

TRAINING AND COMPETENCY POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd ensures that every person carrying out or supervising electrical work is competent to do so, holding the qualifications, knowledge, skill and experience required by the Electricity at Work Regulations 1989, BS 7671 and the Company's NICEIC and NAPIT registrations.

2 ARRANGEMENTS

- 2.1 A training matrix records the qualifications, cards and refresher dates for every operative, including electrical qualifications, 18th Edition, inspection and testing, ECS cards, asbestos awareness, first aid, working at height and manufacturer training for EV charging (including OZEV, Pod Point and Ohme requirements). Training needs are reviewed annually and before new activities are undertaken. Apprentices and trainees work under defined supervision at all times, and no person carries out work beyond their assessed competence. Certification is only issued by persons authorised under the Company's scheme registrations.

3 REVIEW

- 3.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026