



Application to update or replace a valid SJIB Grade (ECS) Card

Scottish Joint Industry Board for the Electrical Contracting Industry

Section 1 – Personal Details (must be completed by the applicant)					
National Insurance Number:					
Full Name:					
Address:					
Postcode:			Date of Birth:		
Email:			Tel:		

This Application Form is for a replacement or an update to your current valid grade card only. Please include copies of qualifications to be added to your current grade card (Refer to list on Section 2).

If your grade card has expired you will need to complete a Renewal Application form.

Fees	
Update/Replacement	£24.00
All cheques and Postal Orders should be made payable to the SJIB. If you wish to make payment by card, please complete the attached SJIB Payment Request form and submit with your application form.	
Please Note: Fees are Non Refundable	

Please Note: Applications may take two to three weeks to process.

The SJIB have seen a significant increase in the number of fraudulent certificates and cards and treat this matter very seriously.

In 2000 the SJIB National Board introduced the following rules:

- Any operative who submits forged certificates to the SJIB when applying for their card will have their existing card removed and no further applications will be considered for a period of 6 years, i.e. the lifetime of two cards.
- An operative who submits a false application may be denied a card for a period of 6 years.

These rules will be applied if, after a thorough investigation, an individual is found to be in breach of either rule.

Office use only					
Apprenticeship / Adult Trainee	HM Forces	SVQ Level 3	ECS	Grade	
C & G 2381/2	C & G 2391/2	C & G 2394	C & G 2395	C & G 2396	C & G 2400/1
EAL BS 7671 Code:500/3483/2 & 500/3484/4	EAL BS 7671 Code:600/3719/2 & 601/5321/0	SQA [SELECT] 208	SQA [SELECT] 209	LCL Level 3 BS 7671 Code: 601/5665/X	LCL Level 3 BS 7671 Code: 601/5929/7
EAL BS 7671 Code:600/4338/6 & 600/4337/4	EAL BS 7671 Code:601/8231/3	SQA [SELECT] 214	SQA [SELECT] 218	LCL Level 3 BS 7671 Code: 601/5903/3	LCL Level 3 BS 7671 Code:601/5928/5
TSBT (01-04)	CompEx	SBS	Occupations	APL:	
Missing Paperwork					

Section 2 – Qualifications	
The SJIB will include the qualifications listed below on to your card if copies of certificates are enclosed with your application	
SQA [SELECT] Tailored Award in Design and Verification of Electrical Installations (208)	
SQA [SELECT] Initial Verification of Electrical Installations (209)	
SQA [SELECT] Inspection & Testing of Electrical Installations including Periodic Inspection (214)	
SQA [SELECT] Requirements for Electrical Installations to BS 7671 (218)	
C & G IET Wiring Regulations (2382) (BS 7671)	
C & G Inspection & Testing (2392) (BS 7671)	
C & G Design & Verification (2340) (BS 7671)	
C & G Initial & Fundamental Inspection & Testing (2394) (BS 7671)	
C & G Periodic Inspection, Testing and Certification (2395) (BS 7671)	
C & G Design, Erection & Verification (2396) (BS 7671)	
EAL Level 3 Diploma in Requirements for Electrical Installations (BS 7671) Update Code: 500/3483/2	
EAL Level 3 Diploma in Requirements for Electrical Installations (BS 7671) Code: 500/3484/4	
EAL Level 3 Award in Requirements for Electrical Installations (BS 7671) June 2008 (2011) (QCF) Code: 600/3719/2	
EAL Level 3 Requirements for Electrical Installations (BS 7671) Code: 601/5321/0	
EAL Level 3 Periodic Inspection, Testing & Certification Code: 600/4338/6	
EAL Level 3 Initial Verification & Certification Code: 600/4337/4	
EAL Level 4 Design & Verification Code: 601/8231/3	
LCL Level 3 Award in the Requirements for Electrical Installations BS 7671 (601/5665/X)	
LCL level 3 Award in the Initial Verification and Certification of Electrical Installations BS 7671 (601/5929/7)	
LCL Level 3 Award in the Periodic Inspection, Conditioning Reporting and Certification of Electrical Installations BS 7671 (601/5903/3)	
LCL Level 3 Award in the Initial Verification, Periodic Inspection Testing, Conditioning Reporting and Certification of Electrical Installations BS 7671 (601/5928/5)	
ECITB Technical Tests TSBT (01-04) (only valid if obtained within the last three years)	
ECITB's Diploma in Installing Engineering Construction Plant & Systems Small Bore Tubing Assemblies	
CompEx (Ex01–Ex11) (only valid if obtained within the last five years)	
CompEx (Ex12-Ex12A) (obtained since 2013 and only valid within the last five years)	
Scottish Building Standards (216)	

Section 3 – Declaration & Data Protection	
I certify that to 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 SJIB/ECS Register.	
Signed.....	Date.....
The SJIB incorporates only your vocational details (name, national insurance number, grade, occupation and qualifications) in the SJIB / ECS Register which is available to SELECT and SJIB Members.	
If you do not want your details disclosed to a third party e.g. agencies, potential employers, please tick this box <input type="checkbox"/>	

Completed applications should be returned to:

The SJIB	Telephone: 0131 445 9216
The Walled Garden	Fax: 0131 445 5548
Bush Estate	Website: www.sjib.org.uk
Midlothian	E-Mail: grading@sjib.org.uk
EH26 0SB	

**Additional information on grading can be obtained from www.sjib.org.uk
or by calling the SJIB Grading Department on 0131 445 9216.
Monday – Thursday 8.30am-5.00pm and Friday 8.30am-2.30pm.**

The SJIB is not an open office; people will only be seen by prior appointment.

Section 7 – Qualified Supervisor (must be completed by the Employer)

This section is optional and should only be completed if the Applicant is registered as the Qualified Supervisor with SELECT or the NICEIC.

I confirm that the applicant named in **Section 1**, is employed by this company or group and is recorded as the **Qualified Supervisor** within the terms of the SELECT Certification Scheme or NICEIC Enrolment.

Please tick **only one** Certification Scheme Provider:

SELECT

NICEIC

Name of Organisation / Company (BLOCK

CAPITALS):.....

(This will appear on the card)

Company

Representative:.....

Company Representatives Signature:.....

Date:.....

Company Address:

Qualified Supervisor cards are not transferable to other companies and as such the company is responsible for paying the fee. If a Qualified Supervisor leaves the company he can request a replacement card which will state the original expiry date by completing a Renewal Application Form free of charge.

Qualified Supervisors Declaration

I certify, to the best of my knowledge and belief, the information given on this application is correct. In return for my being graded and my enrolment with the Scottish Joint Industry Board I undertake to comply with the Rules & Regulations and Agreements of the Board. I confirm that I have passed a course covering IET Wiring Regulations as amended (BS 7671), in addition, knowledge of other relevant British Standards and Codes of Practice, the Building (Scotland) Regulations 2004, and the Electricity at Work Regulations 1989 and the Memorandum of Guidance on them, and the Electricity Safety, Quality & Continuity (Amendment) Regulations 2009, Health & Safety at Work etc. Act 1974 and the National Working Rules. I have practical working experience in setting out work, reading drawings, selection of most suitable wiring systems and materials, requisitioning materials and planning and organising work. I undertake to accept the decision of the SJIB Grading Committee in respect of this application.

I understand my status, as a Qualified Supervisor will be verified with either the NICEIC or SELECT, for which I give my consent.

Signed:.....

Date:.....

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Midlothian
EH26 0SB
email: grading@sjib.org.uk**

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