

Safe isolation and re-establishment  
low voltage electrical supplies  
including gas industry 'safe to touch' procedures

cert-ain  
certification ltd

## Qualification handbook



## **Introduction**

Cert-ain Certification Ltd. is a certification body accredited by the regulatory authorities to offer a range of qualifications for operatives working in the building services engineering sector.

The Cert-ain Certification Ltd. qualifications are designed to be user-friendly for both the assessment centres delivering them and the candidates undertaking them. Our aim is to keep things as simple as possible whilst at the same time, maintaining the highest possible industry standards.

Our qualifications are designed to encourage learning and achievement, providing operatives with the appropriate knowledge and skills to help them progress in their chosen career.

## **Safe isolation and re-establishment of low voltage electrical supplies, including gas industry 'safe to touch' procedures**

The aim of this handbook is to provide the necessary information for those wishing to complete the safe isolation and re-establishment low voltage electrical supplies course. The course also covers the gas industry best practice 'safe to touch' procedures.

The handbook also aims to provide assessment centres with details of the general requirements for delivering the course.

## **Contents**

Introduction	2
Safe isolation and re-establishment of low voltage electrical supplies, including 'safe to touch' procedures	2
Summary	3
Eligibility	3
Training	3
Reference material	3
Assessment criteria	4
Assessment process	5
Assessors	5
Internal verifiers	6
Centre approval	6
External verifiers	6
Contact details	6

## Safe isolation and re-establishment of low voltage electrical supplies including gas industry safe to touch procedures

### Summary

The course is primarily designed for gas engineers, heating installers and plumbers, who need to work safely, carry out safe electrical isolation and safe re-establishment of low voltage electrical supplies as part of their work.

The course should be comfortably completed within a day and those individuals successfully completing the course shall be recognised as being competent against the assessment criteria listed on page 4.

All successful individuals will be issued with a Cert-ain Certification Ltd. certificate of competence, which should be signed upon receipt.

### Eligibility

Individuals wishing to undertake the course should possess **one** of the following qualifications:

- Cert-ain Certification Gas Diploma (Gas Safety)\*
  - Domestic ACS CCN1\*
  - OFTEC 10-101\*
  - N/SVQ Level 2 or 3 in plumbing\*
  - N/SVQ Level 2 or 3 in heating and ventilating\*
  - N/SVQ Level 2 or 3 in gas installation/maintenance\*
  - N/SVQ Level 2 or 3 in oil-fired technical services\*
- \*or equivalent

Individuals with any disabilities that may affect their ability to successfully complete the course should inform the assessment centre on application. Assessment centres shall consider any reasonable requests for any aids or equipment that are designed to alleviate any disability providing that the required assessment standard is not compromised.

### Training

Assessment centres deliver a training programme focussing on the contents of a number of key 'normative' documents, many of which are freely downloadable from the internet. The training programme is designed to help operatives to prepare for the assessment process.

### Reference material

The reference material used for the training and assessment:

- Memorandum of guidance on the Electricity at Work Regulations 1989
- Building Regulations Approved Document P
- HSE GS38 Electrical test equipment for use on low voltage systems
- Electricity Safety Council Best Practice Guide No 2. (Safe isolation)
- Manufacturer's instructions

## **Assessment criteria**

### **Knowledge**

KU1. In relation to performing work on gas installations and gas appliances supplied by low voltage electrical supplies, you will know and understand about:

1. Electrical shock, electrical units, protective devices, earthing arrangements
2. UK power supplies
3. Electrical regulations and best practice
4. Gas industry regulations, standards, and best practice 'safe to touch'
5. Electrical test equipment types and use
6. Electrical supplies to gas appliances
7. Safe electrical isolation procedures, single and three-phase
8. When it is safe to re-establish electrical supplies
9. When additional electrical safety checks are required

### **Performance**

PC1. In relation to performing work on gas installations and gas appliances supplied by low voltage electrical supplies, you will be able to:

1. Select the appropriate electrical test equipment for tests being conducted
2. Inspect electrical test equipment for suitability and safe operation prior to use
3. Carry out gas industry best practice 'safe to touch'
4. Carry out safe electrical isolation procedures
5. Carry out basic electrical safety checks, to ensure electrical safety prior to re-establishing the electrical supply (single phase supplies only)

### **Important limitations**

Electrical work on appliances or equipment that utilise three-phase power requires specialist knowledge, skills, and experience. Only safe electrical isolation of three-phase power supplies to appliances and equipment is covered by this course.

## **Assessment process**

### **Knowledge**

Operatives will be required to successfully complete a multi-choice examination that will take approximately 1 hour to complete. The pass-rate is 100%, operatives are allowed up to 3 attempts.

- i. The pass rate for the examination is 100%
- ii. If the candidate does not achieve 100% on the first attempt, they will be allowed a second attempt at the questions that they got wrong on the first attempt
- iii. If the candidate does not achieve 100% on the second attempt, providing they have achieved over 80%, they will be orally questioned by the assessor to establish their competence
- iv. Candidates not achieving 80% after the second attempt or 100% after oral questioning will be deemed to be unsuccessful
- v. Unsuccessful candidates will be required to retake the assessment in its entirety

### **Practical**

Operatives will be required to successfully complete a practical assessment that will take approximately 30 minutes to complete. The pass-rate is 100%, operatives are allowed up to 3 attempts.

1. The pass rate for the assessment is 100%
2. If the candidate does not achieve 100% on the first attempt, they will be allowed a second attempt at the tasks that they failed to complete successfully
3. If the candidate does not achieve 100% on the second attempt, at the assessors' discretion, they will be orally questioned by the assessor to establish their competence
4. Candidates not achieving 100% after oral questioning will be deemed to be unsuccessful
5. Unsuccessful candidates will be required to retake the assessment in its entirety

### **Assessors**

Assessors shall be approved by Cert-ain Certification Ltd. They must be occupationally competent and hold a current relevant electrical qualification.

Assessors must also hold one of the following assessor qualifications:

- D32 or A1
- Level 3 certificate 'assessing vocationally related achievement' or suitable equivalent

## **Internal verifiers**

Internal verifiers shall be approved by Cert-ain Certification Ltd. They must be occupationally competent and hold or be working towards one of the following internal verifier qualifications:

- D34 or V1
- Level 4 award 'internal quality assurance of assessment processes and practice' or suitable equivalent

## **External Verifiers**

External verifiers shall hold or be working towards one of the following qualifications:

- D35 or V2
- Level 4 certificate 'external quality assurance of assessment processes and practices' or suitable equivalent

## **Centre approval**

All centres delivering the qualifications are subject to approval and monitoring to ensure that they have the appropriate personnel and facilities in place to deliver a fair and impartial training and assessment process.

The Cert-ain Certification Ltd. external verifier shall carry out quality assurance of the training, assessment, and internal verification process. This includes sampling of:

- training and assessment facilities
- candidate records
- assessment decisions

## **Contact details**

If you would like any further information relating to the Cert-ain Certification Ltd. qualifications, please contact:

**Cert-ain Certification Ltd.**  
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