

## Overview

This standard is for people who commission electrotechnical systems (AC/DC) and equipment which may include Renewable Technology, Low Carbon Technology and Smart Technology.

The person carrying out this work must be able to comply with the processes and procedures for the commissioning and handing over of an electrotechnical system and equipment in accordance with the current versions of the appropriate industry standards and regulations, the specification; industry recognised working practices, the working environment and the natural environment.

They must know, understand and apply the correct methods and procedures for the commissioning and handing over the electrotechnical system and equipment including the:

- identification and use of the correct instruments
- completion of the relevant documentation
- recording of relevant data and information
- identification and consideration of the customer need for electrotechnical systems and equipment configuration
- planning of the resources required to carry out the commissioning process

## Performance criteria

### *You must be able to:*

1. identify the customer/client requirements
2. plan the commissioning process
3. produce a risk assessment and method statement for the work to be carried out, including the identification and use of personal protective equipment
4. determine and obtain the resources required to undertake the process
5. ensure methods and organisational procedures are implemented correctly
6. verify that the customer/client requirements are met
7. resolve any problems identified
8. specify methods and organisational procedures which conform with customer/client requirements
9. confirm that conditions are suitable for commissioning to take place
10. complete the commissioning process
11. record and assess information in accordance with organisational procedures
12. ensure that the results are recorded in the appropriate information systems and passed to the relevant people
13. ensure that the electrotechnical system and equipment is ready for hand over to the customer/client
14. identify and explain any variations
15. obtain customer/client acceptance of the electrotechnical system and equipment in accordance with organisational procedures
16. complete relevant documentation in accordance with organisational procedures

## Knowledge and understanding

### *You need to know and understand:*

1. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
2. the duty to report any acts or omissions that could be unsafe/detrimental to you or others
3. how to produce a risk assessment and method statement for the work to be carried out, including the identification and use of personal protective equipment, in accordance with:
  - the electrotechnical system design
  - organisational procedures
  - the appropriate industry standards and regulations
4. the operation, applications, advantages and limitations of different electrotechnical systems
5. the requirements for the commissioning process
6. the resources required to undertake the commissioning process
7. methods, organisational procedures and systems to:
  - record and assess information
  - ensure that the results are recorded in the appropriate information systems and passed to the relevant people
8. the correct methods and organisational procedures for implementing the commissioning process
9. conditions that are suitable to implementation
10. how to resolve any problems identified
11. how to ensure that the electrotechnical system and equipment is ready for hand over to the customer/client
12. methods for providing clear and accurate information to relevant people
13. the organisational procedures for:
  - notifying relevant people of any variations
  - obtaining customer/client acceptance of the electrotechnical system and equipment
14. how to complete relevant documentation in accordance with organisational procedures

## Scope/range

### **Working environments (internal and/or external)**

- Residential
- Commercial
- Industrial

### **Electrotechnical system**

An electrotechnical system (AC and/or DC), internal and/or external, in a building/structure that has an extra low voltage and/or low voltage single and/or multi-phase supply, circuits, equipment and components to provide:

- control
- communication
- heating
- lighting
- power

### **Organisation procedures**

- information management
- project management
- risk assessment
- risk management
- implementing and monitoring health and safety requirements and issues
- implementing and monitoring issues relating to the natural environment
- customer services
- accident reporting
- emergencies
- communication with relevant people

### **Resources**

- labour
- plant and equipment
- instruments
- finance
- IT
- materials and other consumables

**Information**

- technical – design documentation; plans; installation specifications; equipment specifications; manufacturer data; manufacturer instructions; BIM data
- functional – operational instructions
- customer/client information – drawings; diagrams; user instructions; specifications
- contractual
- statutory consents
- health and safety
- environmental considerations

**The commissioning process**

- tests and testing
- trails
- configuration
- hand-over

**Equipment, accessories and components**

- consumer units
- distribution boards and/or panels
- isolators
- circuit breakers
- fuses
- switches
- socket-outlets
- earthing protection
- luminaires
- motor control equipment
- control panels – alarms; emergency lighting; environmental control
- control devices – electrical; electronic; electro-mechanical
- cable glands
- other including Renewable Technology, Low Carbon Technology and Smart Technology.

**Relevant people**

Commission electrotechnical systems and equipment

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- customers/clients
- client representatives
- site/contract manager
- other contractors/trades
- members of the public
- work colleague

**Documentation**

- electrical installation certificates
- electrical installation condition reports
- minor electrical installation works certificates
- schedules of inspections
- schedules of circuit details and test results
- operational instructions
- manufacturer instructions
- handover agreements

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<b>Suite</b>	Electrical Installer
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