented hot water systems	Hydraulic pressure test kit – pipework soundness Flow measuring cup Water pressure gauge (tap outlets) Pipe thermometer (or similar)
Sanitary appliances	Air testing kit for sanitary pipework systems Dip stick (or similar) – trap seal retention