

Application to add a technician to an existing business

OFTEC competent person scheme business registration



Please complete the form in full, using a black ball point pen and in block capitals.

1. BUSINESS DETAILS

Business name:	OFTEC business registration number: C
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2. INDIVIDUAL TECHNICIAN DETAILS* (or responsible/competent person if registering for Part P electrical scheme.)

Full name of technician:	Technician individual registration number: <i>(if previously registered)</i>
National insurance no. (UK) or PPS no. (Republic of Ireland) :	
Address:	
Postcode:	
Tel no:	Mobile no:
E-mail:	Date of birth:

*You must provide the technician's personal details in this section. Failure to do so will result in the application being delayed.

3. APPLICATION DECLARATION

I hereby apply for registration with OFTEC in the scopes of registration ticked in section 4 overleaf. I declare that, to the best of my knowledge, all the information I have provided in this form is correct. I understand that any inaccurate statement or omissions may disqualify me from registration with OFTEC.

Individual declaration (MUST be signed by the technician)

Name of technician (block capitals):	
Technician signature :	Date :

Business declaration (to be signed by the owner of the business)

Name (block capitals):	
Position:	
Signature :	Date :

4. TRAINING AND ASSESSMENT INFORMATION (must be completed by all applicants)

To add another technician to your existing competent person scheme business registration, **please tick the scopes you wish to add below**. Please note that you will be inspected on all scopes of work for which you register. If you are unable to be inspected on a particular scope, it may be withdrawn.

		Scopes required (please tick)	Date qualifications passed
Registration band A	Oil heating scopes*		
OFT10-105E	Installation of oil and bio-liquid fuelled fixed combustion appliances and systems		
OFT10-600A	Installation of oil fuel storage and supply systems connected to fixed combustion appliances		
OFT107	Installation and commissioning of unvented hot water systems		
OFT10-101	Servicing and commissioning of single stage pressure jet appliances		
OFT10-102W	Servicing and commissioning of oil and bio-liquid fuelled vaporising burner fired domestic fixed combustion appliances under 45kW (wet)		
OFT10-102D	Servicing and commissioning of oil and bio-liquid fuelled vaporising burner fired domestic fixed combustion appliances under 45kW (dry)		
OFT10-201	Servicing and commissioning of oil and bio-liquid non-modulating multi-stage pressure-jet burners		
Registration band B	Solid fuel scopes		
OFT15-108D	Installation, commissioning and servicing of solid fuel burning appliances (dry)		
OFT15-108W	Installation, commissioning and servicing of solid fuel burning appliances (wet)		
OFT18-108S	Servicing and commissioning of solid fuel burning appliances (domestic space heating)		
Registration band C	Heat pumps systems**		
OFT504	Installation of heat pump systems under CPS (QCF mapped qualification required with application)		
Registration band D	Solar thermal systems**		
OFT501	Installation of solar thermal systems under CPS (QCF mapped qualification required with application)		
Registration band E	Biomass systems**		
OFT505	Installation of biomass systems under CPS (QCF mapped qualification required with application)		
Registration band F	Electrical		
OFT103	Electrical scheme - full scope (dwellings only) Part P		

* If you wish to add PAS2030 registration, please also complete form R567.

** If you wish to include Microgeneration Certification Scheme (MCS) registration please also complete form R572.

5. PAYMENT

On receipt of the completed form and attachments we will contact you with a pro rata figure to align the new technician to your business registration expiry date to allow for future online renewal at a discounted rate. Alternatively you can pay for one or five year's registration.

Please return the completed form, training certificates and a passport size photograph (regardless of whether the technician is already registered with OFTEC) via email to applications@oftec.org or by post to OFTEC Registration Services, Foxwood House, Dobbs Lane, Kesgrave, Suffolk, England, IP5 2QQ.

Privacy notice - OFTEC will process your data in accordance with the General Data Protection Regulation (GDPR). We only collect your data for the purposes of granting certification with the OFTEC registration schemes. We will process and hold your data lawfully, fairly and securely. Your data will be processed accurately and kept up to date either by you notifying us of any changes, or via your own updates to your online registration account. As part of the agreement to provide your business and technician(s) with registration, OFTEC will keep you updated on any industry changes that affect the work you do. Receiving these updates counts towards your commitment to obtain industry-related professional development to enable continuous registration. We will also notify you on any matters affecting your registration and will send you reminders before your qualifications or registration expires. These may be by post, email and/or telephone. Full details of our privacy notice can be found on our website www.oftec.org.