ECS Health and Safety Assessment: 
Organisation Licensing Information and Application

The Electrotechnical Certification Scheme (ECS) Health and Safety assessment is specifically designed to meet the requirements of electrotechnical personnel for the purpose of applying to be registered with the ECS and for the issue of an ECS Card.

The JIB is responsible for the administration of the ECS Health and Safety assessment in England, Wales and Northern Ireland.

The Electrotechnical Certification Scheme is affiliated to the Construction Safety Certification Scheme (CSCS) and, where applicable, displays the CSCS logo to show compliance with the CSCS requirement of health and safety awareness for access to construction sites. The ECS health and safety assessment (or an approved exemption) is needed prior to an application for an ECS card.

Organisations that meet the licensing requirement may apply to the JIB to offer the ECS Health and Safety assessment to their directly employed staff.

The advantage of becoming an ECS Health and Safety assessment licensed organisation is that the assessment can be offered to staff directly on demand without the requirement to book and travel to an assessment venue away from the normal operation of the company. Results are notified by email as soon as the assessment is complete providing a fast notification to both operative and employer of the assessment result. This provides a cost effective, flexible and quick service to support company staff when needed.

Organisation License Requirements

The JIB will consider licence applications from organisations that are a member of one of the following trade organisations or associations; Joint Industry Board (JIB), Electrical Contractors’ Association (ECA), British Security Industry Association (BSIA), Fire Industry Association (FIA) and the British Controls Industry Association (BCIA). Typically applications for a licence would be received from organisations expecting to provide at least 10 assessments to their staff annually.

Licensed organisations are only allowed to provide ECS Health and Safety assessments for employed operatives and subcontractors engaged directly in the company’s operational activates, within the terms of their licence. This requirement will be strictly audited and breach of the requirement will result in loss of the licence. Applications for the ECS Health and Safety assessment from third parties not working for the company must be directed to the ECS card website where details of open access venues can be found. Training providers are not allowed to hold a licence to offer assessments directly to third parties regardless of their affiliations.

Administration requirement

Each Licensed Organisation must have one or more Licensed Managers who will take responsibility for the administration of each assessment booked and taken under the licence. The licensed manager must be trained by the JIB to administer H&S assessment system.

Each licensed organisation must also have one or more licensed invigilators trained to deliver ECS H&S assessments. The Licensed Manager may also be an invigilator, however, this is not a requirement.
Equipment
The ECS H&S assessment system is web based requiring suitable computer equipment for assessments to be managed and supervised for the candidate.

The computer needed should be running at least Windows 7 or Mac OS X 10.8 with an internet connection and web browser. The computer used by the invigilator must be a Windows based machine with the facility to take pictures with a camera or webcam. Details of the minimum equipment specification are listed in the Terms and conditions document. Recommendations for the computer equipment that are needed to administer the assessments is as follows:

Administering the assessment – The licensed manager will need a personal computer or laptop, with a web browser connected to the internet to setup and administer the assessment/s.

Delivering the assessment – Each invigilator will need access to a Windows PC, Laptop or tablet with a web browser connected to the internet to support the candidate in taking the assessment. A digital camera or webcam attached to the computer, with associated software loaded, is also needed as part of the ID validation of the candidate prior to the test being taken.

Taking the assessment – The assessment itself can be taken on any web enabled device. However, it is recommended that the device has a screen of at least 9". There must be one PC, laptop or tablet for the sole use of each candidate while they take their assessment.

The same device may be used for all parts of the administration process, however, the invigilator needs a Windows based device for the photo-capture software to operate correctly.

Recommended equipment: Standard PC running Windows 7 and the latest version of either Firefox or Internet Explorer as the web browser with an internet connection. A Logitech HD webcam with the Logitech webcam software loaded (preferably the webcam should be mounted on a small stand or mini tripod).

Payment for assessments
All fees are due at the time of purchase and must be paid in full to the JIB. This may be by exam credits purchased by the company and held on account or by a debit card payment made at the time an assessment is setup. Exam credits do not have an expiry and are available until converted to an assessment.

Application process
Companies must make an application for a licence to the JIB using the application form below.

Companies who meet the criteria will have their applications considered to become, or remain, a licensed organisation to administer the ECS H&S assessment.

Once the application has been approved by the JIB, the Licensed Manager will be responsible for administering the system and will need to undertake the system management and invigilator training if this has not already been taken.

Following successful completion of the training the system will be made available for the organisation to use.
# ECS H&S Assessment Organisation Licensing Application

Application to become a Licensed Organisation for the Administration of ECS Health and Safety Assessment

## Company Name:

<table>
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<th>Address:</th>
<th>Postcode:</th>
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## Details of the Licensed Manager who will be responsible for the administration of the system and invigilators.

*Please note: this person does not need to be an invigilator but must be trained by the JIB on the system and its requirements*

<table>
<thead>
<tr>
<th>Forename: Mr /Mrs /Ms /___</th>
<th>Surname:</th>
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<tbody>
<tr>
<td>Date of Birth:</td>
<td>National Insurance No:</td>
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<td>Telephone:</td>
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## Details of the person in the company to receive account information if different to the Licensed Manager above.

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<tr>
<th>Forename: Mr /Mrs /Ms /___</th>
<th>Surname:</th>
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<tbody>
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<td>Telephone:</td>
<td>Email:</td>
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Please tick relevant box and attach copy of your registration certificate.

<table>
<thead>
<tr>
<th>Joint Industry Board (JIB)</th>
<th>Tick</th>
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<tr>
<td>Electrical Contractors’ Association (ECA)</td>
<td></td>
</tr>
<tr>
<td>British Security Industry Association (BSIA)</td>
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<tr>
<td>Fire Industry Association (FIA)</td>
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<tr>
<td>British Controls Industry Association (BCIA)</td>
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I confirm the organisation named in this application will:
- Comply with the terms of the licence
- Provide adequate facilities (both staff and equipment) as required to administer the ECS Health and Safety assessment as a Licensed Organisation

I wish to apply for a licence to administer the ECS Health and Safety assessment.
I have read and agree to comply with the terms and conditions of the scheme to become a Licensed Organisation to administer the assessment for employed operatives and subcontractors engaged directly in the company’s operational activates only.

<table>
<thead>
<tr>
<th>Name of Signatory:</th>
<th>Job Title/Position:</th>
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<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
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Approximate number of Assessments expected per annum:

Number of invigilators, including the Licensed Manager, that will be trained to deliver assessments for the licensed organisation:

Please include a copy of trade association registration certificate with this application

Please return completed form to invigilators@jib.org.uk

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Terms and Conditions for JIB ECS Health and Safety licensed organisations

The following Terms and Conditions apply to all organisations that offer JIB ECS Health and Safety assessments.

The ECS Health and Safety assessment provides operatives with a Health and Safety awareness certification for the purpose of applying to be registered with the ECS and for the issue of an ECS Card.

The JIB is responsible for the administration of the ECS Health and Safety assessment in England, Wales and Northern Ireland.

The Electrotechnical Certification Scheme is affiliated to the Construction Safety Certification Scheme (CSCS) and, where applicable, displays the CSCS logo to show compliance with the CSCS requirement of health and safety awareness for access to construction sites.

1. Definitions

The following definitions will apply within these Terms and Conditions:

1.1. ‘ECS Card’ - The card issued under the rules of the ECS scheme.

1.2. ‘ECS scheme’ - The electrotechnical industry’s qualification and competency scheme for the independent recognition and verification of qualifications, the grading of operatives and access to construction sites through its affiliation to CSCS. The ECS scheme is offered by the JIB to which applicants apply to be registered. Registration is dependent on the applicant’s validated qualifications in order to obtain the grade or occupational discipline as defined within the rules of the scheme.

1.3. ‘Health and Safety Assessment’ – The test carried out by a candidate set by the JIB on health and safety awareness to comply with the requirements of the CSCS for access to construction sites.

1.4. ‘Intellectual Property’ - without limitation, all rights existing and/or arising from time to time in connection with discoveries, improvements, business methods, technologies, service marks, logos, database rights, and design.

1.5. ‘Licence’ – the agreement with a licensed organisation defining the scope and restrictions of the licensed organisation to offer ECS Health and Safety assessments.

1.6. ‘Licensed Organisation’ – An organisation that meets all the criteria set by the JIB to offer Health and Safety assessments and has been approved by the JIB through the application process to offer the assessment.

1.7. ‘Licensed Manager’ – The person responsible within the Licensed Organisation for the delivery of ECS Health and Safety assessments for and on behalf of the organisation.

1.8. ‘Licensed Invigilator’ - A person who has undergone specific training, directed by the JIB, to be authorised to invigilate H&S assessments.

1.9. ‘Online Services’ - services from time to time available to a licensed organisation, ECS card applicants and ECS card holders through the ECS card website www.ecscard.org.uk
3. Interpretation
   3.1. ‘We’, ‘us’ and ‘our’ refers to the Joint Industry Board (JIB), whose registered office is at PO Box 127, Swanley, Kent, BR8 9BH

4. Health and Safety Awareness Assessment Licence
   4.1. The JIB will offer a licence to organisations that meet the criteria set for them to become a “Licensed Organisation”.
   4.2. Licensed organisations must comply fully with these terms and conditions.
   4.3. The licence will be renewed after three years.
   4.4. The JIB has the right to withdraw a licence from any licensed organisation at any time.
   4.5. This is a chargeable service provided by the JIB.

5. Licensed Organisation’s Responsibilities
   5.1. Licensed organisations are allowed to provide ECS Health and Safety (H&S) assessments within the terms of their licence.
   5.2. Licensed organisations must not provide H&S assessments, or allow their licensed invigilators to provide, H&S assessments to any organisation or individual outside the scope of their licence.
   5.3. All licensed organisations agree to provide H&S assessment in line with the guidance notes provided by the JIB for the setting up and delivery of H&S assessments.
   5.4. Licensed organisations must:
      5.4.1. Ensure the security of the assessment system/process at all times.
      5.4.2. Appoint one or more Licensed Managers who will take responsibility to comply with the licensed organisation responsibilities for each assessment booked and taken under the licence.
      5.4.3. Appoint one or more licensed invigilators who will take responsibility to comply with the licensed invigilator’s responsibilities for the delivery of each assessment taken under the licence.
      5.4.4. Collect and provide all the required information for the purpose of administering the H&S assessment.
      5.4.5. Provide a suitable environment for the assessment session to be hosted.
      5.4.6. Provide all equipment, services and facilities for the assessment to take place.
      5.4.7. Ensure that the identity of each H&S assessment candidate is verified.
      5.4.8. Advise candidates that they will have a passport style photograph taken as part of the assessment process.
      5.4.9. Ensure candidates are prepared for the H&S assessment.

6. Licensed Manager’s Responsibilities
   6.1. A licensed manager must undertake training by the JIB to be licensed to administer H&S assessments and when required to undertake refresher training directed by the JIB.
   6.2. A licensed manager may also be a licensed invigilator.
   6.3. A licensed manager must:
      6.3.1. Administer the H&S assessment for and on behalf of the licensed organisation to the guidance notes provided by the JIB for this purpose.
      6.3.2. Ensure there is a sufficient number of licensed invigilators trained to deliver the ECS H&S assessments delivered under the licence.
      6.3.3. Ensure training for each licensed invigilator delivering H&S assessment for the licensed organisation.
      6.3.4. Maintain the security of the ECS H&S assessments system that they are responsible for.
6.3.5. Ensure that the ECS H&S assessments are hosted in a suitable environment and that candidates have the required equipment needed to take the assessment.
6.3.6. Ensure that the identity of each H&S assessment candidate is verified and their photograph is taken for use on the ECS card to be issued.

7. Licensed Invigilator’s Responsibilities
7.1. A licensed invigilator must undertake initial training by the JIB to invigilate H&S assessments and when required to undertake refresher training directed by the JIB.
7.2. All licensed invigilators must be registered with the JIB to deliver ECS H&S assessments.
7.3. A licensed invigilator may only deliver ECS H&S assessments directly for the licensed organisation they are registered to.
7.4. A licensed invigilator must:
   7.4.1. Deliver H&S assessments to the guidance notes provided by the JIB for this purpose.
   7.4.2. Maintain the security of the ECS H&S assessments that they are responsible for.
   7.4.3. Verify the identity of the candidate taking the assessment and take their photograph with the ECS H&S system for use on the ECS card to be issued.
   7.4.4. Ensure that a suitable environment and necessary equipment for the assessment is provided by the Licensed organisation
   7.4.5. Follow the ECS H&S assessment procedure/s.

8. Fees
8.1. The licensed organisation will pay to the JIB all the appropriate fees for the ECS H&S license and all ECS H&S assessments.
8.2. All fees are due at the time of purchase and must be paid in full to the JIB.
8.3. Value Added Tax, will be payable by the licensed organisation and will be charged at the rate applicable on the date of purchase.
8.4. The JIB reserves the right to annually review the charges and administration costs made. Any change in fees charged to a licensed organisation will be notified in writing to the licensed organisation.

9. JIB Responsibilities
9.1. The JIB will offer an annual licence to organisations that meet the criteria set for them to become a “Licensed Organisation” to offer H&S awareness assessments.
9.2. The JIB will provide an electronic H&S web based assessment service to licensed organisations. The assessments will are designed to be delivered using web enabled electronic equipment that complies with the online services supported equipment. The electronic H&S web based assessment service has an option for the assessment to be taken without an internet connection but must be connected to an internet connection before and after the assessment is taken. No paper option for ECS H&S assessments will be available.

10. Complaints
10.1. Our objective is to provide a high standard of service. However, we recognise that things can go wrong occasionally and if this occurs we are committed to resolving matters promptly and fairly.
10.2. If our standard of service has not been as expected and an applicant wishes to make a complaint, the complaint should be made in writing to the JIB quoting the licensed organisation registration number and including their contact details.
10.3. Our complaints policy is available from the ECS card website or we will send a copy on request.
11. Abusive and Aggressive Behaviour
   11.1. We have the right to look after our staff and protect them from aggressive and abusive behaviour. We expect interaction with our staff to be professional in all situations.
   11.2. If any organisation or person behaves aggressively or abuses our staff they will be dealt with according to our policy document on aggressive and abusive behaviour. A copy of the policy can be found on the ECS website.

12. Governing Law
   12.1. These terms and conditions are governed by English Law.

13. Scotland
   13.1. The Scottish Joint Industry Board (SJIB) is responsible for the administration of the ECS H&S assessments in Scotland. All enquiries regarding ECS H&S assessment in Scotland must be made to the SJIB.

14. Logo
   14.1. The ECS and the JIB logos are registered trademarks. The marks can only be used if express approval has been received in writing from the JIB for each and every use of the mark. Requests for the use of the mark must be made in writing to the JIB.
   14.2. In the case of either of the registered trademarks being used without the JIB’s permission, appropriate action will be taken, which may include legal action.

15. Online services
   15.1. The JIB may make certain online services available to Companies and/or Individuals through the website. A licensed organisation undertakes to use the online services in accordance with the online services description.
   15.2. The JIB does not make any guarantee that the online services will be available at any time or that they will be uninterrupted or error free.
   15.3. A licensed organisation may not use the website or any of the online services to undertake any act that breaches or may breach any applicable law, is fraudulent, defamatory, discriminatory, obscene, offensive, hateful or harassing, harms or attempts to harm any person, or transmits a virus or other software or code designed to adversely affect the operation of computer software or hardware.
   15.4. The JIB reserves the right to terminate and/or change the online services at any time on notice to a company and/or Individual.
   15.5. The JIB will from time to time work with third parties to deliver the online services on their behalf, these third parties will be bound under the same terms and conditions as set out in this agreement.

16. Variation of terms and conditions
   16.1. The JIB has the right to vary these Terms and Conditions at any time. Any changes to these Terms and Conditions will be made available on the ECS assessment portal and will take effect immediately (unless a later date is specified in the notice).
   16.2. Nothing said by any person should be understood as a variation of these Terms and Conditions. The terms of this agreement cannot be varied or waived except in writing.
   16.3. If the JIB fails to enforce any of the rights under these Terms and Conditions, it does not mean the JIB will not enforce them in the future. The JIB has the right to enforce these terms and conditions.

17. Force Majeure
   17.1. The JIB shall not be liable for any loss or damage, costs, expenses or other claims for compensation arising as a direct or indirect result of breach or non-performance of any of its obligations under these terms and conditions due to any cause beyond reasonable control.
including, without limitation, any act of God, war, military operations, riot, accident, failure or shortage of fuel or power supplies, abnormally inclement weather, fire, flood, hurricane, drought, explosion, lightening, strike, lock out or trade dispute.

18. Data Protection

18.1. Personal data obtained by the JIB in relation to individuals is processed in accordance with the Data Protection Act 1998 as updated, extended and modified from time to time (“the Act”). Details of the JIB’s data protection policy are available from the JIB website or on request.

18.2. Personal data provided to the JIB will be used for general administration purposes, including but not limited to, administering the ECS H&S assessment, processing an ECS card application, communicating with the H&S assessment candidate about their assessment, informing the H&S candidate of issues directly related to their assessment, any ECS card application or their ECS card.

18.3. Personal data held by the JIB may be passed to third parties who have a legitimate interest in receiving it. If the individual is making a request via a third party (e.g. a solicitor) then confirmation will be required that the third party is acting on their behalf.

18.4. From time to time the JIB may contact ECS Cardholders by post, email or by telephone to brief them about the JIB’s activities and developments or products and services relevant to their ECS registration. An applicant has the right to opt out of this service.

19. Online Service Description

19.1. The JIB’s online service combines a suite of services with an online tracker with the aim of supporting interested parties, ECS applicants and to maximise the benefits from holding an ECS card to both the card holder and their employer. This service will normally be available 24 hours a day 7 days a week subject to scheduled maintenance windows and unforeseen interruption.

19.2. Supported System Requirements:

Please note: Older operating systems and browsers not listed below may work, but they are not supported due to their age, security risk or limited functionality

19.2.1. Operating System:
- Windows 7 or more recent
- Mac OS X 10.8 or more recent

19.2.2. Browsers:
- Internet Explorer 11 or more recent
- Firefox 15 or more recent
- Safari 6 or more recent

19.2.3. Virus Protection:
To use such up to date virus protection software as appropriate to prevent the spread of any virus to any computer used by the User in relation to the User’s access to the Service pursuant to and in accordance with these terms and Conditions.