



## Self Employed Electrician Declaration Form

Please complete your personal details below:

### Candidate Details

<b>Name:</b>	<b>NI Number:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Post Code:</b>	<b>Mobile Number:</b>
<b>Tel. No:</b>	

Important Note: Please enter the date your SJIB Electricians Grade Card expires:  
**Without this your application may not be processed.**

I certify that as a self employed electrician I have received the necessary training, and gained the required experience as detailed in the attached Self Employed Electrician Statement of Experience Job Records. I also acknowledge that upon successful achievement of the ACA, I will be re graded to Approved Electrician.

I confirm that as a self employed electrician, once re graded to Approved Electrician, I will be competent and capable to undertake the duties of an Approved Electrician as defined by the Scottish Joint Industry Board SJIB , as below:

SJIB Approved Electrician definition:

- *Approved Electricians must possess particular practical, productive and electrical engineering skills with adequate technical and supervisory knowledge to be able to work on their own proficiently and carry out electrical installation work without detailed supervision in the most efficient and economical manner.*
- *They must also have the ability to set out jobs from drawings and specifications, and requisition the necessary installation materials.*
- *They must also have a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, the Electricity at Work Regulations 1989, the Electricity Safety, Quality & Continuity Regulations 2002 so far as they deal with consumers' installations, and any other relevant British & European Standards, Codes of Practice and Health & Safety legislation.*

Candidate Signature

DDate

For SECTT Office Use Only

Form Checked	Date	Authorised	Date
Grading Date			



**SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST**  
The Walled Garden, Bush Estate, Midlothian, EH26 0SE.  
Tel. 0131 445 5659 Fax. 0131 445 5661 e-mail: approved@sectt.org.uk  
Scottish Charity No. SC 001806



## **Self Employed Statement of Experience**

For you to progress to Approved Electrician Status, you must have 2 years' experience as a graded Installation Electrician.

You are required to document 4 jobs, recently undertaken, on the attached Job Records, where you were responsible for the installation, any operatives on the job and any requisitioning of materials for the job. In addition you will have been responsible for Health & Safety, and the Safe Working Practices in accordance with the Electricity at Work Regulations 1989, and also ensuring the installation complied with BS 7671 and any other relevant Regulations, Standards and Codes of Practice.

Ideally you should complete these Job Records once you have sufficient experience, and you have had responsibility for these jobs. You will note that we require details of the client, their contact details and the client's signature.

We may contact your clients to verify the details on these Job Records.

You are required to document your experience as a self employed electrician on the attached Job Records, providing as much detail as possible.

It should record your ability to carry out electrical installation work with adequate technical and supervisory knowledge, to be able to work on your own proficiently and carry out installation work without supervision in the most efficient and economical manner. In addition it should record that you are able to set out jobs from drawings and specifications, and requisition the necessary installation materials.

Ideally the jobs detailed overleaf should be installations, or parts of larger installations, that you were responsible for. This responsibility should cover the areas detailed above in relation to technical and supervisory knowledge, setting out work from drawings, etc., and undertaking the work in an efficient and cost effective manner.

Note: All Job Records must be completed and signed off by the Client, and returned to SECTT at the above address.

*SECTT will review your Self Employed Electrician Declaration form, Self Employed Electrician Statement of Experience and the Job Records, and if everything is in order SECTT will retain copies and return the originals to you. An ACA application form will be sent to you, this should be completed and returned and if everything is in order SECTT will arrange a suitable date for you to attend the ACA. Upon completion of the ACA the SJIB will notify you of the results.*

## Job Record 1

### Brief Description

Date of Job	Duration	Days		
Location	Street			
	Town			
	Postcode			
Did you set out the job from drawings and/or specifications?		Yes		No
Did you requisition materials for the job?		Yes		No
Did you supervise other operatives on the job?		Yes		No
	If yes: Number of Electricians			
	Number of Apprentices			
	Number of Adult Trainees			
	Number of Labourers			
Were there any other technical aspect of the work that you assisted with or carried out?		Yes		No
If yes, give a brief description:				
Did you undertake any Safe Isolation Procedures?		Yes		No
Did you undertake any Inspection and Testing?		Yes		No
Did you undertake any Commissioning?		Yes		No
Did you undertake any Live Working (including testing)?		Yes		No
	If yes, was it in compliance with the Electricity at Work Regulations 1989?	Yes		No
Did the installation comply with current edition of BS 7671?		Yes		No
Did you apply all relevant Health and Safety Legislation?		Yes		No
Did the installation comply with:				
	Electricity Safety, Quality, & Continuity Regulations 2002	Yes		N/A
	Relevant British and European Standards	Yes		N/A
	Relevant Codes of Practice	Yes		N/A
Did you read and understand the Risk Assessment applicable to the job?		Yes		No
Did you complete the work in the most efficient and economical manner		Yes		No
Additional Comments:				

### To be completed by Client at the time of undertaking the job\*

**Client's Name**

**Contact Tel. No.**

**Date**

**Signature**

\*By signing this form, you confirm that the electrician undertook the above job.

Client's signature should be added last as the form locks, to unlock right click and clear signature.

## Job Record 2

### Brief Description

Date of Job	Duration	Days		
Location	Street			
	Town			
	Postcode			
Did you set out the job from drawings and/or specifications?		Yes		No
Did you requisition materials for the job?		Yes		No
Did you supervise other operatives on the job?		Yes		No
	If yes: Number of Electricians			
	Number of Apprentices			
	Number of Adult Trainees			
	Number of Labourers			
Were there any other technical aspect of the work that you assisted with or carried out?		Yes		No
If yes, give a brief description:				
Did you undertake any Safe Isolation Procedures?		Yes		No
Did you undertake any Inspection and Testing?		Yes		No
Did you undertake any Commissioning?		Yes		No
Did you undertake any Live Working (including testing)?		Yes		No
	If yes, was it in compliance with the Electricity at Work Regulations 1989?	Yes		No
Did the installation comply with current edition of BS 7671?		Yes		No
Did you apply all relevant Health and Safety Legislation?		Yes		No
Did the installation comply with:				
	Electricity Safety, Quality, & Continuity Regulations 2002	Yes		N/A
	Relevant British and European Standards	Yes		N/A
	Relevant Codes of Practice	Yes		N/A
Did you read and understand the Risk Assessment applicable to the job?		Yes		No
Did you complete the work in the most efficient and economical manner		Yes		No
Additional Comments:				

### To be completed by Client at the time of undertaking the job\*

**Client's Name**

**Contact Tel. No.**

**Date**

**Signature**

\*By signing this form, you confirm that the electrician undertook the above job.

Client's signature should be added last as the form locks, to unlock right click and clear signature.

### Job Record 3

#### Brief Description

Date of Job	Duration	Days		
Location	Street			
	Town			
	Postcode			
Did you set out the job from drawings and/or specifications?		Yes		No
Did you requisition materials for the job?		Yes		No
Did you supervise other operatives on the job?		Yes		No
	If yes: Number of Electricians			
	Number of Apprentices			
	Number of Adult Trainees			
	Number of Labourers			
Were there any other technical aspect of the work that you assisted with or carried out?		Yes		No
If yes, give a brief description:				
Did you undertake any Safe Isolation Procedures?		Yes		No
Did you undertake any Inspection and Testing?		Yes		No
Did you undertake any Commissioning?		Yes		No
Did you undertake any Live Working (including testing)?		Yes		No
	If yes, was it in compliance with the Electricity at Work Regulations 1989?	Yes		No
Did the installation comply with current edition of BS 7671?		Yes		No
Did you apply all relevant Health and Safety Legislation?		Yes		No
Did the installation comply with:				
	Electricity Safety, Quality, & Continuity Regulations 2002	Yes		N/A
	Relevant British and European Standards	Yes		N/A
	Relevant Codes of Practice	Yes		N/A
Did you read and understand the Risk Assessment applicable to the job?		Yes		No
Did you complete the work in the most efficient and economical manner		Yes		No
Additional Comments:				

#### To be completed by Client at the time of undertaking the job\*

**Client's Name**

**Contact Tel. No.**

**Date**

**Signature**

\*By signing this form, you confirm that the electrician undertook the above job.

Client's signature should be added last as the form locks, to unlock right click and clear signature.

## Job Record 4

### Brief Description

Date of Job	Duration	Days		
Location	Street			
	Town			
	Postcode			
Did you set out the job from drawings and/or specifications?		Yes		No
Did you requisition materials for the job?		Yes		No
Did you supervise other operatives on the job?		Yes		No
	If yes: Number of Electricians			
	Number of Apprentices			
	Number of Adult Trainees			
	Number of Labourers			
Were there any other technical aspect of the work that you assisted with or carried out?		Yes		No
If yes, give a brief description:				
Did you undertake any Safe Isolation Procedures?		Yes		No
Did you undertake any Inspection and Testing?		Yes		No
Did you undertake any Commissioning?		Yes		No
Did you undertake any Live Working (including testing)?		Yes		No
	If yes, was it in compliance with the Electricity at Work Regulations 1989?	Yes		No
Did the installation comply with current edition of BS 7671?		Yes		No
Did you apply all relevant Health and Safety Legislation?		Yes		No
Did the installation comply with:				
	Electricity Safety, Quality, & Continuity Regulations 2002	Yes		N/A
	Relevant British and European Standards	Yes		N/A
	Relevant Codes of Practice	Yes		N/A
Did you read and understand the Risk Assessment applicable to the job?		Yes		No
Did you complete the work in the most efficient and economical manner		Yes		No
Additional Comments:				

### To be completed by Client at the time of undertaking the job\*

**Client's Name**

**Contact Tel. No.**

**Date**

**Signature**

\*By signing this form, you confirm that the electrician undertook the above job.

Client's signature should be added last as the form locks, to unlock right click and clear signature.