

SECTION J

SJIB Apprentice and Adult Training Schemes Guide

SECTION J

SJIB Apprentice and Adult Training Schemes Guide

J1	Introduction -----	166	APPENDIX J1	The Stages of the SJIB Apprentice Training Scheme -----	176
J2	Objectives -----	166	APPENDIX J2	The Stages of the SJIB Adult Training Scheme -----	177
J3	Obligations to the Schemes -----	166	APPENDIX J3	Request for Dismissal through Redundancy (One form per Apprentice) -----	178
J4	Entry to the Schemes -----	167	APPENDIX J4	Request for Extension (One form per Apprentice/Adult Trainee) -----	179
J5	Registration -----	167	APPENDIX J5	Electricity at Work Regulations 1989 -----	180
J6	SJIB Service Fees -----	167	APPENDIX J6	Isolation Procedures for Safe Working on Extra-Low and Low Voltages (up to 1000 V A.C.) -----	181
J7	Probation - Apprentices -----	168	APPENDIX J7	Assessment Procedures for Safe Working Practices -----	183
J8	Transfer and Redundancy -----	168			
J9	Conditions of Employment -----	168			
J10	Wages -----	169			
J11	Holidays -----	169			
J12	Welfare Benefits -----	169			
J13	Travel and Expenses -----	169			
J14	College Attendance -----	170			
J15	Additional College Attendance -----	170			
J16	College Registration and Examination Fees -----	170			
J17	Completion of Site Activity Portfolio -----	170			
J18	Tool Kits -----	170			
J19	Union Membership -----	171			
J20	Discipline -----	171			
J21	Grievances -----	171			
J22	Stages of Apprenticeship -----	171			
J23	Stages of Adult Training Scheme -----	173			
J24	Approved Electrician Status -----	175			
J25	Monitoring of Apprentices/ Adult Trainees -----	175			

J1. Introduction

J1.1 The Scottish Joint Industry Board's Training Schemes are designed to regulate the entry, conditions of service, training and education of Apprentices and Adult Trainees in the Electrical Contracting Industry in Scotland.

J2. Objectives

J2.1 The main objectives of the Schemes are to:

- (a) maintain and continually improve the quality and quantity of training;
- (b) ensure that the current training meets the needs of the industry; and
- (c) ensure that the training is cost effective.

J2.2 The objectives of the Schemes are achieved by:

- (a) Apprentices and Adult Trainees being employed directly.
- (b) An annual intake of Apprentices and Adult Trainees without arbitrary age restrictions.
- (c) Progress and payment during the course of the Apprentice and Adult Training Schemes based entirely on the achievement of measured practical and educational standards.
- (d) For Apprentices there is a commitment of training to completion of apprenticeship subject to the Apprentice complying with the SJIB National Working Rules. The Apprentice may be employed by more than one employer during the apprenticeship although not at the same time. The reasons for change of employer may be at the request of the Apprentice. However, if the employer decides to arrange a transfer of an Apprentice they must first inform the Secretary of the SJIB in writing (See Section J8).
- (e) Adult Trainees may be employed by more than one employer throughout their training although not at the same time. Adult Trainees cannot be given a guarantee of training to completion of training. However, every effort will be made to find alternative employment for those who by reason of redundancy are unable to continue their training.
- (f) The Scottish Joint Industry Board (SJIB) has delegated the management of its training schemes to the Scottish Electrical Charitable Training Trust (SECTT). SECTT organises the financial assistance for training. In addition the SECTT Training Officers carry out pre-employment assessments for all applicants and monitor the progress of all Apprentices and Adult Trainees from their first day at college to the completion of their training.

J3. Obligations to the Schemes

J3.1 Employers will undertake to provide training in accordance with the rules of the SJIB Apprentice and Adult Training Schemes Guide. In addition, they and the Apprentice or Adult Trainee must observe the SJIB rules detailed in the SJIB National Working Rules for the duration of the training.

J4. Entry to the Schemes

- J4.1 All applicants must meet the required entry standards as determined by the SJIB, which will include an approved pre-employment assessment. School leavers who have a good school record and an English, Maths, Physics or Science qualification are best equipped to complete an electrical apprenticeship.
- J4.2 Applicants must meet the SJIB required standards of physical fitness and vision, including proved absence of colour vision deficiency.
- J4.3 The nature of the Electrical Contracting Industry requires that Apprentices and Adult Trainees must be prepared to travel and, when required, stay away from home subject to college attendance.

J5. Registration

- J5.1 All Apprentices and Adult Trainees must be registered with both the SJIB and the Scottish Qualification Authority (SQA) within one month of initial attendance at college. Apprentices and Adult Trainees will be registered as a Modern Apprentice and will be registered for an SVQ Level 3, which is awarded jointly by the SJIB and the SQA.
- J5.2 On completion of SJIB Registration, copies of the registration document will be sent to both the employer and Apprentice / Adult Trainee.
- J5.3 It shall be the duty of both the employer and the Apprentice / Adult Trainee to keep the SJIB informed of any change in employment or change of address.
- J5.4 The SJIB may obtain any information from the appropriate certification body or college in order to assess academic progress.

J6. SJIB Service Fees

- J6.1 A SJIB Service Fee of £100 will be deducted from the SECTT On-site Training Support at the end of Stage 1 for Apprentices who work for non SJIB/SELECT members.
- J6.2 A SJIB Service Fee of £100 is payable for non SJIB/SELECT members who register an Adult Trainee on to the SJIB Training Apprentice and Adult Training Scheme.

J7. Probation - Apprentices

J7.1 Apprentices shall serve a probationary period of six months. During this period the Apprentice may terminate the employment subject to proper notice being given or the employer may terminate the Apprentice's employment in accordance with the provisions of Section G – Resolving Issues at Work of the SJIB National Working Rules.

J8. Transfer and Redundancy

J8.1 Any Apprentice/Adult Trainee has the right to apply to the SJIB for his or her transfer of employer to be considered. The Secretary of the SJIB will ensure that every effort is made by the SJIB, SECTT, SELECT and the Union to find alternative employment for the Apprentice/Adult Trainee concerned.

J8.2 If the employer decides to arrange a transfer of an Apprentice/Adult Trainee they must first inform the Secretary of the SJIB in writing.

J8.3 In the event of alternative work within the industry not being available, an employer may have to consider the possibility of redundancy. If this is the case, the employer must forward a Request for Dismissal through Redundancy form (Appendix J3) to the Secretary of the SJIB. An employer can only dismiss an Apprentice as redundant if the dismissal is approved by the Secretary. A full background report will be prepared by the Secretary for the National Board.

J9. Conditions of Employment

J9.1 Except as otherwise provided in this Scheme, all Apprentices and Adult Trainees must be employed on SJIB Particulars of Employment available from www.sjib.org.uk.

J9.2 All Apprentices are employed on fixed term contracts. Their employment may be terminated on completion of the apprenticeship with no entitlement to redundancy pay.

J9.3 To ensure compliance with legislation, employers should give Apprentices sufficient advance notice of their fixed term contract of apprenticeship being terminated (See Section C of the SJIB National Working Rules; Appendix C2, Explanatory Notes).

J9.4 Where employment is continued after completion of the apprenticeship, the initial date of commencement of employment shall be the date used for calculation of statutory entitlement to redundancy pay and notice of termination of employment.

J10. Wages

- J10.1 The wages paid to Apprentices and Adult Trainees shall be determined from time to time by the SJIB and are available from www.sjib.org.uk.
- J10.2 First Stage Adult Trainees shall be paid the SJIB Labourer's rate of pay. Second Stage Adult Trainees shall be paid 85% of the SJIB Electrician's rate of pay. Third Stage Adult Trainees shall be paid 95% of the SJIB Electrician's rate of pay.

J11. Holidays

- J11.1 Apprentices and Adult Trainees shall receive 30 days holiday entitlement (see Section D of the SJIB National Working Rules).
- J11.2 This entitlement will increase to:
- 31 days on Monday, 7 January 2019; and
 - 32 days on Monday, 6 January 2020.

J12. Welfare Benefits

- J12.1 All Apprentices and Adult Trainees are entitled to Statutory Sick Pay. Apprentices are entitled to additional sick pay of £15.00 per week for an aggregate period of 12 weeks in any consecutive twelve months. This payment is funded by the employer. Apprentices/Adult Trainees employed by SJIB member companies are entitled to Death in Service, Accidental Dismemberment and Permanent & Total Disability Benefits in accordance with the industry's arrangements, providing the employer regularly purchases welfare credits for their Operatives.
- J12.2 Non-members must make similar provisions to ensure they comply and offer the benefits listed on the Welfare Benefits table available from www.sjib.org.uk.

J13. Travel and Expenses

- J13.1 During training there will be no payment for time spent travelling in connection with attendance at college but travelling fares will be reimbursed. Travelling fares are calculated from the employer's place of business. Apprentices and Adult Trainees attending college shall be paid the At College rate of pay.
- J13.2 Apprentices and Adult Trainees shall be paid the appropriate At Work rate of pay and, if applicable, a Mileage Rate or Allowance whilst working on site (see Section B18 of the SJIB National Working Rules).

J14. College Attendance

- J14.1 First, Second and Third Stage Apprentices are required to attend colleges of further education and to follow the SJIB approved SVQ Level 3 training course. Satisfactory evidence of achievement is required to facilitate progress through the various stages of the apprenticeship.
- J14.2 First, Second and Third Stage Adult Trainees are required to attend colleges of further education and to follow the SJIB approved SVQ Level 3 training course. Satisfactory evidence of achievement is required to facilitate progress through the various stages of the Adult Training Scheme.

J15. Additional College Attendance

- J15.1 Any further college attendance in addition to the required attendance in the SJIB Training Schemes shall be at the sole discretion of the employer.

J16. College Registration and Examination Fees

- J16.1 Apprentices shall not be responsible for the payment of college or examination fees.
- J16.2 Fees for Adult Trainees are subject to funding being available.

J17. Completion of Site Activity Portfolio

- J17.1 Apprentices and Adult Trainees are required to complete field evidence entries in the SJIB Apprentice/Adult Trainee Site Activity Portfolio accurately. Failure to do so will lead to the Apprentice/Adult Trainee not being upgraded from one stage to another or permitted to sit the Final Integrated Competence Assessment (FICA).
- J17.2 Employers, with the assistance of the SJIB appointed SECTT Training Officers, are obliged to ensure that the Portfolio is completed accurately in accordance with the requirements of each stage.

J18. Tool Kits

- J18.1 During the course of the training, Apprentices and Adult Trainees are required to purchase a kit of hand tools as shown in Section B of the SJIB National Working Rules – Appendix B7.

J19. Union Membership

- J19.1 Apprentices and Adult Trainees are encouraged to join the Union and employers are encouraged to join SELECT. These organisations, as constituent members of the SJIB, represent the interests of those working in the Electrical Contracting Industry in Scotland.
- J19.2 Unite the Union being a signatory to the SJIB is recognised as the sole negotiating trade union for Apprentices and Adult Trainees covered by the SJIB National Working Rules.

J20. Discipline

- J20.1 Apprentices and Adult Trainees shall be subject to the SJIB Resolving Issues at Work Guidance in the Use of Procedures (see Section G of the SJIB National Working Rules).

J21. Grievances

- J21.1 Apprentices and Adult Trainees have the right to raise a formal grievance with their employer in the event that they are unhappy with a particular situation (see Section G of the SJIB National Working Rules).

J22. Stages of Apprenticeship (See Appendix J1)

J22.1 **First Stage Apprentices**

- (a) The apprenticeship will commence on the day the Apprentice first attends college.
- (b) This stage shall incorporate both on-the-job practical training and college training leading to the Scottish Vocational Qualification (SVQ) Level 3. Attendance at college during this stage shall be on a block release basis.
- (c) First Stage Apprentices shall be allowed paid block release to attend college to study the appropriate First Stage Competencies.
- (d) Apprentices must successfully complete the appropriate First Stage Competencies and satisfactorily complete the Apprentice Site Activity Portfolio, **within 18 months of the commencement of the apprenticeship**. If this is not achieved the Apprentice may be removed from the SJIB Register of Apprentices and employment may be terminated by the employer giving the appropriate notice (see Section C of the SJIB National Working Rules; Appendix C2, Explanatory Notes). Alternatively, the employer can apply for an extension to the 18 month rule by completing a Request for Extension form (Appendix J4).

J22. Stages of Apprenticeship (See Appendix J1) continued

- (e) Apprentices who successfully complete the appropriate First Stage Competencies and also satisfactorily complete the Apprentice Site Activity Portfolio based on the required site experience shall progress to the Second Stage of the apprenticeship.
- (f) The effective date of change of status from one Stage to another throughout the apprenticeship shall be determined by the SJIB. The employer will be notified of all changes of status.

J22.2 **Second Stage Apprentices**

- (a) This Stage shall incorporate both on-the-job practical training and college training leading to SVQ Level 3. Attendance at college during this stage shall be on a block release basis (or day release equivalent).
- (b) Second Stage Apprentices shall be allowed paid block release (or day release equivalent) to attend college to study for the appropriate Second Stage Competencies.
- (c) Apprentices must successfully complete the appropriate Second Stage Competencies and satisfactorily complete the Apprentice Site Activity Portfolio **within three years of the commencement of the apprenticeship**. If this is not achieved the Apprentice may be removed from the SJIB Register of Apprentices and employment may be terminated by the employer giving the appropriate notice (see Section C of the SJIB National Working Rules; Appendix C2, Explanatory Notes). Alternatively, the employer can apply for an extension to the three year rule by completing a Request for Extension form (Appendix J4).
- (d) Apprentices who successfully complete the appropriate Second Stage Competencies and also satisfactorily complete the Apprentice Site Activity Portfolio based on the required site experience shall progress to the Third Stage of the apprenticeship.
- (e) The effective date of change of status from one Stage to another throughout the apprenticeship shall be determined by the SJIB. The employer will be notified of all changes of status.
- (f) Apprentices shall have the opportunity to re-sit any college assessed work not achieved (see also Section J15.1) at their own expense.

J22.3 **Third Stage Apprentices**

- (a) This Stage shall incorporate both on-the-job practical training and college training leading to SVQ Level 3. Attendance at college during this stage shall be on a block release basis.
- (b) Third Stage Apprentices shall attend block release for one week to attend college to study for the appropriate Third Stage Competencies.
- (c) This Stage will consist of gaining further site related work experience for at least twelve months. Then, subject to Apprentices accurately completing the Site Activity Portfolio based on the required site experience, they may be submitted for the Final Integrated Competence Assessment (FICA). The employer determines when an Apprentice is sufficiently competent to attempt the FICA and completes the Employer Declaration.

Note: Critical safety areas of electrical work are assessed in the FICA and include:

- Electricity at Work Regulations 1989 – see Appendix J5.
- Isolation Procedures for Safe Working – see Appendix J6.
- Assessment Procedures for Safe Working Practices – see Appendix J7.

- (d) Upon successful completion of the FICA, and normally within five working weeks, the Apprentice will be graded as an Electrician and will be issued with:
 - (i) A SJIB FICA Certificate;
 - (ii) A SJIB Craftsman Certificate;
 - (iii) A SQA/SJIB Level 3 SVQ Electrical Installation Certificate;
 - (iv) A Modern Apprenticeship Completion Certificate; and
 - (v) A SJIB Grade (ECS) Card.
- (e) To ensure compliance with legislation, employers should give Apprentices sufficient advance notice of their fixed term contract of apprenticeship being terminated (see Section C of the SJIB National Working Rules; Appendix C2, Explanatory Notes).
- (f) Apprentices failing the FICA shall be offered one re-sit to be completed in their employer's time and at the employer's expense. If this is again failed, unpaid time off will be given for any further re-sits and the cost of the re-sit Assessment will be borne by the Apprentice.
- (g) Apprentices who fail to achieve SVQ Level 3 **after five years in employment** may be removed from the SJIB Register of Apprentices and employment may be terminated by the employer giving the appropriate notice (see Section C of the SJIB National Working Rules, Appendix C2; Explanatory Notes). Alternatively, the employer may apply for an extension to the five year rule by completing a Request for Extension form (Appendix J4).

J23. Stages of Adult Training Scheme (See Appendix J2)

J23.1 First Stage – Adult Trainees

- (a) The Adult Training Scheme will commence on the day the Adult Trainee first attends college.
- (b) This Stage shall incorporate both on-the-job practical training and college training leading to the Scottish Vocational Qualification (SVQ) Level 3. Attendance at college during this stage shall be for one week at the commencement of this Stage and day release on a fortnightly basis.
- (c) First Stage Adult Trainees shall attend block release for one week to attend college to study for the basic Health and Safety requirements of the SVQ. The remaining study will be undertaken at college, and shall be paid at shop rate, on a fortnightly day release basis on Fridays, throughout the academic year, for the appropriate First Stage Competencies.
- (d) Adult Trainees must successfully complete the appropriate First Stage Competencies and satisfactorily complete the Site Activity Portfolio **within 18 months of the commencement of the Adult Training Scheme**. If this is not achieved the Adult Trainee may be removed from the SJIB Register of Adult Trainees and returned to their previous graded status, i.e. Labourer. Alternatively, the employer can apply for an extension to the 18 month rule by completing a Request for Extension form (Appendix J4).
- (e) Adult Trainees who successfully complete the appropriate First Stage Competencies and also satisfactorily complete the Site Activity Portfolio based on the required site experience shall progress to the Second Stage of the Adult Training Scheme.
- (f) The effective date of change of status from one Stage to another throughout the Adult Training Scheme shall be determined by the SJIB. The employer will be notified of all changes of status.
- (g) Adult Trainees shall have the opportunity to re-sit any college or assessed work not achieved, at their own expense and in their own time.

J23. Stages of Adult Training Scheme (See Appendix J2)

continued

J23.2 **Second Stage – Adult Trainees**

- (a) This Stage shall incorporate both on-the-job practical training and college training leading to SVQ Level 3. Attendance at college during this Stage shall be for one week and day release on a fortnightly basis.
- (b) Second Stage Adult Trainees shall be allowed paid time off to continue to study at college on a fortnightly day release basis on Fridays, throughout the academic year, which will include one week block release, for the appropriate Second Stage Competencies.
- (c) Adult Trainees must successfully complete the appropriate Second Stage Competencies and satisfactorily complete the Site Activity Portfolio **within three years of the commencement of the Adult Training Scheme**. If this is not achieved the Adult Trainee may be removed from the SJIB Register of Adult Trainees and returned to their previous graded status, i.e. Labourer. Alternatively, the employer can apply for an extension to the three year rule by completing a Request for Extension form (Appendix J4).
- (d) Adult Trainees who successfully complete the appropriate Second Stage Competencies and also satisfactorily complete the Site Activity Portfolio based on the required site experience shall progress to the Third Stage of the Adult Training Scheme.
- (e) The effective date of change of status from one Stage to another throughout the Adult Training Scheme shall be determined by the SJIB. The employer will be notified of all changes of status.
- (f) Adult Trainees shall have the opportunity to re-sit any college assessed work not achieved, at their own expense and in their own time.

J23.3 **Third Stage – Adult Trainees**

- (a) This Stage shall incorporate both on-the-job practical training and college training leading to SVQ Level 3. Adult Trainees will attend paid block release for one week to study for the appropriate Third Stage Competencies.
- (b) This Stage will consist of gaining further site related work experience for at least twelve months. Then, subject to Adult Trainees accurately completing the Site Activity Portfolio based on the required site experience, they may be submitted for the Final Integrated Competence Assessment (FICA). It is the employer who determines when Adult Trainees are sufficiently competent to attempt the FICA and completes the Employer Declaration.

Note: Critical safety areas of electrical work are assessed in the FICA and include:

- Electricity at Work Regulations 1989 – see Appendix J5.
 - Isolation Procedures for Safe Working – see Appendix J6.
 - Assessment Procedures for Safe Working Practices – see Appendix J7.
- (c) Upon successful completion of the FICA, and normally within five working weeks, the Adult Trainee will be graded as an Electrician and will be issued with:
 - (i) A SJIB FICA Certificate;
 - (ii) A SJIB Craftsman Certificate;
 - (iii) A SQA/SJIB Level 3 SVQ Electrical Installation Certificate;
 - (iv) A Modern Apprenticeship Completion Certificate; and
 - (v) An SJIB Grade (ECS) Card.

- (d) Adult Trainees who fail to achieve SVQ Level 3 **within five years of the commencement of the Adult Training Scheme** may be removed from the SJIB Register of Adult Trainees and returned to their previous graded status, i.e. Labourer.
- (e) Alternatively, the employer can apply for an extension to the five year rule by completing a Request for Extension form (Appendix J4)
- (f) Adult Trainees shall have the opportunity to re-sit any college assessed work not achieved, at their own expense and in their own time.
- (g) Adult Trainees failing the FICA shall re-sit it in their own time and at their own expense.

J24. Approved Electrician Status

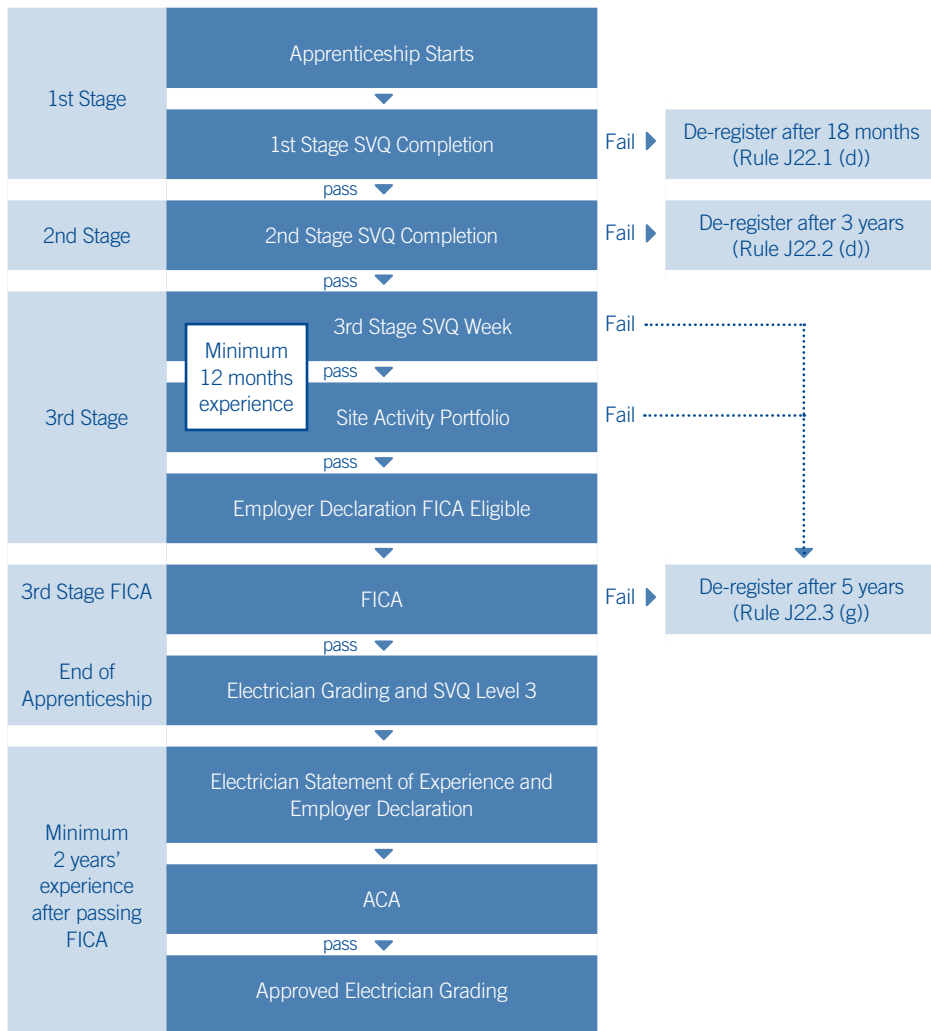
- J24.1 Electricians who have been graded for at least two years and believe they have gained sufficient site experience should obtain a copy of the Statement of Experience form from www.sjib.org.uk and complete and return this together with the Job Record Sheets to SECTT.
- J24.2 SECTT will review the Statement of Experience form and Job Record Sheets and, if everything is satisfactory, they will retain a copy for their records, return the original to the Electrician and send a copy to the employer together with a copy of an Employer Declaration form and the Advanced Competence Assessment (ACA) Application form.
- J24.3 If the employer supports the application he should complete and return the Employer Declaration form and the ACA Application form to SECTT who will make the necessary arrangements for the Electrician to sit the ACA.
- J24.4 Electricians who successfully pass the ACA will be upgraded to Approved Electrician by the SJIB.
- J24.5 Electricians who fail any of the components of the ACA may re-sit these sections again in their own time and at their own expense.

J25. Monitoring of Apprentices/Adult Trainees

- J25.1 The SJIB regulates the entry, conditions of service, training and education of Apprentices and Adult Trainees in the Electrical Contracting Industry in Scotland.
- J25.2 The SJIB appoints SQA trained External Verifiers who review all training establishments.
- J25.3 SECTT reviews training through regular monitoring of Apprentices, Adult Trainees and employers.
- J25.4 The employer is required to provide training for Apprentices and Adult Trainees.

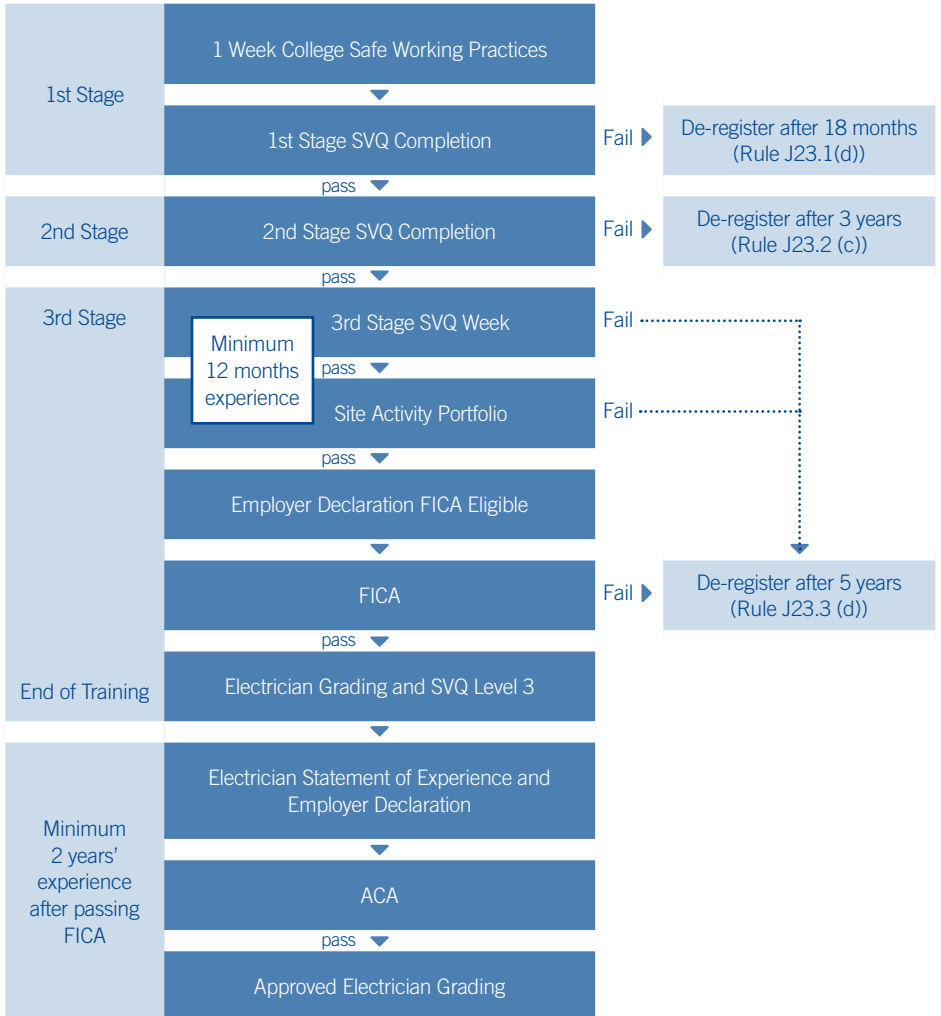
Appendix J1

THE STAGES OF THE SJIB APPRENTICE TRAINING SCHEME



Appendix J2

THE STAGES OF THE SJIB ADULT TRAINING SCHEME



Appendix J3

REQUEST FOR DISMISSAL THROUGH REDUNDANCY (ONE FORM PER APPRENTICE)

Company Name:	
Address:	Postcode: E-mail:
Contact:	
Contact Number:	
Apprentice Name:	
N.I. Number:	
Stage:	Stage 1 <input type="checkbox"/> Stage 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/>
Training Officer:	
Reason for Redundancy (continue on a separate sheet if required)	
Proposed Date:	

Note: An employer can only dismiss an Apprentice as redundant if the dismissal is agreed by the Secretary of the SJIB.

Return to: SJIB, The Walled Garden, Bush Estate, Midlothian, EH26 0SB.

Appendix J4

REQUEST FOR EXTENSION (ONE FORM PER APPRENTICE/ADULT TRAINEE)

Company Name:			
Address:	Postcode:	E-mail:	
Contact:			
Contact Number:			
Apprentice/ Adult Trainee:			
N.I. Number:			
Stage:	Stage 1 [18 month Rule] <input type="checkbox"/> Stage 2 [3 year Rule] <input type="checkbox"/> Stage 3 [5 year Rule] <input type="checkbox"/>		
Training Officer:			
Reason for Extension (continue on a separate sheet if required)			

Once completed this form should be returned to:

SJIB
The Walled Garden, Bush Estate
Midlothian, EH26 0SB

For Office Use Only	
Extension Granted – Revised Date:	

Appendix J5

ELECTRICITY AT WORK REGULATIONS 1989

The Electricity at Work Regulations 1989 came into force on 1st April 1990. The purpose of the regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities. The regulations are made under the Health and Safety at Work etc. Act 1974 which imposes duties principally on employers, the self employed, and on Operatives including certain classes of Trainees. The regulations impose duties on persons (duty holders) in respect of systems, electrical equipment and conductors and in respect of work activities on or near electrical equipment. These duties are in addition to those imposed by the Health and Safety at Work Act.

Note: (a) Reference should be made to the following HSE Publications:

- Guidance on the Electricity at Work Regulations 1989 HSR25 (3rd Edition 2015)
- Electricity at work – Safe working practices HSG85 (3rd Edition 2013).
- Safety in electrical testing work INDG354 (rev 1).
- Electrical test equipment for use on low voltage electrical systems GS38 (4th Edition).

(b) Guidance on the management of electrical safety and safe isolation procedures for low voltage installations produced by Electrical Safety First in conjunction with the HSE and SELECT.

i Copies can be downloaded from the following websites:

www.select.org.uk

www.electricalsafetyfirst.org.uk

Appendix J6

ISOLATION PROCEDURES FOR SAFE WORKING ON EXTRA-LOW AND LOW VOLTAGES (UP TO 1000 V A.C.)

The chart on page 182 illustrates a Safe Isolation Procedure for persons concerned with work on electrical systems on extra-low and low voltage (as defined in BS 7671). Isolation is defined as a function intended for reasons of safety to cut off the supply from all, or a discrete section of, the installation by separating the installation or section from every source of electrical energy. Isolation means the operation of switches, the removal of fuses or links or physical disconnection of conductors in order to make any system or part of a system DEAD and secure so that it cannot be inadvertently made live. This will involve cutting off an electrical installation, a circuit or any equivalent item from every source of electrical energy.

In general remember the following rules:

- Identify the source(s) of supply;
- Isolate;
- Secure Isolation;
- Post notices;
- Test that the equipment/system is DEAD; then
- Apply earths where necessary and applicable.
- Begin work.

Appendix J6 continued

SAFE ISOLATION FOR DEAD WORKING

Procedure	Application
Before starting work!	1. Seek permission from the appropriate person and agree the work to be done.
Locate the correct isolation device (s)	2. Check with the authorised person and drawings/diagrams, identify the room or area where the isolation device(s) is located.
Check your test equipment!	3. *Check the condition of: probes; leads; casings; ratings and ranges; calibration certificate.
Prove your test equipment!	4. *Check voltage tester on a proving unit or known live source. (If test equipment fails then replace or repair [go to 3])
Switch off!	5. Ensure that switching off will not cause damage or unnecessary inconvenience.
Lock and secure isolation device!	6. **Retain keys for lock(s) and restrict access to isolation device(s) where possible.
Post warning notices!	7. 'Do not Switch on' at isolation point and 'Men at work' at work area(s).
Verify that the circuit and equipment is 'Dead'	8. Check between live conductors and earth at access point. (If a voltage is present then recheck isolation [go to 2])
Prove your test equipment!	9. *Check voltage tester on a proving unit or known live source. (If test equipment fails then replace or repair [go to 8])
Satisfactory? If yes then begin work.	

Reference should be made to the current editions of the *Health and Safety Executive's Guidance Note GS38, Electricity at work-Safe working practices HSG85 and **BS 7671 Guidance Note 2 - Isolation & Switching.

Appendix J7

ASSESSMENT PROCEDURES FOR SAFE WORKING PRACTICES

The procedure for assessing safe working practices when working with electricity is given in the HSE guidance Electricity at Work – Safe working practices HSG85 and is divided into four stages as follows:

- (a) Deciding whether to work dead or work live.
- (b) Actions which are common to both dead and live working.
- (c) Working dead.
- (d) Working live.

Copies of the Electricity at Work - Safe working practices HSG85 can be downloaded from www.hse.gov.uk.

