

# Application for OFTEC PAS 2030 Registration



This form will enable you to request certification as an installation business under PAS 2030 (Improving the Energy Efficiency of Existing Buildings)

This form is only to be completed if your business would like to have approval to install Energy Efficient Measures (EEM) and is based in the United Kingdom.

Registration is for a one year period with renewal and surveillance required annually.

Once you have completed this form, please return it together with the correct payment, if paying by cheque, to:  
OFTEC Registration Services, Foxwood House, Dobbs Lane, Kesgrave, Suffolk, IP5 2QQ

## 1. BUSINESS DETAILS

Please complete the rest of the form overleaf and read the notes at the end of the document.

OFTEC business registration number: C <i>(if already registered)</i>	
<input type="checkbox"/> Tick if applying for PAS 2030 registration together with initial competent persons scheme registration: <input type="checkbox"/> Tick if you are not registered with the OFTEC competent person scheme <i>(if not registered do not complete Sections 4 or 5 as we will contact you to discuss your individual requirements)</i>	
Business trading name:	
Business address:	
Postcode:	
E-mail:	Website:
Tel. no:	Fax no:
Mobile no:	Website:

## 2 HOW DID YOU HEAR ABOUT OFTEC

*(tick as applicable)*

<input type="checkbox"/> OFTEC website	<input type="checkbox"/> Training centre	<input type="checkbox"/> Google search
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Trade magazine <i>(please specify)</i>	<input type="checkbox"/> Other <i>(please specify)</i>
<input type="checkbox"/> OFTEC flyer	_____	_____



## 3. APPLICATION FOR PAS 2030 MEASURES

Please indicate which PAS 2030 Energy Efficient Measures (EEM) you wish to apply for:

Energy Efficiency Measure <i>(Annex reference refers to PAS 2030:2014 Edition 1)</i>	Please tick
Oil fired condensing boilers (Annex C3 BSM.3)	<input type="checkbox"/>
Heating system insulation (Annex C5 BSM.5)	<input type="checkbox"/>
Heating controls (Annex C6 BSM.6)	<input type="checkbox"/>
Hot water systems (Annex C7 BSM.7)	<input type="checkbox"/>
Underfloor heating (Wet) (Annex C10 BSM.10)	<input type="checkbox"/>
Warm air heating systems (Annex C11 BSM.11) domestic and non-domestic	<input type="checkbox"/>
Water efficient taps and showers (Annex C12 BSM.12)	<input type="checkbox"/>

## 4. DECLARATIONS

In addition to the general rules of the OFTEC registration scheme (See OFTEC rules of registration R100<sup>1</sup>), to hold PAS 2030 registration I hereby confirm that the registered business will adhere to the following-

- Employ/contract one or more current OFTEC registered technician(s) holding the following competencies:
  - OFT10-105E Installation of combustion appliances and systems
  - and*
  - OFT10-101 Single stage pressure jet servicing and commissioning *or* OFT10-201 Multi stage pressure jet servicing and commissioning.
- For the installation of water efficient taps and showers a technician must hold a relevant QCF/SCQF qualification for water supply (Water Fittings) Regulations (i.e. WRAS)
- Hold a copy and agree to work to the requirements contained in the current version of PAS 2030 <sup>2</sup>
- Agree to be inspected and evaluated to PAS 2030 by OFTEC upon request. <sup>3</sup>
- Agree to OFTEC carrying out a credit reference check on my business (if required)

My Companies House number is (if applicable)	
My VAT number is (if applicable)	
My business is registered with the Microgeneration Certification Scheme (MCS) <input type="checkbox"/> Yes <input type="checkbox"/> No	
The MCS provider is	My MCS No. is

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## 5 REGISTRATION FEE AND PAYMENT

<b>One year PAS 2030 registration</b> This fee includes visiting one site for inspection. If it is not possible to inspect all your chosen measures at one location you will need to add £100 for each additional location visited and insert the additional sites fee below.	<b>£495.00 + VAT</b>
<b>Additional sites fee @ £100 per site (if applicable)</b>	<b>+ VAT</b>
<b>Additional technicians £10.00 each</b> An ID Card for one registered technician is included in the PAS 2030 registration fee. If more than one technician is to be registered please add £10.00 per technician (to cover additional ID cards).	<b>+ VAT</b>

If you wish to register additional technicians for PAS 2030, please complete their names and OFTEC individual registration numbers below. If you wish to register more than four technicians, please detail their name and individual registration number separately on your company headed paper and submit with this application form.

Sub-Total	
VAT	
<b>Total</b>	

Technician name	OFTEC individual registration number

Please indicate your preferred method of payment.

- I enclose a cheque for the sum of £.....
- Please contact me for credit/debit card payment upon receipt of this application.

## 6. SIGNATURE ON BEHALF OF THE BUSINESS (required to authorise this application)

Signature:	
Print name:	
Position:	Date:

**Important: please see notes overleaf.**

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## Notes

- 1 OFTEC rules for registration (R100) are available to download from the OFTEC website <http://www.joinoftec.com>
- 2 PAS 2030 is the 'Specification for installation process, process management and service provision' available from <http://shop.bsigroup.com/ProductDetail/?pid=000000000030278428>
- 3 Your OFTEC regional inspector will be required to evaluate your business to the requirements of PAS 2030 annually and carry out an on-site competency check of a registered technician and a completed Energy Efficiency Measure installation.
- 4 If you complete more than 100 installations of a particular Energy Efficient Measure in one year, additional surveillance will be required at additional costs. Please contact registration services for further details Tel 01473 626 298.