

STONELEIGH PARK **CRITERIA FOR ELECTRICAL CONTRACTORS**

INTRODUCTION

From 1st January 2007, Event Organisers and Exhibitors wishing to engage their own electrical contractor, to carry out any electrical installation at Stoneleigh Park, will be required to satisfy the criteria laid out below. Where the mention of “electrical contractor” is made, this includes their sub contractors or any self employed persons under their control.

PRE QUALIFICATION

The following documentation is required for pre qualification. It is to be forwarded to Stoneleigh Park Electrical Services for assessment at least 14 days prior to the Event:

- The electrical contractors risk assessments, method statements and public liability insurance (minimum cover of £2,000,000).
- The electrical contractor’s current membership documentation for NIC EIC, J.I.B, E.C.A, or other recognised industry body.
- A signed statement from the electrical contractors management, along with supporting documentation (i.e. certification of qualification) that all operatives under their control are qualified to undertake the proposed work.
- A signed statement by the responsible person to the effect that the electrical contractor will adhere to:
 - B.S 7671; 2001 Requirements for Electrical Installations
 - B.S 7671: Guidance note 7 : special locations - chapter 13 (Exhibitions, shows and stands)
 - The electricity at work Act 1989
 - The electrical equipment (safety) regulation

APPROVAL

Stoneleigh Park will appraise the documentation submitted and once satisfied, will issue notification that the work on the electrical installation may be carried out. The documentation may be subject to on-site inspection by the relevant authorities and a copy should be in possession of the electrical contractors on site. Failure to adhere to these criteria will delay the completion of the electrical installation.

MAINS SUPPLIES

Mains supplies will terminate at a switch fuse. This will be the responsibility of Stoneleigh Park Electrical Services. The installation from the switched fuse to stand electric will be the total responsibility of the nominated electrical contractor. Test forms must be issued by said contractor proving the safety and integrity of the installation to B.S. 7671 before the installation can be energized for occupation of stand holders. One set of 10 amp fuses will be issued to test engineer to carry out initial verification of the stand electrics. The fuses must be handed back to Stoneleigh Park Electrical Services at the end of the build period.