



OFFICE OF THE CHIEF ELECTRICAL INSPECTOR

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CERTIFICATES OF ELECTRICAL SAFETY – RESPONSIBILITY OF RECs AND ELECTRICIANS

1. LEGAL REQUIREMENTS

- A. The *Electricity Safety Act 1998* and the *Electricity Safety (Installations) Regulations 1999*, require the person who is responsible for the carrying out of the electrical installation work to ensure that a Certificate of Electrical Safety (COES) is completed in accordance with the Act and Regulations.
- B. The *Electricity Safety (Installations) Regulations 1999* require details of the electrical installation worker who carried out the electrical installation work [Reg 410(3)(b)].

2. APPLICATION

- A. The “**Responsible Person**” is required to ensure that a Certificate of Electrical Safety is completed in accordance with the Act and Regulations.

This requirement places the following obligations with the “**Responsible Person**”:

- Purchase Certificates of Electrical Safety (COESs).
- Provide Licensed Electrical Installation Workers with appropriate COES.
- Ensure that a COES is completed for the completed electrical installation work.
- Within the required time, give the completed COES to the person for whom the work was carried out.
- Within the required time, give a copy of that COES to the Office of the Chief Electrical Inspector.
- Ensure a COES contains a “certificate of compliance” completed under Section 44 of the Act.
- Ensure, in the case of prescribed electrical installation work, that a COES contains a “certificate of inspection” completed under Section 45 of the Act by a licensed electrical inspector.
- Ensure, in the case of prescribed electrical installation work, that the work is inspected by a licensed electrical inspector in accordance with the regulations before the electrical installation is connected to the electricity supply. If the electrical circuits or electrical equipment handled in the course of the prescribed electrical installation work were not disconnected from the electricity supply, before the work is first used after it is completed, a COES contains a “certificate of inspection” completed under Section 45 of the Act by a licensed electrical inspector.

- In the case of prescribed electrical installation work, ensure that the work is inspected by a licensed electrical inspector in accordance with the regulations before the electrical installation is connected to electricity supply and a COES contains a “certificate of inspection” completed under Section 45 of the Act by a licensed electrical inspector.
- If the electrical circuits or electrical equipment handled in the course of prescribed electrical installation work were not disconnected from electricity supply, before the electrical installation work is first used after it is completed, the work is inspected by a licensed electrical inspector, COES is completed and the COES contains a “certificate of inspection” completed under Section 45 of the Act by a licensed electrical inspector.
- Give electronic notification of completion of the certificate of compliance (other than a periodic COES) to the Office within 2 business days after that completion.

B. The “electrical installation worker who carried out electrical installation work” is required by the Act and Regulations to:

- Within 4 business days after the completion of that work, complete and sign a certificate of compliance in respect of that work within the COES.
- Provide on the COES the details, name, user identification number and licence number of the licensed electrical installation worker.
- If the worker is not the person responsible for the carrying out of that work, give to the person who is responsible for the carrying out of the work a signed “certificate of compliance” in respect of that work.
- Not sign a “certificate of compliance” in relation to any electrical installation work carried out by that worker unless the certificate
 - describes the work; and
 - states the work complies with the Act and the regulations; and
 - contains any other details in relation to the work required by the regulations.

3. CLARIFICATIONS

Which electrical installation worker should certify the electrical installation work complies and has been tested according to the regulations by completing the “certificate of compliance” incorporated in the COES?

- John Brown is a Registered Electrical Contractor and is the person who is carrying out the electrical installation work.
John Brown certifies.
- Harry Smith is a Registered Electrical Contractor and employs a licensed electrician, Tom, an Electrician (Supervised), Mick, and one Apprentice, Larry. Tom, Mick and Larry are all working on the Rolo Project where Tom is providing the effective supervision required.
Tom must certify the electrical installation work.

- Four electricians, Fred, Frank, Jim and Aldo work in a factory carrying out electrical installation work, which are usually breakdowns, minor alterations and maintenance. They work independently and only call one of the others to draw in cables or to lift a motor into place.
Fred, Frank, Jim and Aldo are responsible for the work they do and certify on completion.
- Ten electricians, T1 to T10, and three Apprentices, A1 to A3, are all employed by a large registered electrical contractor and are currently working on the one building site. The daily workload varies and they are allocated different aspects of the project to carry out and they are not always completing the whole job.
The Responsible Person (RP) must ensure effective supervision of the work. If the RP is not going to effectively supervise the work then a nominated technical supervisor must supervise on behalf of the contractor. If T1 to T10 are not completing the job and will not certify, then the person providing the effective supervision will need to ensure the work complies and is tested according to the Act and the regulations and certify on the “certificate of compliance” in the COES. However, if T1 to T10 connect any part of the installation to supply then they are taking responsibility for that work, they must test the work prior to connecting to supply and must certify on the COES in accordance with the conditions laid down for the “certificate of compliance”.

4. DEFINITIONS

Person who is Responsible – Section 41A of the Act

- (a) a registered electrical contractor, if the registered electrical contractor is engaged to carry out the work; or
- (b) a person in a prescribed class of persons, if that person is engaged to carry out the work; or
- (c) if the paragraphs (a) and (b) do not apply and the work is carried out by a licensed electrical installation worker under the supervision of another licensed electrical installation worker, to the licensed electrical installation worker who supervised the work;
- (d) if paragraphs (a), (b) and (c) do not apply, to the licensed electrical installation worker who carried out the work.

Electrical installation worker – Section 3 of the Act

Means a person who carries out electrical installation work (*this would include Electrician under Regulation 302, Electrician [Supervised] under Regulation 702(a), Supervised Worker under Regulation 303 and Disconnect/Reconnect under Regulation 305*).

Effective supervision – Regulation 105

In relation to electrical installation work, means being present at the site of the electrical work to the extent necessary to ensure that the work is being correctly performed and carried out in accordance with the Act and the Regulations and being aware of the details of the work being performed and giving detailed instructions with respect to the work.

For **Supervision of Apprentices**, reference should also be made to the Industry Guidelines for the Supervision of Apprentices, as per the following attachment.



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**SUPERVISION GUIDELINES FOR APPRENTICES
 WORKING ON ELECTRICAL INSTALLATIONS**

CABLE TRAY INSTALLATION LADDER, TRAY & DUCT, LADDER, TRAY SUSPENSION BRACKETS, FIXINGS. CONDUIT INSTALLATION CONDUIT, CONDUIT FITTINGS (J/BOXES, BENDS, ETC).	FIRST YEAR	DIRECT
	SECOND YEAR	GENERAL
	THIRD YEAR	GENERAL
	FOURTH YEAR	BROAD
ROUGH-IN LIGHT & POWER CATENARY WIRE/FIXINGS, BUILDING WIRE, TPS CABLES & TIES, PLUG BASES. STUD BRACKETS, TPS CABLE DRESSING (Not accessible to contact with electricity supply)	FIRST YEAR	DIRECT
	SECOND YEAR	DIRECT
	THIRD YEAR	GENERAL
	FOURTH YEAR	BROAD
SUBMAIN INSTALLATION CABLE PULLING, FIXINGS. (Not accessible to contact with electricity supply)	FIRST YEAR	DIRECT
	SECOND YEAR	DIRECT
	THIRD YEAR	GENERAL
	FOURTH YEAR	BROAD
MAINS INSTALLATION CABLE PULLING, MAIN EARTH, MAIN EARTH ELECTRODE, FIXINGS. BUSDUCT. (Not accessible to contact with electricity supply)	FIRST YEAR	DIRECT
	SECOND YEAR	DIRECT
	THIRD YEAR	GENERAL
	FOURTH YEAR	BROAD
DISTRIBUTION BOARD INSTALLATION INSTALL SWITCHBOARD, LUGS, GLANDS, ALL TERMINATIONS (INCLUDING SUB CIRCUITS), FIXINGS, SERVICE PILLARS, TAKE OFF BOXES. (Not accessible to contact with electricity supply)	FIRST YEAR	DIRECT
	SECOND YEAR	DIRECT
	THIRD YEAR	DIRECT
	FOURTH YEAR	GENERAL

<p>MAIN SWITCHBOARD INSTALLATION INSTALL SWITCHBOARD, LUGS, GLANDS, ALL TERMINATIONS (INCLUDING SUB CIRCUITS), FIXINGS. (Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR DIRECT SECOND YEAR DIRECT THIRD YEAR DIRECT FOURTH YEAR GENERAL</p>
<p>LIGHTFITTING AND BAKELITE INSTALLATION LIGHTS, FIXINGS, SUPPORTS, TRUNKING, SUSPENSIONS, TUBES & LAMPS, SOCKET OUTLETS, SWITCH PLUGS, MOUNTING BLOCKS, PLASTER BRACKETS. (Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR DIRECT SECOND YEAR DIRECT THIRD YEAR GENERAL FOURTH YEAR BROAD</p>
<p>TESTING TESTING OF INSTALLATION FOR COMPLIANCE, LABELLING, PREPARATION OF D/B LEGENDS (Not accessible to contact with electricity supply)</p>	<p>FIRST YEAR DIRECT SECOND YEAR DIRECT THIRD YEAR DIRECT FOURTH YEAR GENERAL</p>
<p>FAULT FINDING (Accessible to contact with electricity supply) During the fault finding process, the supervising electrician must demonstrate to the apprentice the correct procedures for fault finding</p> <p>Note 1 – the 3rd year apprentice in the immediate presence of the supervising electrician can carry out basic fault finding task E.g. on single phase light & power circuits & apparatus.</p> <p>Note 2 – the 4th year apprentice can carry out basic fault finding activities. In the immediate presence of the supervising electrician the 4th year apprentice can carry out more advanced fault finding task on power and control circuits and equipment.</p>	<p>FIRST YEAR NOT PERMISSIBLE SECOND YEAR NOT PERMISSIBLE THIRD YEAR DIRECT (see note 1) FOURTH YEAR DIRECT (see note 2)</p>
<p>CONFIRMATION OF ISOLATION * The supervising electrician is responsible for the isolation of the installation. During the isolation process the supervising electrician must demonstrate to the apprentice the correct testing procedures for electrical isolation. After isolation, the supervising electrician is to ensure the apprentice carries out the testing procedures to confirm isolation, under direct supervision, before work commences.</p>	<p>FIRST YEAR NOT PERMISSIBLE* SECOND YEAR NOT PERMISSIBLE* THIRD YEAR NOT PERMISSIBLE* FOURTH YEAR DIRECT</p>

Direct Supervision

This means the electrician is to work with the apprentice, constantly reviewing the work practices and standard of the apprentice's work. The electrician shall be readily available in the immediate area, within audible range (earshot) and where possible within visual contact of the apprentice.

General Supervision

This means the apprentice does not require constant attendance of the on site supervising electrician but requires face to face contact on site during the day with the supervising electrician to check on the work being performed and to provide the apprentice with additional instructions and assistance.

As part of General Supervision, the supervising electrician shall provide the apprentice with instruction and direction for the tasks being performed with progressive checks and tests being made during the work being undertaken

Broad Supervision

This means the apprentice does not require constant attendance of the on site supervising electrician but requires face to face contact with the supervising electrician on site to check on the apprentice and the work being carried out by the apprentice.

As part of Broad Supervision, the supervising electrician shall provide the apprentice with instruction and direction for the tasks being performed with checks and tests being made prior to commissioning and/or energising of circuit(s) and or apparatus/equipment.

Accessible to contact with electricity supply

This means that the person is in a position where they can personally make contact with live electrical equipment and wiring including making contact via tools or conductive material with live electrical components.

Application of these guidelines

The above guidelines have been developed to assist electricians and electrical contractors in providing supervision to apprentice electricians during their on the job training. The guidelines reflect the intent of "effective supervision" as defined in the Electricity Safety (Installations) Regulations 1999 and assist with the compliance of the Electrical Safety Act.

Note - Supervision practice – the goal of supervision should be to progressively diminish from direct to broad in the fourth year off the apprenticeship with the exception on conducting the activities of fault finding & confirmation for isolation. This condition is subject to successful completion of all trade school subjects by the apprentice.

Not covered by these guidelines

The Occupational Health and Safety Act 1985 places a duty on employers to provide such supervision to employees as necessary to enable the employees to perform their work in a manner that is safe and without risks to health. The use of the above guidelines in no way removes or limits the employer's duty under Occupational Health and Safety legislation.

Guide to site supervision of apprentices by the supervising electrician

