

## Certification of Construction

### (Drainage, Heating and Plumbing) Scheme

### Application to become an Approved Certifier of Construction (ACC/1)

*Please complete one form for each Approved Certifier of Construction*

#### SECTION 1: DETAILS OF APPROVED CERTIFIER OF CONSTRUCTION (ACC)

*(If you are a sole trader, you can act as both the Approved Body and the Approved Certifier, but you must complete a separate application to be registered as an Approved Body).*

<b>Full Name of Nominated Approved Certifier of Construction</b>			
<b>Grade held: (tick as appropriate)</b>	<input type="checkbox"/>	Advanced Plumber	
	<input type="checkbox"/>	Technician Plumber	
	<input type="checkbox"/>	Heating Engineer	
	<input type="checkbox"/>	Heating Technician	
	<input type="checkbox"/>	Other (Please specify what grade you hold if you have ticked other)	
<b>Do you hold a current SNIJIB Registration Card?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
<b>National Insurance Number:</b>			
<b>Address: (for correspondence)</b>			
<b>Postcode:</b>			
<b>Telephone:</b>			
<b>Mobile:</b>			
<b>E-Mail: (Login details will be sent to this address)</b>			

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### SECTION 2: WORK AND SUPERVISORY EXPERIENCE

Please provide details of your current work experience in the box below. In particular you should highlight supervisory work you undertake and also indicate if you carry out any current certification work. E.g. Gas work notification, Water Byelaws etc

Tick here if you currently act in a supervisory capacity within the business.

Tick here if you are responsible for the work of the other operatives including apprentices.

Do you:

Measure jobs for pricing or quotations? Yes No

Set out jobs from plans where necessary? Yes No

### SECTION 3: DETAILS OF APPROVED BODY

<b>Company Name:</b>								
<b>Type of Company: (Please tick as appropriate)</b>	Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>	Other	<input type="checkbox"/>
<b>Contact Name:</b>								
<b>Approved Body Registration Number: (If known)</b>								
<b>Address:</b>								
<b>Post Code:</b>								
<b>Office Telephone:</b>								
<b>Fax:</b>								
<b>Mobile:</b>								
<b>E-Mail:</b>								

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#### SECTION 4:

#### DECLARATION AND SELECTION OF SCHEME SCOPE ACTIVITIES (including qualifications and work experience)

The Certification of Construction (Drainage, Heating and Plumbing) Scheme operated by SNIPEF requires Approved Certifiers to hold appropriate qualifications. To certify work in the following designations, ACCs will be required to hold appropriate qualifications and to **submit evidence** that they hold such qualifications with this application.

**To apply to become an Approved Certifier of Construction under the Building (Scotland) Act 2003 you agree by completing and signing this application that all work carried out under the scheme will undertaken in compliance with the Building (Scotland) Regulations 2004 (as amended). Please tick each scope you wish to certify:**

Tick Here	Scheme Designation and Qualifications required	Scope of Work Activities Covered
	<p><b>1.0 The installation and commissioning of: Above Ground Drainage</b> <i>Approved Certifiers must hold a current Advanced or Technician Plumber SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification.</i></p>	<p>Includes all pipe-work, pipe protection, appliances, traps and fittings for:</p> <ul style="list-style-type: none"> <li>• waste water (including grey water) installations;</li> <li>• surface water (including rainwater harvesting) installations;</li> </ul> <p>up to connection with below ground drainage.</p>
	<p><b>1.1 The installation and commissioning of: Below Ground Drainage</b> <i>Approved Certifiers must hold a current Advanced or Technician Plumber SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification.</i></p>	<p>A) <b>Gravity Systems:</b> Includes all pipe-work, pipe protection, connections, access and inspection units and traps, from connection to any above ground drainage to the point of connection to any:</p> <ul style="list-style-type: none"> <li>• disconnecting manhole within the property curtilage;</li> <li>• vested public drain or sewer;</li> <li>• private waste-water treatment plant (including septic tanks);</li> <li>• soakaway;</li> <li>• sustainable urban drainage system (SUDS).</li> </ul> <p>B) <b>Pump Systems:</b> Includes all connection, pipe protection and discharge of waste-water to point of connection to underground gravity system.</p> <p>C) <b>Soakaway:</b> Limited to a soakaway installation serving a single dwelling</p>
	<p><b>2.0 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems: Gas installations up to 70kw</b> <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> hold a current Water Byelaws/Regulations qualification. <b>Certifiers must</b></i></p>	<p>Includes the installation of gas fired combustion appliances (up to 70kw), all associated pipework, controls, hearths, flues, ventilation, hot and cold water storage vessels and unvented storage systems. Includes fuel storage with associated pipe-work connections and safety controls.</p>

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Tick Here	Scheme Designation and Qualifications required	Scope of Work Activities Covered
	<p><i>also hold the following qualifications: CCN1 and CENWAT or such other qualifications which may replace these and be registered with the appropriate Gas Safety Registration Scheme. A current copy of the applying Approved Certifier's Gas Safe registration card (back &amp; front) should also be submitted as well as a current copy of the applying or the Approved Bodies Gas Safe Registration Certificate.</i></p>	
	<p><b>2.1 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems:</b>  <b>Gas installations over 70kw</b>  <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> hold a current Water Byelaws/Regulations qualification. <b>Certifiers must also hold the following qualifications: COCN1, ICPN1, CIGA1, CORT1, and TPCP1 or such other qualifications which may replace these and be registered with the appropriate Gas Safety Registration Scheme. A current copy of the applying Certifier's Gas Safe registration card (back &amp; front) should also be submitted as well as a current copy of the applying or the Approved Bodies Gas Safe Registration Certificate.</b></i></p>	<p>Includes the installation of gas fired combustion appliances (Over 70kw), all associated pipework, controls, hearths, flues, ventilation, hot and cold water storage vessels and unvented storage systems. Includes fuel storage with associated pipe-work connections and safety controls.</p>
	<p><b>2.2 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems:</b>  <b>Oil installations up to 45kw</b>  <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> hold a current Water Byelaws/Regulations qualification. <b>Certifiers must also hold the following qualifications: OFTEC105E, OFTEC600A and either: OFTEC101and/or OFTEC102.</b></i></p>	<p>Includes the installation of oil combustion appliances (Up to 45kw), all associated pipework, controls, hearths, flues, ventilation, hot and cold water storage vessels and unvented storage systems. Includes fuel storage with associated pipe-work connections and safety controls.</p>

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	<p><b>2.3 The installation and commissioning of Fixed combustion appliances and or heating or hot water systems:</b>  <b>Solid Fuel installations up to 50kw</b>  <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification. <b>Certifiers must also hold the following qualification: HETAS Wet system installer course.</b></i></p>	<p>Includes the installation of solid fuel combustion appliances (Up to 50kw), all associated pipework, controls, hearths, flues, ventilation, hot and cold water storage vessels and unvented storage systems. Includes fuel storage with associated pipe-work connections and safety controls.</p>
	<p><b>2.4 The installation and commissioning of: Unvented hot water systems.</b>  <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card <b>and</b> hold a current Water Byelaws/Regulations qualification. <b>Certifiers must also hold an appropriate unvented qualification.</b></i></p>	<p>Includes the installation of Unvented Units, all associated pipework, safety controls and hot and cold water storage vessels.</p>
	<p><b>2.5 The installation and commissioning of: Solar Thermal Panels.</b>  <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification. <b>Certifiers must also either hold an industry approved SVQ Level 3 Certificate in Renewable Technology in the relevant technology or hold a competence based qualification such as a BPEC course or such other qualification(s) which may be approved by the Scheme.</b></i></p>	<p>Includes the installation of solar panels, all associated pipework, controls, hearths, flues, ventilation, hot and cold water storage vessels and unvented storage systems. Includes fuel storage with associated pipe-work connections and safety controls.</p>
	<p><b>2.6 The installation and commissioning of: Biomass Boilers</b>  <i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification. <b>Certifiers must also either hold an industry approved SVQ Level 3 Certificate in Renewable Technology in the relevant technology or hold a competence based qualification such as a BPEC course or such other qualification(s) which may be approved by the Scheme.</b></i></p>	<p>Includes the installation of Biomass Boilers, all associated pipework, control systems and ventilation. Associated hot and cold water storage vessels and controls (including unvented systems). Fuel storage tanks and associated pipe-work connections and safety controls.</p>

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Tick Here	Scheme Designation and Qualifications required	Scope of Work Activities Covered
	<p><b>2.6 The installation and commissioning of: Air Source Heat Pumps.</b></p> <p><i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification. Certifiers must also either hold an industry approved SVQ Level 3 Certificate in Renewable Technology in the relevant technology or hold a competence based qualification such as a BPEC course or such other qualification(s) which may be approved by the Scheme.</i></p>	<p>Includes the installation of air source heat pumps, all associated pipework, control systems and ventilation. Associated hot and cold water storage vessels and controls (including unvented systems). Fuel storage tanks and associated pipe-work connections and safety controls.</p>
	<p><b>2.7 The installation and commissioning of: Ground Source Heat Pumps.</b></p> <p><i>Approved Certifiers must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification. Certifiers must also either hold an industry approved SVQ Level 3 Certificate in Renewable Technology in the relevant technology or hold a competence based qualification such as a BPEC course or such other qualification(s) which may be approved by the Scheme.</i></p>	<p>Includes the installation of ground source heat pumps, all associated pipework, control systems and ventilation. Associated hot and cold water storage vessels and controls (including unvented systems). Fuel storage tanks and associated pipe-work connections and safety controls.</p>
	<p><b>3.0 The installation and commissioning of: Electrical work in connection with 1.0 to 2.7 inclusive</b></p> <p>Except:</p> <ol style="list-style-type: none"> <li>any new electrical circuit to the building;</li> <li>any extension or alteration to the building's electrical circuits (other than a single fused outlet connection).</li> </ol> <p><i>Approved Certifiers must be either:</i></p> <ul style="list-style-type: none"> <li><i>An Approved Certifier of Construction (Electrical Installations to BS7671); or</i></li> </ul> <p><i>Must hold a current Advanced or Technician Plumber or Heating Engineer or Heating Technician SNIJIB Registration card or be eligible to qualify for such a card and hold a current Water Byelaws/Regulations qualification. Certifiers must also hold the following qualification: SVQ Unit 5 electrical course.</i></p>	<p>Includes the electrical connections for gas (under and over 70kw, Oil (under 45kw), Solid Fuel (under 50kw) combustion appliances, Solar Panels, Biomass Boilers, Air Source and Ground Source Heat Pumps, control systems, associated hot and cold water storage vessels and controls (including unvented systems). Fuel storage tanks and safety controls.</p>

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#### SECTION 5: GENERAL DATA PROTECTION REGULATIONS (GDPR)

GENERAL DATA PROTECTION REGULATIONS (GDPR): THE DATA PROVIDED ON THIS FORM WILL BE USED IN ACCORDANCE WITH THE CURRENT GDPR. The data will be used in accordance with the Approved Certifier of Construction Scheme rules. As an Approved Certifier, under the Approved Certifier of Construction Scheme, the following information may be retained on a database by SNIPEF. The SNIPEF Privacy Statement can be found at [www.snipef.org/privacy](http://www.snipef.org/privacy)

**The following details may be held on a database held by SNIPEF:**

- National Insurance number, full name, address and title
- Employer details
- Email address and telephone number
- Date of birth
- Copies of appropriate qualifications for grading purposes

**I understand that SNIPEF requires this information for the purpose and legal basis for processing as follows:**

#### **Purpose**

ACCS requires to share information with the Scottish Government Building Standards Division or for the purpose of the administration of the Approved Certifier of Construction Scheme.

The parties agree that any data shared will be subject to the rules of confidentiality as described in the Privacy Statements of each organisation.

#### **Legal Basis**

The legal gateway for sharing the data will be "Legitimate Interests"

The Data to be shared in terms of this Agreement is therefore being shared in terms of Article 6.

**By signing this form**, I understand that the above personal data is supplied to SNIPEF for the purposes of the Approved Certifier of Construction Scheme. I understand that this information will be held on a database by SNIPEF and that my forename and surname *only* will be uploaded onto the Scottish Building Standards Certificate Register website for as long as I am an employee/Director/Proprietor/Partner with the company listed on this application form.

<b>Name:</b>	
<b>Signature:</b>	
	By signing this document electronically or by using a printed signature, you understand that these signatures are as binding as any other.
<b>Date:</b>	

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### SECTION 6: FEES

An annual fee of **£122 (plus VAT)** applies to each Approved Certifier (if you are a current SNIPEF member) and **£185 (plus VAT)** for Non- SNIPEF members. An annual membership fee of £544 (plus VAT) is payable per approved body if you are a Non-SNIPEF member. **There is no annual membership fee for SNIPEF members.**

Approved Certifiers are also required to attend and complete the undernoted course and your application to become an ACC will not be approved until the course assessment has been passed.

#### **Building Standards Training Course & Assessment**

The Scottish Building Standards Course & Assessment will cost: **£195 + VAT** (If you are a current SNIPEF member) or **£293 + VAT** for Non SNIPEF members

*Details of the Course locations and dates will be issued on receipt of your application, accompanying technical qualifications and fee.*

Please complete and return this form by email to [schemes@snipef.org](mailto:schemes@snipef.org). Once we have approved your application we will forward details of our bank so that payment can be made by BACS or by faster payment. **Please do not send cheques.**



## Certification of Construction (Drainage, Heating and Plumbing) Scheme

### SECTION 7: CHECKLIST

Please ensure you enclose with this form:

You **must** also supply copies of the relevant qualification certificates for the appropriate scope of work you wish to certify.

Tick	Qualification Required
	JIB Registration Card or evidence of technical qualification
	Water Byelaws/Regulations
	CCN1 and CENWAT
	COCN1, ICPN1, CIGA1, CORT1, TPCP1.
	Gas Safe Register membership certificate and copy JIB card (back & front)
	OFTEC105E, OFTEC600A, OFTEC101 OFTEC102
	HETAS Wet system heating installer course
	Unvented
	Solar Hot Water
	Ground Source Heat Pump
	Air Source Heat Pump
	Biomass Boiler
	Unit 5 Electrical

Please complete and return this form to: [schemes@snipef.org](mailto:schemes@snipef.org)