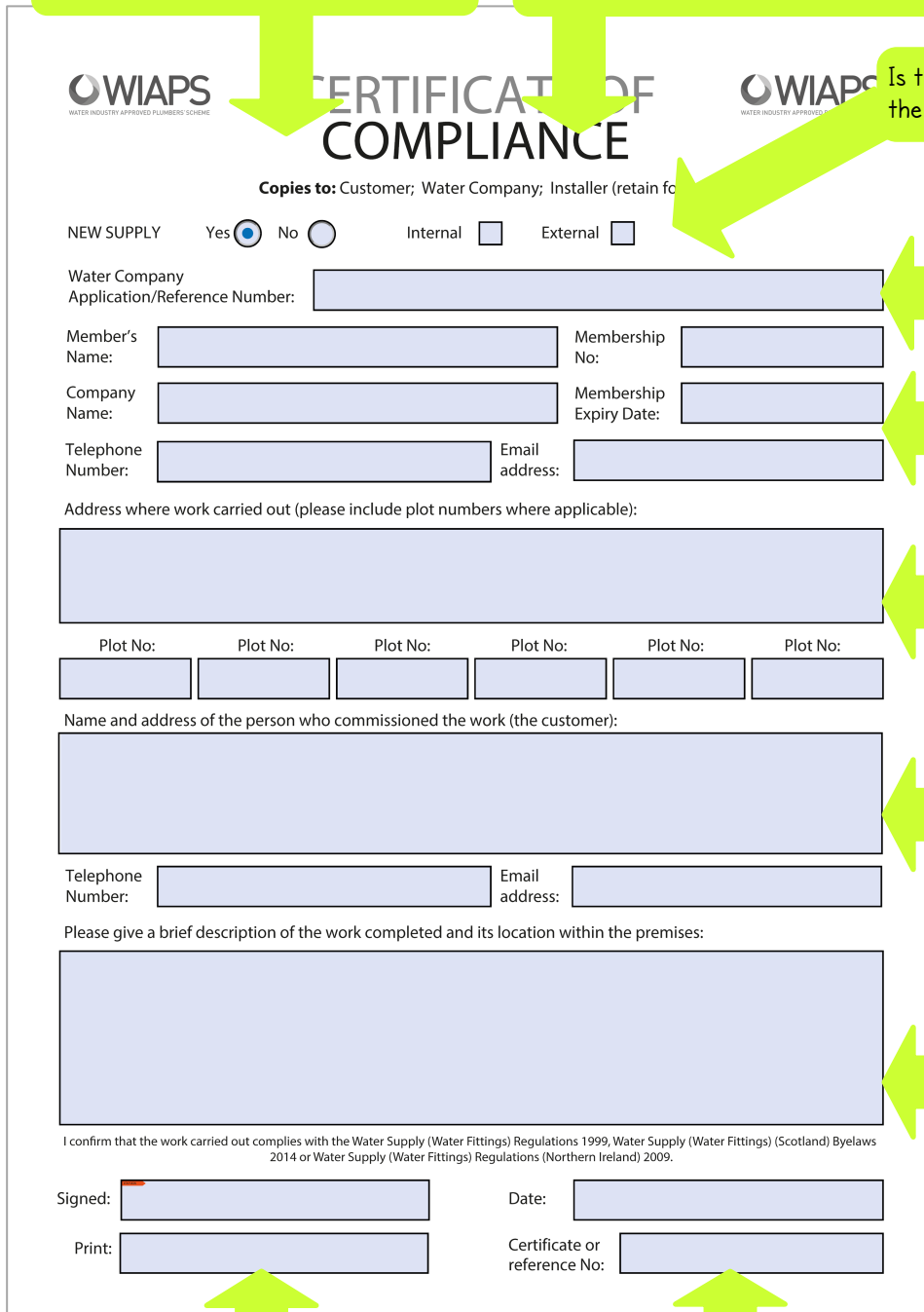


# Guide on how to complete the Certificate of Compliance

This guide is to help make sure the right information is provided on the Certificate of Compliance. These certificates **must only** be completed by an **Approved Contractor**. The certificate is a legal record of the work they have done and falsifying a certificate is a serious matter and may break the law.

Make sure to say if the **work** is in relation to a building needing a **new** water supply, or if it is on an existing property.

Make sure you **always** give the customer a copy of the certificate **and** send the relevant water company a copy when needed (see over). **Remember** to keep a copy for your own records.



**WIAPS** WATER INDUSTRY APPROVED PLUMBERS SCHEME

## CERTIFICATE OF COMPLIANCE

Copies to: Customer; Water Company; Installer (retain for...)

NEW SUPPLY    Yes  No     Internal  External

Water Company Application/Reference Number:

Member's Name:     Membership No:

Company Name:     Membership Expiry Date:

Telephone Number:     Email address:

Address where work carried out (please include plot numbers where applicable):

Plot No:     Plot No:     Plot No:     Plot No:     Plot No:     Plot No:

Name and address of the person who commissioned the work (the customer):

Telephone Number:     Email address:

Please give a brief description of the work completed and its location within the premises:

I confirm that the work carried out complies with the Water Supply (Water Fittings) Regulations 1999, Water Supply (Water Fittings) (Scotland) Byelaws 2014 or Water Supply (Water Fittings) Regulations (Northern Ireland) 2009.

Signed:     Date:

Print:     Certificate or reference No:

Is the work you have done inside the fabric of the building or outside of it.

If the work is on a property needing a new supply, or to fix non-compliant plumbing on an enforcement notice, **include** the water company's **reference number**.

This section is all about **you**. You must include your name, membership number and expiry date, your company, contact details and email address.

This is the address where the work was carried out. If new water connections are needed, please include no more than 6 **plot numbers** per certificate.

Provide the **name** and **address** of the customer or person who asked for the work to be done. If the work is subcontracted, add the company you are working for. Remember to include the phone number and email addresses wherever possible.

Enter the work **you have** completed. This is a record of the work you have carried out and where in the building or within the grounds of the property the work is located. For example:

*Installed new WC, hand basin, shower and cubical in ground floor changing room.  
Replacement kitchen tap in first floor kitchen area.*

This helps make it clear to the customer or water company the work you have or have not carried out at the property.

Click to **sign** digitally or you can print and sign it. Remember to **print** your name.

Select date from drop down menu. The certificate or reference number is an optional box to add your **own** reference/invoice number to link the certificate to the work.

# When to complete a certificate

## Do I need to complete a certificate?

**Yes**, but **ONLY** if you are a current member of the WIAPS Approved Contractor scheme. The terms and conditions of **your** membership require **you** to provide the customer with a certificate and, where required, a copy must be sent to the water company that supplies the property.

WIAPS T&amp;Cs



## What type of work do I need to complete a certificate for?

Only installation work which is within the **scope** of your WIAPS membership is allowed to be certified – these can be found on the Water Regs UK website (scan or click on QR code).

Approved Contractor scope of work



## Who do I send the certificate to?

1. The certificate must always go to the **customer** for **all installation** work; and
2. A copy must be given to the **water company** that supplies the property if the **work is in this list**:

1. *The erection of a building or other structure, not being a pond or swimming pool.*
2. *The extension or alteration of a water system on any premises other than a house.*
3. *A material change of use of any premises – such as installing rainwater harvesting, greywater recycling, or a change in the function of a building e.g. offices to flats.*
4. *The installation of –*
  - (a) *a bath having a capacity, as measured to the centre line of overflow, of more than 230 litres;*
  - (b) *a bidet with an ascending spray or flexible hose;*
  - (c) *a single shower unit (which may consist of one or more shower heads within a single unit), not being a drench shower installed for reasons of safety or health, connected directly or indirectly to a supply pipe which is of a type specified by the regulator;*
  - (d) *a pump or booster drawing more than 12 litres per minute, connected directly or indirectly to a supply pipe;*
  - (e) *a unit which incorporates reverse osmosis;*
  - (f) *a water treatment unit which produces a waste water discharge or which requires the use of water for regeneration or cleaning;*
  - (g) *a reduced pressure zone valve assembly or other mechanical device for protection against a fluid which is in fluid category 4 or 5;*
  - (h) *a garden watering system unless designed to be operated by hand; or*
  - (i) *any water system laid outside a building and either less than 750mm or more than 1350mm below ground level.*
5. *The construction of a pond or swimming pool with a capacity greater than 10,000 litres which is designed to be replenished by automatic means and is to be filled with water supplied by a water undertaker or water supply licensee.*

**If you are working in Scotland or Northern Ireland the following are also included:**

6. *Grey water, recycled water, reclaimed water and rainwater harvesting systems*
7. *Water systems for firefighting, including domestic sprinklers*
8. *A flexible shower hose or other flexible outlet for use in conjunction with a WC*
9. *A 'shower toilet' or 'bidet-toilet' where either as part of the WC itself or as an addition or adaptation of it, a stream of water is provided from below the spillover level of the WC pan for personal cleansing.*
10. *Any system incorporating a private water supply (Scotland only).*

Water company contact details are on the Water Regs UK website (scan or click on QR code).

## Can I sign a certificate if someone else completes the work?

You can sign a certificate for an installation completed by others, such as an apprentice, **only if you** have **physically inspected** all aspects of the installation and are certain that it complies with the water fittings regulations. **Physical inspection** means the Approved Contractor has inspected all aspects of the installation in person and has not relied on photos or videos.

Water company contacts



You **must never** sign a certificate if the work is **not compliant**.