



Guide to NICEIC MCS Installer Registration - Heat Pumps

BESCA guide to the NICEIC MCS Registration for Installers of:

- Heat Pumps

MCS Installer registration is also available for other environmental technologies:

- Solar Thermal Hot Water
- Biomass
- Solar Photovoltaic (PV)
- Micro and Small Wind Turbines

The scheme covers the design, installation and testing of Environmental Technology installation work associated within dwellings. Registration and the ability to notify work under our Competent Persons Scheme for installation work in accordance with Parts G, J & L of the Building Regulations can also be included with initial applications. Parts F & P are also available under separate applications.

	F	G	J	L	P
Solar Thermal Hot Water		✓	✓	✓	✓*
Heat Pumps	✓*	✓	✓	✓	✓*
Solar PV					✓
Biomass	✓*	✓	✓	✓	✓*
Micro and Small Wind Turbines					✓

* where applicable.

The Assessment Visit

1 Appointment

If you have already provided us with details of a completed installation we will automatically arrange an assessment date and notify you in writing.

When you receive the appointment for the assessment visit, please call **0800 652 5533** immediately if you need to postpone the visit.

Cancellation within 0-30 days of the planned visit will be chargeable, please see our current fee sheet for details.

2 Preparation for the assessment visit

To enable your business to gain the most from the visit, and to enable the assessment process to be successfully completed as quickly and as reasonably possible, it is important that you are fully prepared.

You will need to propose a Qualified Supervisor as the technically competent person for the purposes of registration with the NICEIC MCS Installer Scheme. The proposed Qualified Supervisor will be expected to make adequate arrangements for access to the installation submitted with your application.

The assessment visit will commence at your business address and finish at the installation, with the visit normally lasting a day. The proposed Principal Duty Holder and Qualified Supervisor must be present at both the opening and closing meetings, however it is acceptable for only the Qualified Supervisor to be present throughout the assessment visit, assuming they are not the same individual.

In addition to making sure that access to the Heat Pump installation work is arranged, the proposed Qualified Supervisor will be required to provide suitable plant and equipment such as hand tools, step ladders etc to enable the assessment to take place. If for any reason (unless caused by NICEIC) it is not possible to complete the assessment visit on the day, a further visit will be necessary for which a fee will be payable.

3 Competence

All individuals involved within the process must be competent in every work activity they are conducting. The Qualified Supervisor must oversee the process and ensure that all activities are conducted safely and that the work produced adheres to the quality required and all aspects of the work are compliant with relevant standards (MIS 3005, MCS 001, MCS 002), Building Regulations and manufacturers' instructions. We have identified suitable competences below that if met should allow successful registration. Please note this list is not exhaustive and demonstration of competence can be achieved in numerous ways. Please check with the BESCA team for a current list of acceptable courses.

- NVQ level 2 plumbing or H&V (Domestic) or equivalent
- Part P for electrical works*
- Unvented Hot Water Competence
- Water Regulations Competence
- Energy Efficiency Competence
- Recognised Heat Pump design and installation course**

* Only required if the enterprise conducts the electrical work. Details of competence of installers undertaking this work will need to be demonstrated.

** A course that has been independently verified by an appropriate party.

Other possible ways to demonstrate competence

- Certified EU-CERT.HP installer
- Ground Source Heat Pump Association Installer Training
- International Ground Source Heat Pump Association Accredited Installer
- Certified Georexchange Designer
- Relevant Engineering Services SKILL card – relevance of skills/experience requires independent verification
- Relevant Construction Skills Certification Scheme (CSCS) card – relevance of the holder's skills and experience would require independent verification
- Relevant NVQ/SNVQ level 3 or, in the case of S/NVQ Land Drilling, level 2 – relevance of the qualification would require independent verification

3 Competence Continued

- Accreditation from a relevant training course – course relevance requires independent verification
- Membership of a relevant Competent Person Scheme – relevance of the Competent Person Scheme would require independent verification
- Manufacturer's product training – would be product specific and require independent verification
- Experience gained through a mentoring process – would require independent verification
- Demonstrable track record of successful installation – would require independent verification

4 Health and Safety

The company must have a Health and Safety policy and established procedures to ensure all installations are conducted safely. This must include evidence of appropriate risk assessments being conducted by appropriate and competent individuals.

5 Normative Reference Required

- Approved Building Regulation Document J
- Approved Building Regulation Document L
- Approved Building Regulation Document P
- Water Supply (Fittings) Regulations 1999
- Domestic Heating Compliance Guide
- HVCA publication Guide to Good Practice – Heat Pumps TR/30
- The Government's Standard Assessment Procedure for Energy Rating of Dwellings
- Relevant manufacturer's Instructions

6 Scheme Documents

- MCS 001 – Microgeneration Certification Scheme - Installer certification scheme document
- MCS 002 – Information on building regulations and European directives
- MIS 3005 – Requirements for contractors undertaking the supply, design, installation, set to work commissioning and handover of microgeneration Heat Pump systems

7 Application and Annual Fees

The initial fee (application fee) is payable at the point of application. Once registered, an annual renewal fee will become due on the anniversary of your original registration date for each year your business remains registered on the scheme. Please see our fee sheet for current fees.

All fees are non-refundable.

Contact the BESCA team:

Telephone: 0800 652 5533 Website: www.besca.org.uk Email: info@besca.org.uk

**Building Engineering Services Competence Accreditation Ltd,
Old Mansion House, Eamont Bridge, Penrith, Cumbria. CA10 2BX**

MicroGeneration Certification Scheme - FAQs

Q: What are the benefits of joining your scheme?

A: The NICEIC offers many benefits including Cost Savings; simplified application process, Competent Persons Scheme parts G, J and L, support structure (insurance, certificates, etc), hire station and many more.

Q: I am enquiring if you certify in Scotland

A: The microgeneration certification scheme applies in England, Scotland, Northern Ireland and Wales. You would be able to access the funding available. Competent Person Schemes do not apply in Scotland but do in England and Wales.

Q: How frequently do you propose to carry out surveillance/annual assessments and is there any additional cost for each assessment?

A: Surveillance visits are annual/yearly and will incur an annual fee (as per fee schedule).

Q: Does an applicant company need to demonstrate a quality management system (QMS)

A: Yes a quality management system is a requirement under MCS (see standard MCS 001). However, should you need assistance there are a number of Approved Centres throughout the UK that can provide a one-day course to assist applicants in preparing quality management system.

Q: How do I join the MCS Scheme?

A: You will need to fill in an application form which you can request from the BESCA Team on info@besca.org.uk or 0800 652 5533.

Q: How long does certification take?

A: Once we have your application back with full fees we will book you an inspection usually within 4-6 weeks. Dependant on the outcome of your inspection you should receive confirmation within 2 weeks.

Q: How many installations do you have to see?

A: The NICEIC MCS requires you to show us one completed installation per technology.

Q: Will the installations you view as part of a primary inspection be eligible for the grants and Feed in Tariffs?

A: Unfortunately the grants are no longer available however the installations we view on inspection the feed in tariffs can be applied for providing the installer meets appropriate MCS standards.

Q: What is a Qualified Supervisor?

A: The Qualified Supervisor has day to day responsibility for the safety, technical standard and quality of the work carried out under that person's supervision. As a requirement of the MCS the qualified supervisor must hold the minimum technical competence required under that technology.

Q: What is a Principal Duty Holder?

A: A Principal Duty Holder is a person appointed by the enterprise who is a principal or employee of the enterprise having an understanding of, and day to day responsibility for, the health and safety and other statutory requirements relating to the work undertaken.

Q: What are the Health and Safety requirements?

A: You need to demonstrate competence for the relevant sections of the Health and Safety Act at Work Act that is being conducted.

Q: How do we notify the work completed?

A: For all CPS notifications you will be advised accordingly upon registration. All Environmental Technologies installed must be notified to MCS Installation Database (MID).