

# ELECTROTECHNICAL CERTIFICATION SCHEME

## Incorporating the JIB GRADING SYSTEM

Administered by the Joint Industry Board for the Electrical Contracting Industry  
Affiliated to the Construction Skills Certification Scheme

The Electrotechnical Certification Scheme (ECS) has been established to provide an authoritative system of certification for all electrical and electronic 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 to the JIB at the address given at the end of the application form. **Applicants for a LABOURER grade or SITE VISITOR card should complete only pages 1, 5 and 6.**

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

SECTION 1 - PERSONAL DETAILS (All applicants should complete this section)	
National Insurance No.	
Title Mr/Mrs/Miss/Ms.	Surname
Forenames	
Address	
	Postcode
Date of Birth	Age

The JIB Grading System provides open access to anyone who has an appropriate electrical NVQ Level 3 Award and the relevant practical experience. If you meet these criteria and wish to apply for a JIB Grade, be sure to complete the following Section 1B and ask your employer to complete Section 1C or otherwise provide a *bona fide* reference confirming your training and/or practical experience.

SECTION 1B - JIB GRADING SYSTEM (Complete this section only if applying for a JIB Grade)		
Have you ever held a JIB Apprenticeship or Grade Card ?	Please state YES or NO	
Have you previously held a UK REGISTER or ECS Card ?	Please state YES or NO	
I hereby apply to be Graded by the Joint Industry Board and agree to comply with the Rules and Regulations of the Board whenever employed by a JIB member company.	Signed:	

*NOTE: The JIB Rules and Regulations are published in the JIB Handbook, price £5.50 inc VAT and postage*

SECTION 1C - EMPLOYER'S ENDORSEMENT & RECOMMENDATION (To be completed by authorised representative of employer if applicant is applying for a JIB Grade)	
I confirm that the above-named applicant has been employed by this firm, company or group between the dates shown	Dates:
He / she has had training and / or gained sufficient experience to be recommended to receive the JIB GRADE of	Recommended Grade:
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
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.

2a TRAINING - APPRENTICESHIP		
Did you serve an Electrical/Electronic Apprenticeship?	YES	NO
With which organisation(s) was your Apprenticeship served?	START	FINISH
Was your Apprenticeship formally completed?	YES	NO

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

2b PRACTICAL TRAINING			
Have you received any formal practical Electrical/Electronic 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

## 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			
C&G/Scotvec/EITB Part I (or equivalent) Certificate			
C&G/Scotvec/EITB Part II (or equivalent) Certificate			
C&G/Scotvec/EITB Part III (or equivalent) Certificate			
Supplementary Studies Certificates or Endorsements			
NVQs/SVQs			
Other Courses or Qualifications			

**NOTE: All Electrical Fitters, Installation and Maintenance Electricians MUST show they are trained to 16th Edition IEE Regulations.**

**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
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			
Relevant British Standards & Codes of Practice			

## SECTION 5 - OCCUPATIONAL DEFINITIONS

To ensure that the information recorded in the Certification Scheme properly reflects the Occupational Definition(s) applicable to yourself, would you please indicate against the following Electrical/Electronic disciplines which is the “**MAIN**” occupation for which you hold qualifications, and, **providing similar proof is submitted**, in which other occupations (up to a maximum of five) you are “**ADDITIONALLY**” qualified, showing the total number of years’ experience you have in each occupation.

**## - Must be trained in the 16th Edition IEE Regulations**

The agreed Electrical/Electronic occupations and duties are for “A skilled worker, capable of carrying out, in an autonomous and competent manner and within the allotted time:...”		One MAIN Occupation+ ADDITIONAL	No. of Yrs. Experience
1 ##	<b>Electrical Fitter</b> - the installation, assembly, fitting, commissioning and maintenance of low voltage electrical systems and their electro-mechanical and electronic parts, such as machines, drive mechanisms, protective components, controls, regulator equipment and signals.		
2	<b>Electrical Winder</b> - the installation, assembly and repair of electrical motors (including winding and balancing), transformers and generators, together with their associated control devices .		
3	<b>Instruments Mechanic</b> - the installation, commissioning, maintenance and repair of electromechanic, electronic or pneumatic measurement, control and regulation devices used in process engineering.		
4	<b>Radio/Television Electrician</b> - the installation, commissioning, repair and maintenance of radio, television and electronic equipment.		
5 ##	<b>Maintenance Electrician</b> - the maintenance of electrical and electronic installations <i>including automated production systems</i> . Duties include the supervision of the equipment, its maintenance and necessary repairs.		
6 ##	<b>Installation Electrician</b> - the installation, commissioning and maintenance of low voltage electrical and electronic devices and appliances.		
7	<b>Household Appliances Electrician</b> - the installation, commissioning, maintenance and repair of household appliances. Duties also include the demonstration of appliances to ensure their appropriate use by clients.		
8	<b>Telecommunications Fitter</b> - the installation, commissioning, repair and maintenance of telephone and like telecommunication equipment.		
9	<b>Distribution Networks Electrician</b> - and in complete safety, the installation, testing and commissioning of high voltage electrical networks and their components for distribution, both above and below ground.		
10	<b>Office Machines Mechanic</b> - their installation, commissioning, maintenance and repair of office communications systems, along with the provision and adjustment of software on the basis of standard procedures.		
11	<b>Auto Electrician</b> - on his own, all maintenance, repair, adjustments and installation of electrical and electronic components independent of the motor vehicle, including related elementary mechanical adjustments		
12	<b>Marine Electrician</b> - <i>(definition awaiting approval)</i>		
13	<b>Wireman / Panel Builder</b> - <i>(definition awaiting approval)</i>		
14	<b>Building Controls Engineer</b> - the installation, commissioning, repair and maintenance of electromechanical, electronic or pneumatic measurement, control and regulation devices used in the Building Controls Industry.		
96	<b>Site Visitor</b> - Please state below your position within your company		
97	<b>Electrical Labourer</b>		

## 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 AEEU fulltime official; or
- ii) an authorised representative of your employer (or ESCA or DHSS Officer); or
- iii) 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 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

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, 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 with or without Grading (not employed by JIB member) .....£25.00  
Grading and Registration (employed by JIB member) .....already paid  
Regrading when not in possession of current card .....£15.00  
Regrading when in possession of current card .....£5.00