

# ELECTROTECHNICAL CERTIFICATION SCHEME

Administered by the Joint Industry Board for the Electrical Contracting Industry

Affiliated to the Construction Skills Certification Scheme

## EMERGENCY AND SECURITY SYSTEMS OPERATIVES FIRE DETECTION AND ALARM SYSTEMS OPERATIVES

The Electrotechnical Certification Scheme (ECS) has been established to provide an authoritative system of certification for all electrotechnical operatives trained and qualified to British and European craft standards. In order to obtain certification and receive an identity card bearing your picture and showing your qualifications and occupational categories, complete all sections of this form and return it, with the appropriate registration fee and an authorised photograph of yourself (see section 7 of the form) to the JIB at the address given at the end of the application form. **Applicants for a SITE VISITOR card should complete only pages 1, 5/6 and 7.**

**Attach current  
card or  
passport  
photograph  
(DO NOT PIN)**

### SECTION 1 - PERSONAL DETAILS (All applicants should complete this section)

National Insurance Number (Optional but preferred)		
Title Mr/Mrs/Miss/Ms.	Surname	
Forenames		
Address		
		Postcode
Date of Birth	Age	

### SECTION 1B - EMPLOYER'S ENDORSEMENT & RECOMMENDATION

(To be completed by authorised representative of employer)

I confirm that the above-named applicant has been employed by this firm, company or group between the dates shown	Dates:
He / she has received training and / or gained sufficient experience to be recommended for the ECS disciplines applied for at Section 5 of this form.	
Name (BLOCK LETTERS):	Signed:
Name of Company:	Tel:
Address:	

### FOR OFFICE USE ONLY

### Date Received

GR1	GR2	MAIN	ADD	ADD	ADD	ADD	ADD	ADD
CA	NVQ3	IEE	TIC	2400	2377	COMP'Ex'	H&S	DISC
3466-02	3466-03	3466-04	3666	1851				
NVQ3 Achieved		H & S Achieved		Employer No.		Fee Paid	Validity (YRS)	

## SECTION 2 - TRAINING

PLEASE ENCLOSE PHOTOCOPIES OF ANY CERTIFICATES  
OR REFERENCES CONFIRMING PRACTICAL TRAINING.

<b>2a TRAINING - APPRENTICESHIP</b>		
Did you serve a Security/Emergency Systems/Fire Detection and Alarm Systems Apprenticeship?	YES	NO
With which organisation(s) was your Apprenticeship served?	START	FINISH
Any other technical Apprenticeship?		
Was your Apprenticeship formally completed?	YES	NO

**JIB REGISTERED APPRENTICES MUST ENCLOSE ORIGINAL TRAINING CONTRACT OR  
COMPLETED CERTIFICATE OF COMPLETION OF APPRENTICESHIP (JIB409)**

<b>2b PRACTICAL TRAINING</b>			
Have you received any formal practical Security /Emergency Systems/Fire Detection and Alarm Systems training other than an Apprenticeship? If YES please give details.		YES	NO
Training received	Training Organisation or Employer's Name & Address	TRAINING START	TRAINING FINISH
Any other practical Training?			

## SECTION 3 - TECHNICAL & VOCATIONAL QUALIFICATIONS

Please show details of all completed courses and exam results i.e. Course Title/No./Part	College or Venue	Date	Result
Practical Exams or Skills Tests			
IEE & Other Courses on Regulations, etc			
SITO/C&G Security/Fire related qualification			
Scotvec - Tailored Award			
NVQ/SVQ Level 2 (security/fire related)			
NVQ/SQV Level 3 (security/fire related)			
Other Courses or Qualifications			
(i) Manufacturers/Private Training Providers/Trade Association Courses			
Course Title(s)			
(ii) Other relevant technical courses/qualifications (C&G 236, BTEC, EDEXEL Awards)			
Course/Qualification Title(s)			

**PHOTOCOPIES OF ALL TECHNICAL QUALIFICATIONS MUST BE ENCLOSED**

*These will be returned if you send a large stamped addressed envelope.*

FOR OFFICE USE ONLY						
AM1	AM2	FICA	NVQ3	SVQ3	16IEE	2391
C&G1	C&G2	C&G3	SCOT1	SCOT2	SCOT3	EUR
EQU1	EQU2	EQU3	EITB1	EITB2	EITB3	2400
SUPP	SUPP	C-"EX"	CRAFT	CRAFT	TECH	LIC
ONC	ONCS	HNC	HNCS	DEG	H&S	2377
3466-02	3466-03	3466-04	3666	1851		
NVQ3 Achieved				H&S Achieved		

## SECTION 4 - EMPLOYMENT EXPERIENCE

Are you employed at the date of this application form? Please State YES or NO

If "NO" please forward evidence of your unemployed status.

Are you self-employed. Please state YES or NO  If Yes, how long

Name & Address of present Employer	Job Title/Description			Date Joined
Will your employer supply a reference confirming your training, experience, duties and responsibilities.?	YES	NO	Don't Know	Enclosed

Names & Addresses of Previous Employers	Job Title	Start	Finish

## SECTION 4B - STANDARDS & REGULATIONS KNOWLEDGE

What knowledge do you have of the following ? (State YES as appropriate)	Detailed Knowledge	Working Knowledge	Require a Refresher
The Current (16th Edition) IEE Regulations			
Building Standards (Scotland) Regulations 1963			
Health & Safety at Work Act 1974			
Electricity Supply Regulations 1988			
Electricity at Work Regulations 1989			
BS5839:2002			
Relevant Security/Fire Systems British and European Standards & Codes of Practice			

## SECTION 5A - OCCUPATIONAL DEFINITIONS

### EMERGENCY AND SECURITY SYSTEMS

Please indicate which of the ECS endorsements you are applying for by entering the number of years experience you have obtained against the appropriate occupation. All of the disciplines listed (except Site Visitor) will bear the main ECS discipline of **Security and Emergency Systems**, with the individual skills listed separately. The descriptions given are only brief summaries of the various tasks or responsibilities expected of the applicant. A detailed job description for each discipline should be attached to this application form or is available from the JIB. (Details at end of form). Applicants for blue stripe cards should be able to demonstrate competence equivalent to NVQ/SVQ level 2 and gold card applicants need to demonstrate competence equivalent to NVQ/SVQ level 3.

		No. of Yrs. Experience
31	<b>Apprentice</b> - Undertaking an Advanced Modern Apprenticeship	
32	<b>Trainee</b> - Undertaking training (not AMA) leading to qualification as a Security and Emergency Systems ECS card holder.	
33	<b>Installer</b> (Blue Stripe Card) - maintenance of safe working environment, maintenance of effective working relationships, verify, test and prepare for hand-over of security and emergency systems, make plans and arrangements for work on site, install security and emergency systems.	
34	<b>Maintenance</b> (Blue Stripe Card) - maintenance of a safe working environment, maintenance of effective working relationships, verify, test and prepare for hand-over of security and emergency systems, ensure the performance of existing security and emergency systems, undertake corrective maintenance on existing security and emergency systems.	
37	<b>Installer</b> (Gold Card) - apply security system specification to physical installation and customer requirements, establish operational feasibility of security and emergency systems, install a complete system, install and test security system equipment which uses data transmission protocols, commission and handover operational security systems, audit installed security and emergency systems, diagnose causes of faults, rectify and restore, apply on-site security and emergency systems installation safety statutes and relevant regulations.	
38	<b>Maintenance</b> (Gold Card) - Relevant activities listed at discipline 37	
39	<b>Commissioning</b> (Gold Card) - Relevant activities listed at discipline 37	
40	<b>Surveyor</b> (Gold Card) - survey and design a security/emergency system, maintain effective working relationships, make plans and arrangements for work on site, prepare a tender/quotation for the provision and maintenance of a basic security/emergency system, negotiate sales, solve problems on behalf of customers, make sales presentations to existing and potential customers.	
96	<b>Site Visitor</b> - Company representatives not covered by any of the above disciplines who require regular access to construction sites. Please state position in company.	

## SECTION 5B - OCCUPATIONAL DEFINITIONS

### FIRE DETECTION AND ALARM SYSTEMS

Please indicate which of the ECS endorsements you are applying for by entering the number of years experience you have obtained against the appropriate occupation. All of the disciplines listed (except Site Visitor) will bear the main ECS discipline of **Fire Detection and Alarm Systems**, with the individual skills listed separately. The descriptions given are only brief summaries of the various tasks or responsibilities expected of the applicant. A detailed job description for each discipline should be attached to this application form or is available from the JIB. (Details at end of form). Applicants for blue stripe cards should be able to demonstrate competence equivalent to NVQ/SVQ level 2 and gold card applicants need to demonstrate competence equivalent to NVQ/SVQ level 3.

		No. of Yrs. Experience
41	<b>Apprentice</b> - Undertaking an Advanced Modern Apprenticeship	
42	<b>Trainee</b> - Undertaking training (not AMA) leading to qualification as a Fire Detection and Alarm Systems ECS card holder.	
43	<b>Designer</b> (Blue Stripe Card) - assessment of fire risks, choice of detectors and/or suppression media, understanding of relevant legislation (inc EU Directives), design of fire protection systems	
44	<b>Installer</b> (Blue Strip Card) - requirements of BS7671 for electrical safety, understanding of safety issues, effective working relationships, installation of fire protection systems	
45	<b>Commissioning</b> (Blue Stripe Card) - interpretation of system design, liaise with other building services suppliers, understanding of relevant electrical safety issues, commissioning of fire protection systems.	
46	<b>Maintenance</b> (Blue Stripe Card) - interpretation of system design, understanding of relevant electrical safety issues, investigation and rectification of system problems/false alarms.	
47	<b>Designer</b> (Gold Card) - assessment of fire risks, choice of detectors and/or suppression media, understanding of relevant legislation (inc EU Directives), design of fire protection systems	
48	<b>Installer</b> (Gold Card) - requirements of BS7671 for electrical safety, understanding of safety issues, effective working relationships, installation of fire protection systems	
49	<b>Commissioning</b> (Gold Card) - interpretation of system design, ability to liaise with other building services suppliers, understanding of relevant electrical safety issues, commissioning of fire protection systems.	
50	<b>Maintenance</b> (Gold Card) - interpretation of system design, understanding of relevant electrical safety issues, investigation and rectification of system problems/false alarms.	
96	<b>Site Visitor</b> - Company representatives not covered by any of the above disciplines who require regular access to construction sites. Please state position in company.	

## SECTION 6 - ECS HEALTH & SAFETY ASSESSMENT

Before you can be issued with an ECS card you must demonstrate the required level of Health & Safety awareness. You can demonstrate the required level of Health & Safety awareness by successfully completing the ECS Health & Safety Assessment or providing evidence of a valid exemption. A complete list of exemptions should have been enclosed with this form. Alternatively a complete list of exemptions can be obtained by contacting the JIB, using the telephone number shown at the end of this form, or from the JIB web site ([www.jib.org.uk](http://www.jib.org.uk)).

Have you passed the ECS Health & Safety Assessment in the last two years?	<b>YES</b>	<b>NO</b>
Do you have a valid exemption? (Please ensure you send photocopy of exemption)	<b>YES</b>	<b>NO</b>

## SECTION 7 - IDENTIFICATION PHOTOGRAPHS

To be completed ONLY by a person authorised to verify your photograph as detailed below:

- i) an authorised representative of your employer or
- ii) a community representative (e.g. M.P., J.P., Police Officer, Solicitor)

In order to receive an identification card bearing the holder's photograph, you should enclose a passport-size photograph with your name and National Insurance Number (optional) on the reverse side. The photograph **MUST** also be countersigned by one of the persons detailed above.

I have countersigned the attached photograph and certify that it is a reasonable likeness of the person named in the first part of this form.

Signed .....

Name (please print) .....

Name of Organisation .....

Official Stamp or Address .....

Position in Organisation/Community.....Date.....

## SECTION 8 - DECLARATION and DATA PROTECTION

I certify that to the best of my knowledge and belief the information given on this application form is correct and understand that if my application is approved, my name and details will be incorporated into the register of members of the Electrotechnical Certification Scheme.

Signed..... Date .....

The JIB incorporates only your vocational details (name, national insurance number (where given), grade, occupation and qualifications) in the ECS register available to placement agencies and employers. If you do not want these details included in the register please tick this box.

### **DO NOT PIN OR STAPLE YOUR PHOTOGRAPH OR CHEQUE TO THIS FORM.**

Photocopies of supporting documents will be returned if you send a large stamped addressed envelope

When completed, send this form together with your countersigned photograph, photocopies of certificates and other documents and the appropriate fee (see below) to :

**Joint Industry Board, Kingswood House, 47 - 51 Sidcup Hill, Sidcup, Kent DA14 6HP  
(Cheques should be made payable to JIB)**

**Scale of Fees:** Registration (including ECS Card valid for 3 years).....£25.00  
Renewal when in possession of current card.....£15.00  
Amendment to existing current card .....£5.00