



## Electrical Installation SVQ Level 3 FICA Self-Assessment Checklist

### Overview

This is a document to help you decide whether you are ready to sit the electrical competence-based trade test.

The checklist below is designed to help assess if you are adequately prepared and trained in all aspects of the SCQF Level 7 qualification which will be tested during the FICA. The FICA Assessment is designed to assess a Candidates competence in key occupational areas including:

- Identification of hazards and risk assessment
- Safe isolation of the electrical supply and final circuits
- Planning & installation, terminating and connecting specified wiring systems
- The interpretation of specifications, drawings, and diagrams
- Verification of new electrical installations (inspection, testing and certification)
- Fault diagnosis and correction of electrical faults
- Understanding and application of industry recognised procedures, working practices and the requirements of statutory and non-statutory regulations

### How to Use This Document

Candidates, along with their employer, should go through each checklist point and decide whether they have current knowledge of recognised industry procedures/practices and, where relevant, regulations for each individual topic. They should also reflect on the level of practical, work-based experience for each topic.

Once this is completed, the Candidate should summarise this on the enclosed Summary Sheet. Candidates, with their employer's assistance, should then create an Action Plan to ensure that they may gain the required knowledge and practical experience before undertaking the FICA.

## SECTION A: ASSESSMENT OF SAFE WORKING PRACTICES

Please tick the appropriate boxes

	I have knowledge of:	I have little to no work-based experience of:
Identification of hazards and risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
Safe isolation of the electrical supply	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION B: COMPOSITE INSTALLATION

Please tick the appropriate boxes

	I have knowledge of:	I have little to no work-based experience of:
Interpretation of a specification and associated technical data including manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Selection of correctly rated circuit protective devices	<input type="checkbox"/>	<input type="checkbox"/>
Installing main protective bonding conductors	<input type="checkbox"/>	<input type="checkbox"/>
Installing ring final circuits with a spur	<input type="checkbox"/>	<input type="checkbox"/>
Installing lighting circuits with two-way and intermediate switching	<input type="checkbox"/>	<input type="checkbox"/>
Installing an extractor fan in locations containing a bath or shower incorporated into lighting circuit	<input type="checkbox"/>	<input type="checkbox"/>
Selection & installation of mains powered smoke and heat alarms	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring equipment installed complies with building standards technical guidance	<input type="checkbox"/>	<input type="checkbox"/>
Installing PVC single core cables in containment systems using correct methods of connection /termination of the conductors to equipment	<input type="checkbox"/>	<input type="checkbox"/>
Installing motor circuits with remote stop/start control	<input type="checkbox"/>	<input type="checkbox"/>
Installing PVC twin & earth cables using correct methods of connection /termination of conductors to equipment	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring adequate separation for EMC purposes is achieved between ELV and LV cables	<input type="checkbox"/>	<input type="checkbox"/>
Installing PVC multicore cables for door entry systems	<input type="checkbox"/>	<input type="checkbox"/>
Correctly identify cables throughout the installation	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION C: INSPECTION & TESTING

Please tick the appropriate boxes

	I have knowledge of:	I have little to no work-based experience of:
Carrying out a visual inspection of the installation	<input type="checkbox"/>	<input type="checkbox"/>

Completing the following tests:

Continuity of circuit protective conductors including main protective bonding conductors	<input type="checkbox"/>	<input type="checkbox"/>
Continuity of ring final circuit conductors	<input type="checkbox"/>	<input type="checkbox"/>
Insulation resistance	<input type="checkbox"/>	<input type="checkbox"/>
Polarity	<input type="checkbox"/>	<input type="checkbox"/>
Earth fault loop impedance	<input type="checkbox"/>	<input type="checkbox"/>
Prospective fault current	<input type="checkbox"/>	<input type="checkbox"/>
Verifying the effectiveness of RCDs	<input type="checkbox"/>	<input type="checkbox"/>
Check of phase sequence	<input type="checkbox"/>	<input type="checkbox"/>

Functional testing	<input type="checkbox"/>	<input type="checkbox"/>
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Please tick the appropriate boxes

	I have knowledge of:	I have little to no work-based experience of:
Ensuring that defects or omissions revealed during the inspection and testing process are corrected before certification is completed	<input type="checkbox"/>	<input type="checkbox"/>
Completing a schedule of inspections and schedule of test results verifying that results recorded comply with BS 7671	<input type="checkbox"/>	<input type="checkbox"/>

#### SECTION D: SAFE ISOLATION OF SUPPLIES

Please tick the appropriate boxes

	I have knowledge of:	I have little to no work-based experience of:
Understanding safe isolation procedures	<input type="checkbox"/>	<input type="checkbox"/>

Can you apply the correct safe isolation procedure for the following?

The electrical supply	<input type="checkbox"/>	<input type="checkbox"/>
Final circuits - single phase	<input type="checkbox"/>	<input type="checkbox"/>
Final circuits - three phase	<input type="checkbox"/>	<input type="checkbox"/>
Local isolation of equipment	<input type="checkbox"/>	<input type="checkbox"/>

#### SECTION E : FAULT DIAGNOSIS & RECTIFICATION

Please tick the appropriate boxes

	I have knowledge of:	I have little to no work-based experience of:
Practical fault finding using a low resistance ohmmeter or a continuity tester	<input type="checkbox"/>	<input type="checkbox"/>
Understanding different types of electrical faults	<input type="checkbox"/>	<input type="checkbox"/>
Understanding the rectification of these faults	<input type="checkbox"/>	<input type="checkbox"/>

#### SECTION F: UNDERPINNING KNOWLEDGE ASSESSMENT

Do you have working knowledge of the following resources?

Please tick the appropriate boxes

	I have working knowledge of:	I do not have working knowledge of:
BS 7671:2018 Requirements for Electrical Installations (IET Wiring Regulations 18 <sup>th</sup> Edition)	<input type="checkbox"/>	<input type="checkbox"/>
IET On-Site Guide (BS 7671:2018)	<input type="checkbox"/>	<input type="checkbox"/>
Memorandum of guidance on the Electricity at Work Regulations 1989 (HSR25)	<input type="checkbox"/>	<input type="checkbox"/>
Electricity at Work – Safe Working Practices (HSG85)	<input type="checkbox"/>	<input type="checkbox"/>
SELECT Certification of Construction Technical Guide 2014 – Guide to Certification and the Scottish Building Standards	<input type="checkbox"/>	<input type="checkbox"/>

Have you attempted the mock papers below?

	I have:	I have not:
Attempted the Mock Underpinning Knowledge Papers	<input type="checkbox"/>	<input type="checkbox"/>

## SUMMARY SHEET

Having completed this Self-Assessment Checklist, use the checklist below to summarise the areas where you believe you require any additional training before undertaking the FICA.

Once completed, arrange a meeting with your employer and/or training officer to review the Self-Assessment Checklist. If there are any areas of concern, produce an Action Plan to help you achieve the required standard.

Check off your training once experience has been gained.

### Areas where I require additional training:

	I have completed additional training:
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### Signatures

Candidate Name	
Candidate Signature	
Employer Name	
Employer Signature	

**SITE AND COLLEGE EXPERIENCE FLOW CHART**

