

Main Contractors User Guide

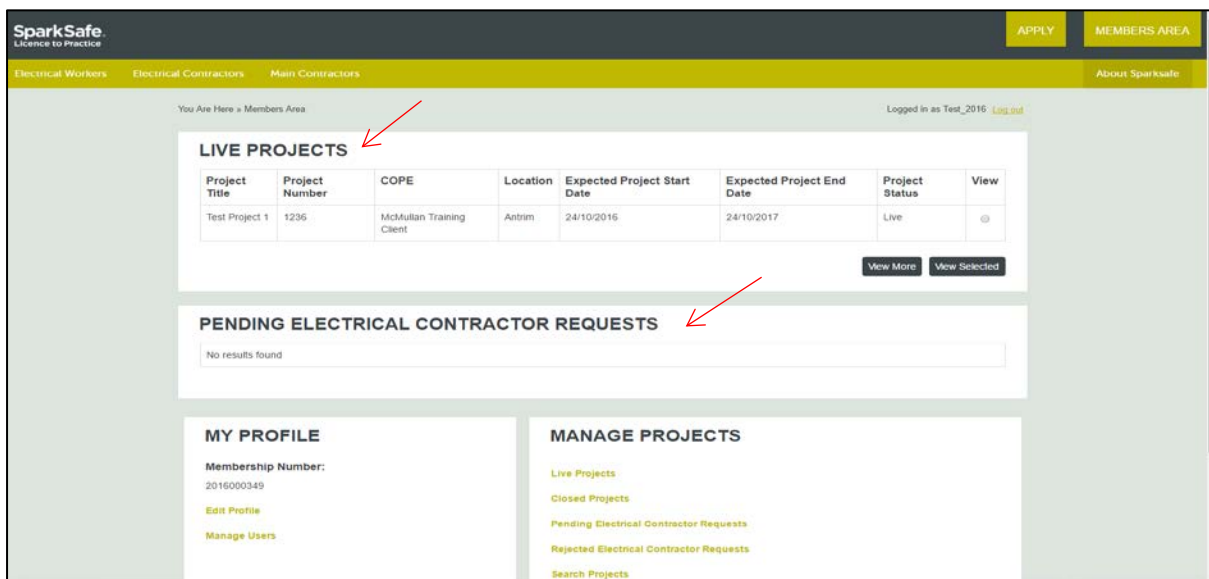
Managing Connections and Projects

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

Creating Electrical Contractor Connections

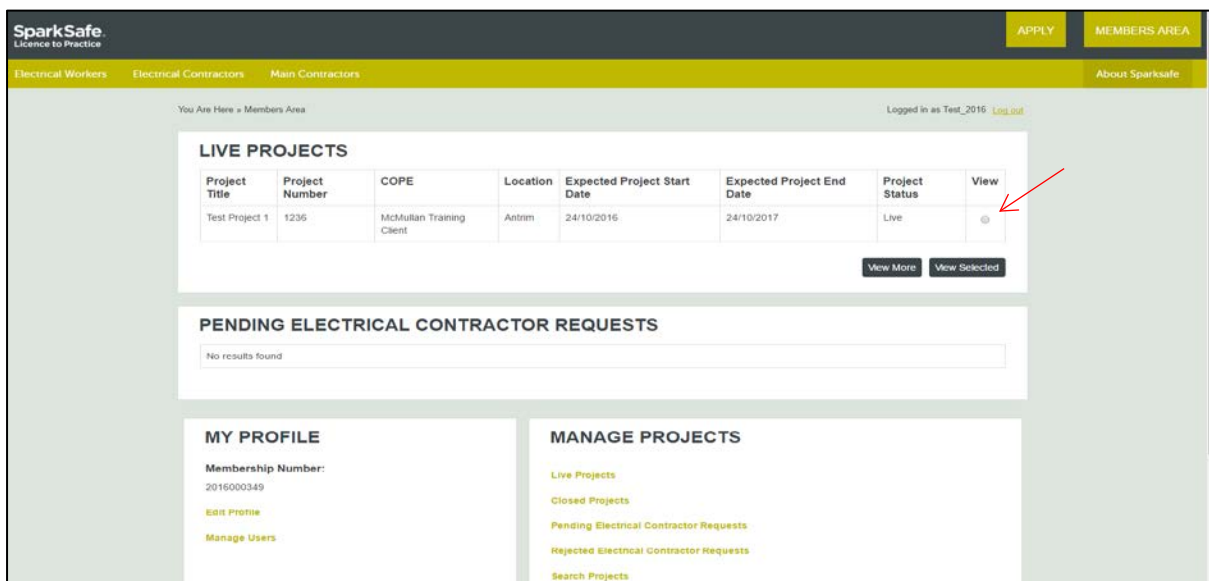
Once the contract has been awarded to the Electrical Contractor, it is the responsibility of the Main Contractor to create a connection with the Electrical Contractor via the project within the SparkSafe system. When the user logs into the Main Contractor Member's Area, a list of the three most recent projects will be visible, as well as the three most recent pending Electrical Contractor connection requests. Fig 1.1 shows a typical Main Contractor's Member's Area with two live projects and no pending Electrical Contractor requests.

Fig. 1.1



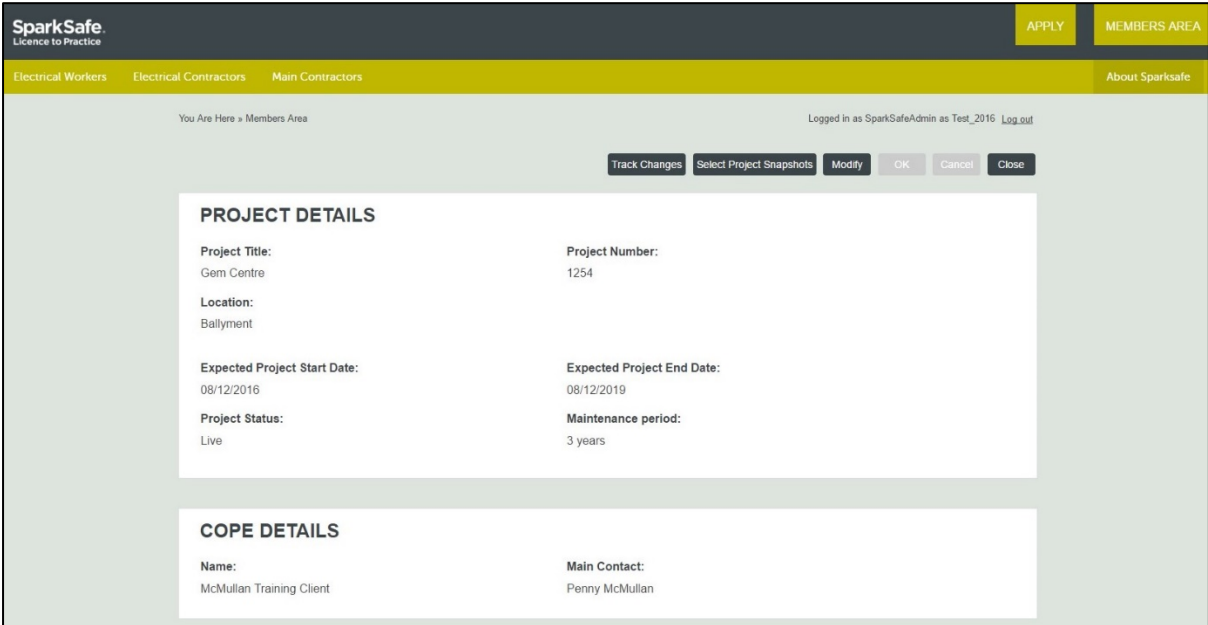
To create an Electrical Contractor connection, users should locate the project that has been awarded to the Electrical Contractor and click on 'view selected' (Fig. 1.2).

Fig. 1.2



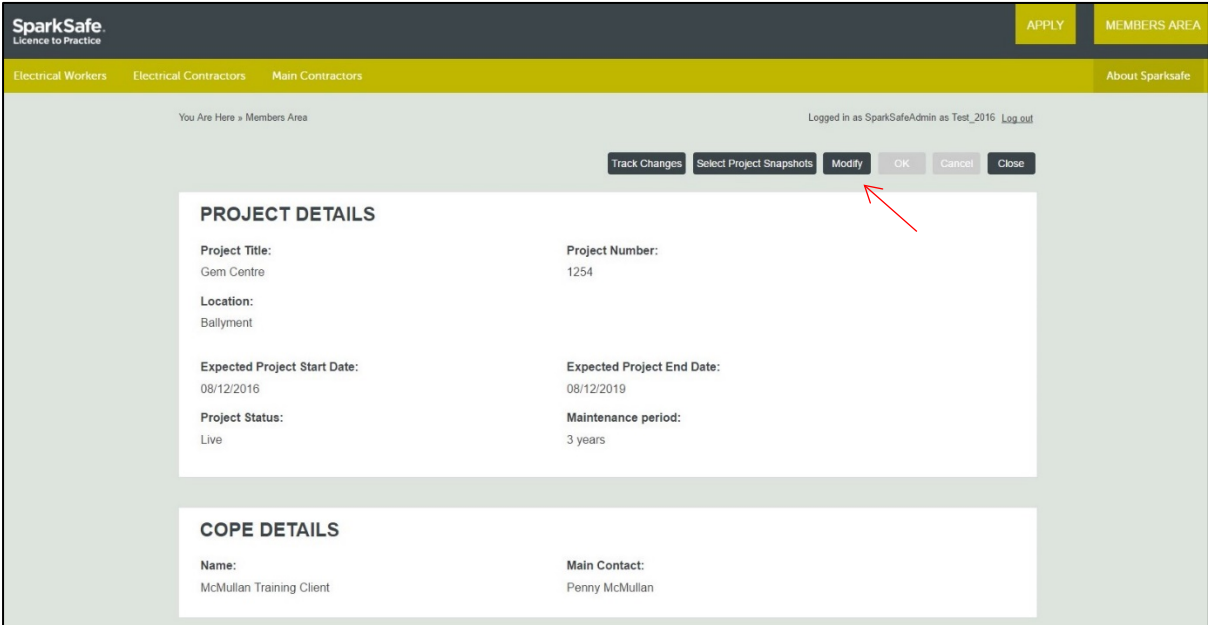
Users will then be presented with the “Project Details Screen” (Fig. 1.3).

Fig. 1.3



Users should click on the “modify” button to create a pending connection request (Fig. 1.4). The “modify” button can be found at the top and bottom of the “Project Details Screen”.

Fig. 1.4



Once the “Modified Project Details Screen” has opened, the user must update the “Expected Electrical Work Start Date” and “Expected Electrical Work End Date” (Fig. 1.5). Please note that these dates must be within the overall project start and end dates inputted by the Client.

Fig. 1.5

COPE DETAILS

Name: McMullan Training Client
Main Contact: Penny McMullan

MAIN CONTRACTOR DETAILS

Company Name: Test McMullan Ltd
Main Contact: Test McMullan
Contract awarded date: 08/12/2016

Expected Electrical Work Start Date: 08/12/2016

Expected Electrical Work End Date: 08/12/2017

Once these have been updated, users should click on the ‘add Electrical Contractor’ button located under the “Electrical Contractor Details” section of the project (Fig. 1.6). Please note that a connection with an Electrical Contractor cannot be made unless the electrical work start and end date fields have been updated.

Fig. 1.6

MAIN CONTRACTOR DETAILS

Company Name: Test McMullan Ltd
Main Contact: Test McMullan
Contract awarded date: 08/12/2016

Expected Electrical Work Start Date: 08/12/2016

Expected Electrical Work End Date: 08/12/2017

ELECTRICAL CONTRACTOR DETAILS

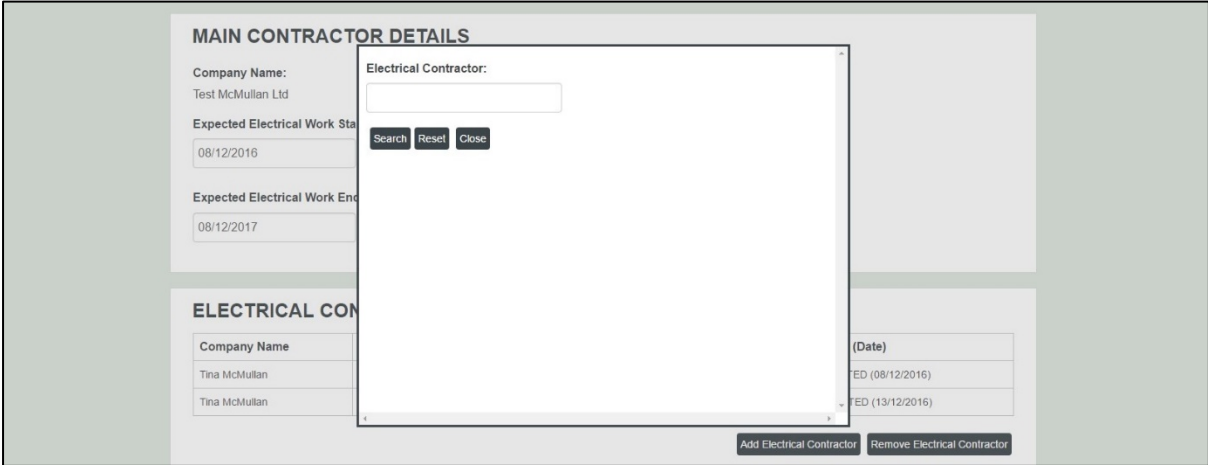
Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
Tina McMullan	Test McMullan	0	0	0	0	REJECTED (08/12/2016)
Tina McMullan	Test McMullan	0	0	0	0	ACCEPTED (13/12/2016)

Add Electrical Contractor Remove Electrical Contractor

ELECTRICAL WORKER DETAILS

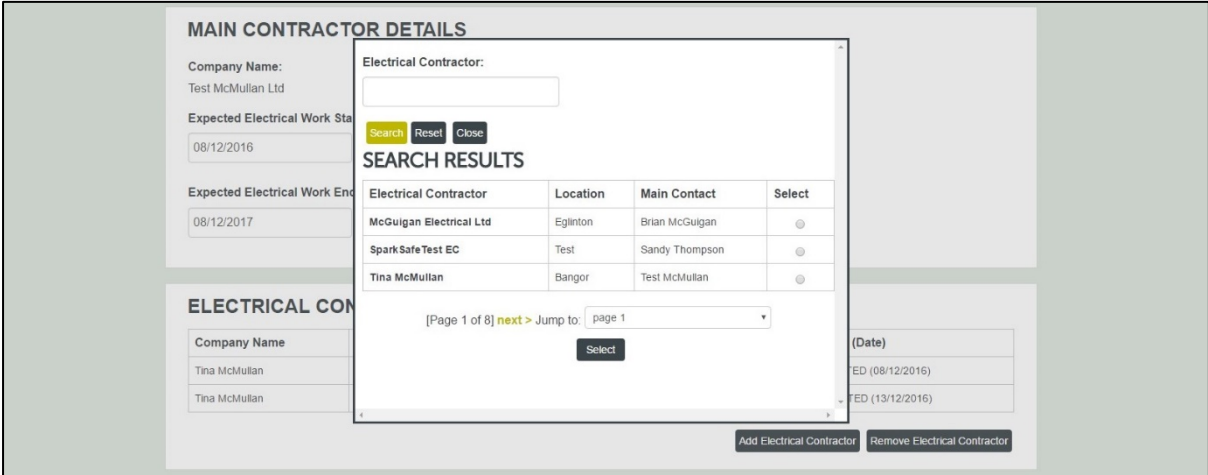
On clicking 'add electrical contractor', a pop up window will be displayed allowing users to search for the Electrical Contractor (Fig. 1.7).

Fig. 1.7



Users can search for the Electrical Contractor by typing their name into the search field. Alternatively, users can click on the “search” button, which will display all Electrical Contractors A – Z in name order (Fig. 1.8). Please note that only those Electrical Contractors who have registered with SparkSafe LtP will be displayed in the search results.

Fig. 1.8



To select the correct Electrical Contractor from the search results, users should click on the radio button to the right hand side of the data grid and then click the “select” button. This will insert the Electrical Contractor’s details onto the project details page (Fig. 1.9).

Fig. 1.9

MAIN CONTRACTOR DETAILS

Company Name:
Test McMullan Ltd

Main Contact:
Test McMullan

Expected Electrical Work Start Date: 08/12/2016 Expected Electrical Work End Date: 08/12/2017

Contract awarded date:
08/12/2016

ELECTRICAL CONTRACTOR DETAILS

Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
McGuigan Electrical Ltd	Brian McGugan	0	0	0	0	PENDING (13/12/2016)

ELECTRICAL WORKER DETAILS

Once the electrical start and end dates have been entered, as well as the Electrical Contractor details, users must click the “ok” and “close” button to ensure changes are saved.

This will also generate an automated email notification to the Electrical Contractor stating that the Main Contractor has requested a project connection (Fig. 1.10).

Fig. 1.10

A request has been made to connect you to the following project:

Project Title: Gem Centre
 Location: Ballyment
 Project Number: 1254
 Award Date: 08/12/2016
 Expected Project Start Date: 08/12/2016
 Expected Electrical Work Start Date: 08/12/2016
 Expected Electrical Work End Date: 08/12/2017
 Expected Project End Date: 08/12/2019
 Maintenance period: 3 years
 Project Status: Live

To comply with the provision set out at PQQ stage, you are required to make use of the SparkSafe LTP system. The principal aims/features of the system are:

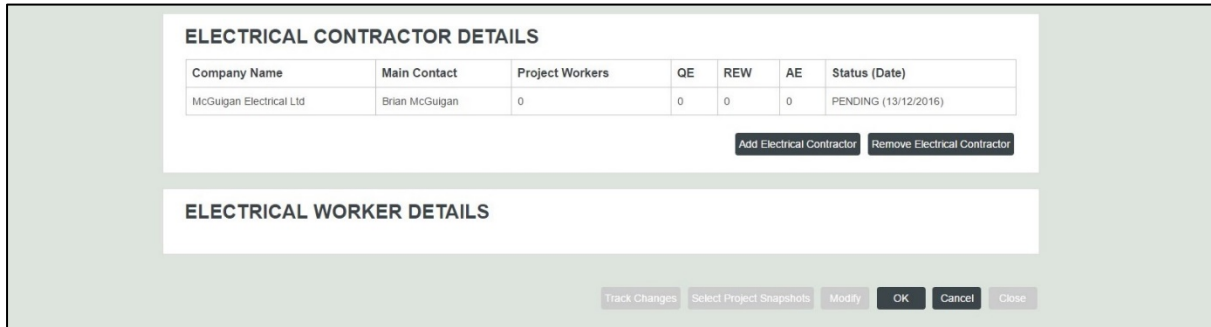
- To verify that the electrical qualifications and competencies of the individual worker are to current specified (IEE BS 7671) standards.
- To provide assurance of worker identity.
- To enable the main contractor to easily identify unqualified/unlicensed electrical workers.

You must Accept or Decline this connection by logging into your SparkSafe LTP account.
 Please do not reply to this message. This is an automated email alert. For assistance, please contact our Helpdesk on 028 25 666835 or email enquiries@sparksafeltp.co.uk

Kind Regards
 The SparkSafe LTP Team

The Electrical Contractor’s name, main contact details, project worker details, connection status and date will now be visible on the project (Fig. 1.11).

Fig. 1.11



Please note: Status and date relate to the status of the connection with the Main Contractor. Status will be marked as pending until the Electrical Contractor accepts the connection request. Project worker data will be blank until the Electrical Contractor adds Electrical Workers to the project. This cannot happen until the Electrical Contractor accepts the project request.

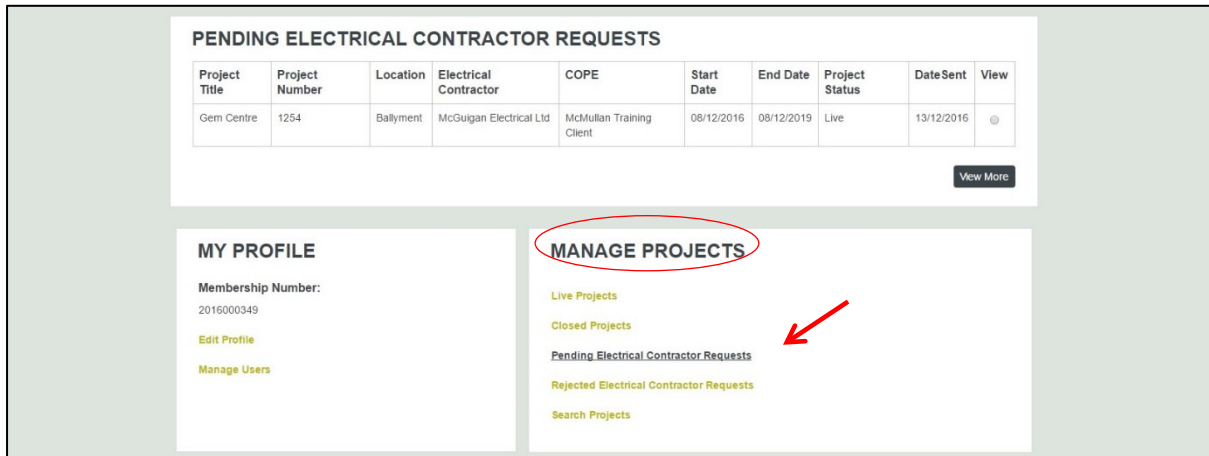
A new entry will automatically be created under the “Pending Electrical Contractor Requests” section of the Main Contractor’s Member’s Area (Fig. 1.12).

Fig. 1.12



The “Pending Electrical Contractor Requests” section of the Member’s Area will display the six most recent Electrical Contractor connection requests. If users have more than three pending connection requests, all connection requests can be viewed by clicking on the “Pending Electrical Contractor Requests” link within the Manage Projects area (Fig. 1.13).

Fig 1.13



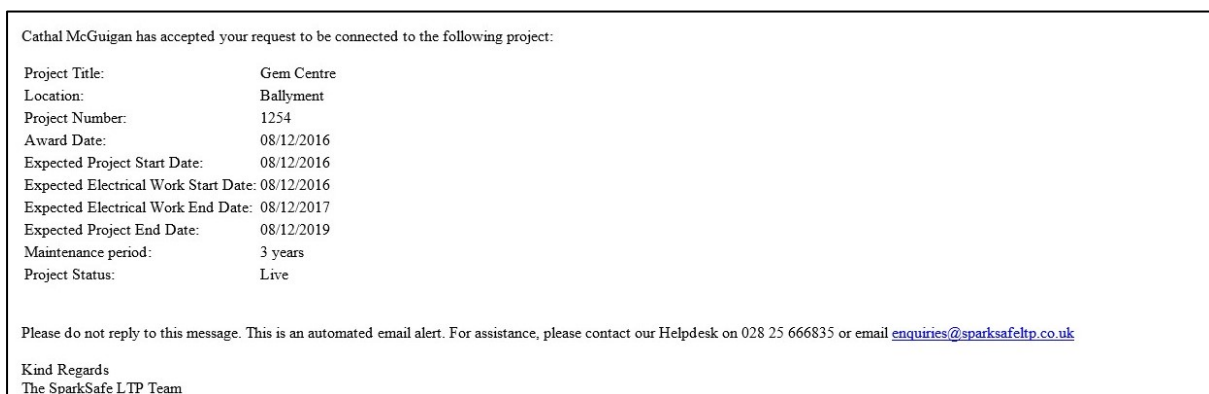
Managing Project Connection Requests

Once steps 1.2 through to 1.13 have been completed, the Electrical Contractor will receive an email notification of the connection request. An alert will also be created within the Electrical Contractor's Member's Area.

Accepted Project Connections

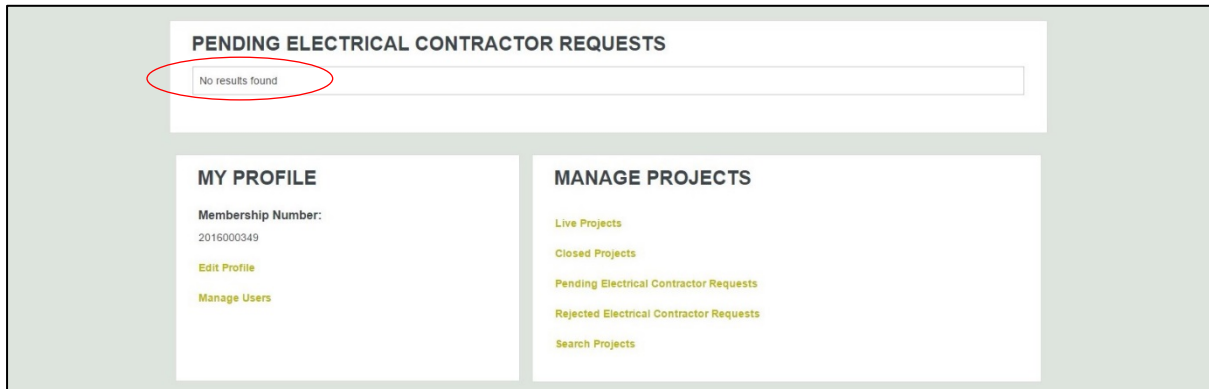
The Electrical Contractor must choose to accept or reject the project connection from within the SparkSafe system. If the Electrical Contractor accepts the connection request, an email notification will be sent to the Main Contractor (Fig. 1.14).

Fig. 1.14



The entry will also be automatically removed from the "Pending Electrical Contractor Requests" section of the Main Contractors Member's Area (Fig. 1.15).

Fig. 1.15



Within the "Project Details Screen", the connection status will also be automatically changed from "Pending" to "Accepted" along with the date that the connection request was accepted (Fig. 1.16).

Fig. 1.16

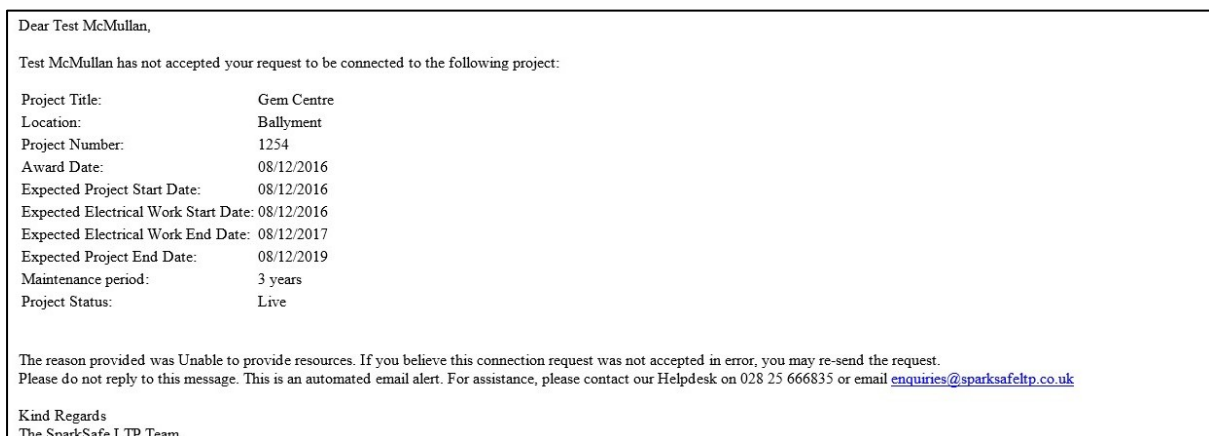
The screenshot shows a table titled "ELECTRICAL CONTRACTOR DETAILS". The table has the following columns: Company Name, Main Contact, Project Workers, QE, REW, AE, and Status (Date). The row for "McGuigan Electrical Ltd" has the following values: Brian McGuigan, 0, 0, 0, 0, and ACCEPTED (13/12/2016). The "Status (Date)" cell is circled in red.

Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
McGuigan Electrical Ltd	Brian McGuigan	0	0	0	0	ACCEPTED (13/12/2016)

Rejected Project Connections

If the Electrical Contractor rejects the connection request, they must provide a reason for the rejection. This will generate an automated email notification to the Main Contractor providing the reason for rejection (Fig. 1.17).

Fig. 1.17



Reasons include –

- Commercial reasons
- Unable to provide resources
- Otherwise engaged
- Economic reasons
- Alterations to programme
- Undisclosed

Within the “Project Details Screen”, the connection status will also be automatically changed from “Pending” to “Rejected” along with rejected date (Fig. 1.18).

Fig. 1.18

ELECTRICAL CONTRACTOR DETAILS						
Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
Tina McMullan	Test McMullan	0	0	0	0	REJECTED (08/12/2016)

The entry will be automatically removed from the “Pending Electrical Contractor Requests” section of the Main Contractors Member’s Area.

All rejected connection requests can be found by clicking on the “Rejected Electrical Contractor Requests” link within the Manage Projects area (Fig. 1.19).

Fig. 1.19

MY PROFILE

Membership Number:
2016000349

[Edit Profile](#)

[Manage Users](#)

MANAGE PROJECTS

[Live Projects](#)

[Closed Projects](#)

[Pending Electrical Contractor Requests](#)

[Rejected Electrical Contractor Requests](#)

[Search Projects](#)

Removing Electrical Contractor Connections

The system also allows the user to remove an Electrical Contractor from a project if required. If this is the case, users should click the ‘Remove Electrical Contractor’ button (Fig. 1.20).

Fig. 1.20

ELECTRICAL CONTRACTOR DETAILS						
Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
McGulgan Electrical Ltd	Brian McGuigan	0	0	0	0	ACCEPTED (13/12/2016)

[Add Electrical Contractor](#)
[Remove Electrical Contractor](#)

To gain access to the 'Remove Electrical Contractor' option, the user must select the relevant project from the Main Contractors Members Area, click on the 'view selected' button and then click on the 'modify' button. This will open the 'modified project details' screen.

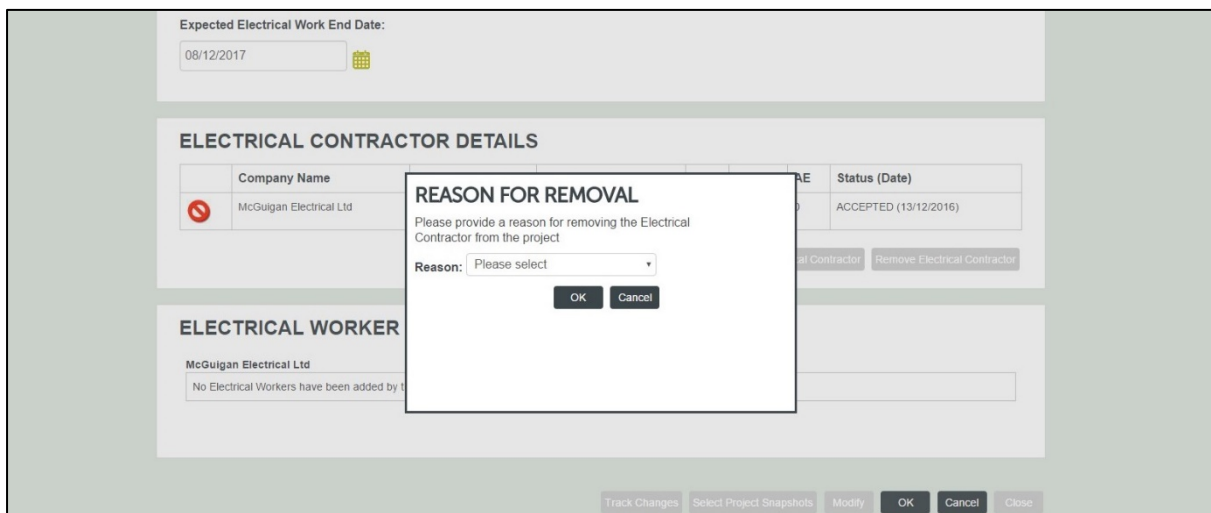
Once the user has clicked on the 'Remove Electrical Contractor' button, the remove icon button must be selected (Fig. 1.21).

Fig. 1.21



On clicking the remove button, a pop up window will be displayed prompting users to provide a reason for removing the Electrical Contractor from the project (Fig. 1.22).

Fig. 1.22

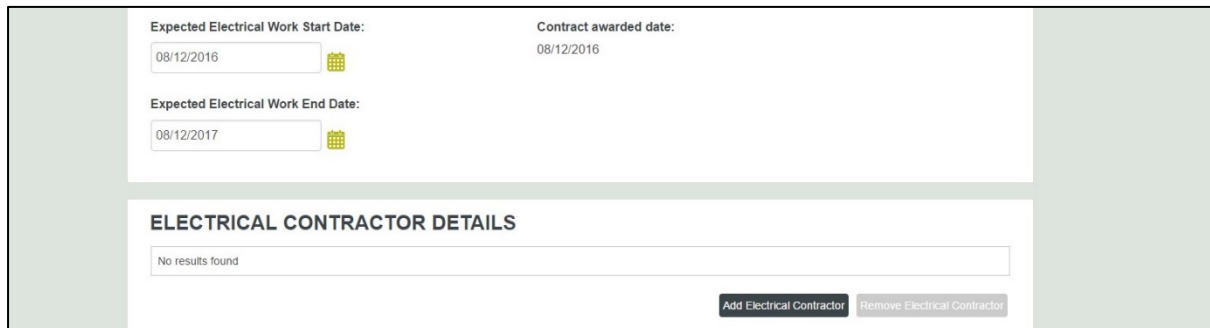


Reasons include –

- Commercial Reasons
- Unable to provide resources
- Otherwise engaged
- Economic reasons
- Alterations to programme
- Undisclosed

Users should select the reason from the drop down list and then click the “ok” button. This will automatically remove the Electrical Contractor from the project details (Fig. 1.23).

Fig. 1.23



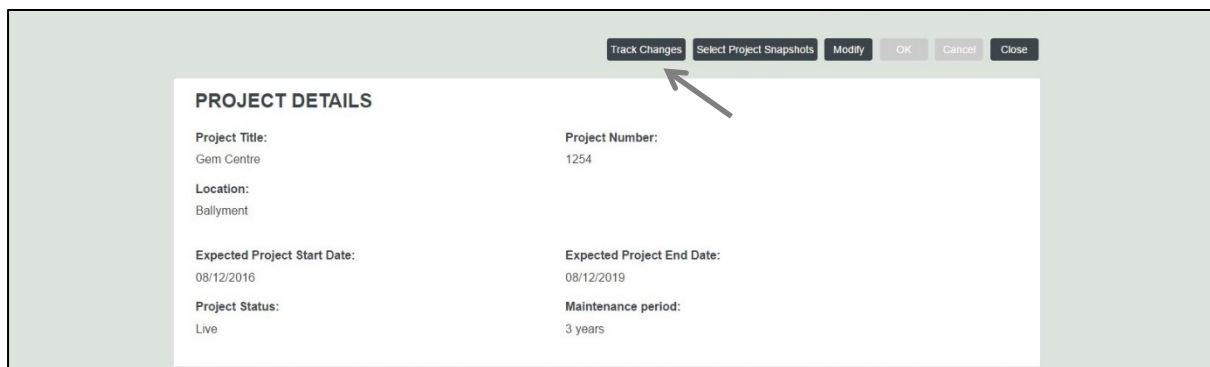
The screenshot shows a web form with the following fields and buttons:

- Expected Electrical Work Start Date: 08/12/2016
- Contract awarded date: 08/12/2016
- Expected Electrical Work End Date: 08/12/2017
- ELECTRICAL CONTRACTOR DETAILS**
- No results found
- Add Electrical Contractor
- Remove Electrical Contractor

To ensure the changes have been saved, users must also click on the “save” and “close” button within the Project Details screen. This will generate an automated email notification to Electrical Contractor providing the reason for removal from the project.

Any changes made to the project can be viewed via the “track changes” button found at the top and bottom of the project view screen (Fig. 1.24).

Fig. 1.24



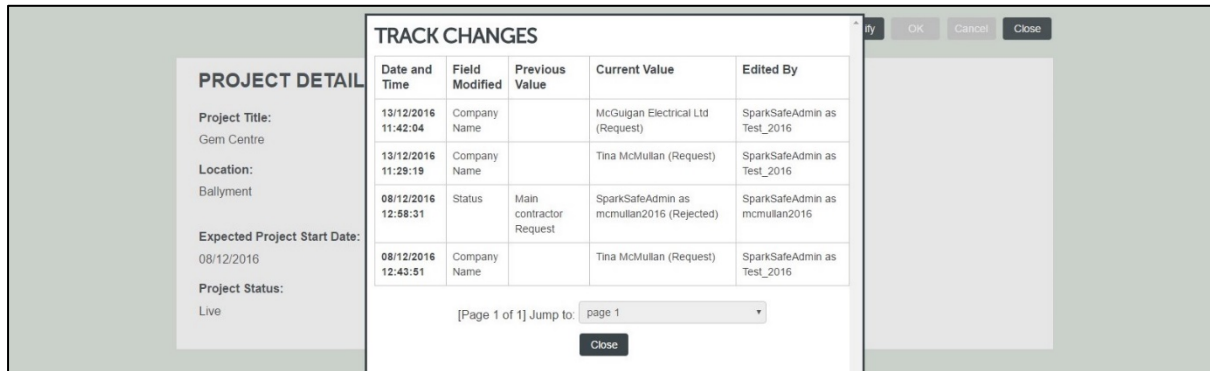
The screenshot shows the Project Details screen with the following information:

- PROJECT DETAILS**
- Project Title: Gem Centre
- Project Number: 1254
- Location: Ballyment
- Expected Project Start Date: 08/12/2016
- Expected Project End Date: 08/12/2019
- Project Status: Live
- Maintenance period: 3 years

Buttons at the top: Track Changes, Select Project Snapshots, Modify, OK, Cancel, Close. An arrow points to the Track Changes button.

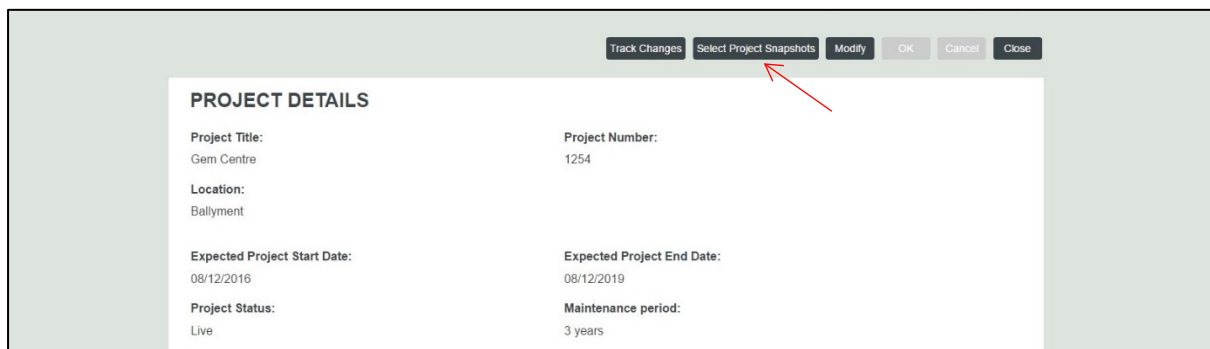
When users click on the “Track Changes” button, a pop up window will appear (Fig. 1.25). This will display any changes made to the project in date order. It will also provide information relating to the date and time of the change, which field was modified, previous value held, current value held and who made the change.

Fig. 1.25



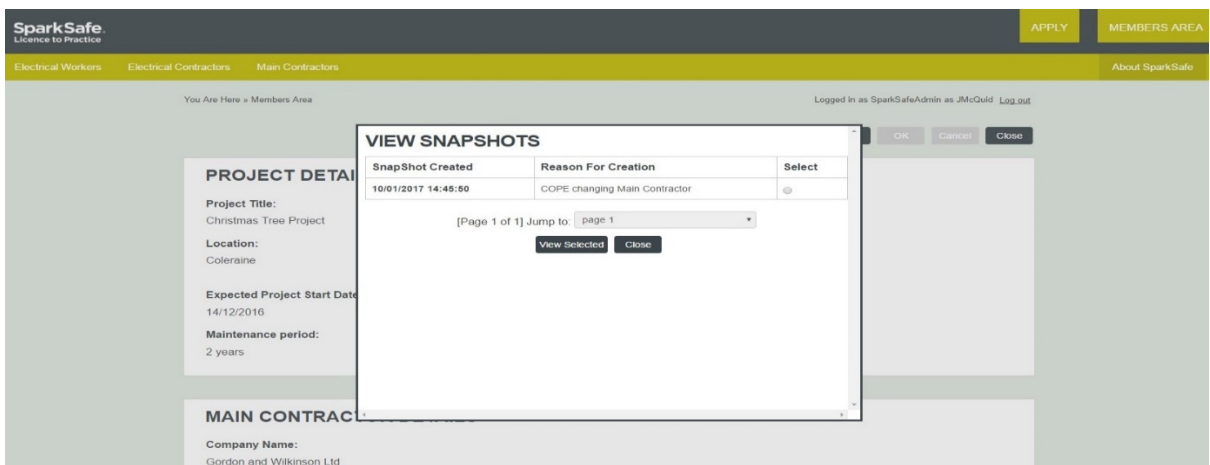
Once a change has been made to the project, the system will also create a project snapshot. This is a report based on the information before the change was made. To access any of the project snapshots, click on the “Project Snapshot” button, found at the top and bottom of the project screen (Fig. 1.26).

Fig. 1.26



This will open a pop up window called “View Snapshots” (Fig. 1.27). To view any of the snapshots listed, select the relevant one from the list and click on the “view selected” button at the bottom on the view snapshots window.

Fig. 1.27



This will download the snapshot report as a PDF document. We recommend that you save this for future reference.

Viewing Details of the Workforce Composition

The breakdown of workers on the project by licence type will be blank until the nominated Electrical Contractor connects with their directly employed and subcontracted workers (Fig. 1.28).

Fig. 1.28

ELECTRICAL CONTRACTOR DETAILS					
Company Name	Main Contact	Project Workers	QE	REW	AE
Tina McMullan	Test McMullan	0	0	0	0

It is the responsibility of the Electrical Contractor to add the Electrical Workers to the project once the connection has been made through the SparkSafe system. Once the Electrical Contractor has added the relevant workers to the project, an entry will be made in the Electrical Workers Details grid. This will record each worker by name, licence type, membership number and licence expiry date (Fig. 1.29).

Fig. 1.29

ELECTRICAL WORKER DETAILS				
McGuigan Electrical Ltd				
No Electrical Workers have been added by the Electrical Contractor.				
Tina McMullan				
Name	Licence Type	Membership Number	Expiry Date	View
James Smart	Restricted electrical worker	2016000345	25/11/2019	

Once all workers have been added to the project by the Electrical Contractor, users will be able to gain a unique insight into the workforce composition for each individual project (Fig. 1.30).

Fig. 1.30

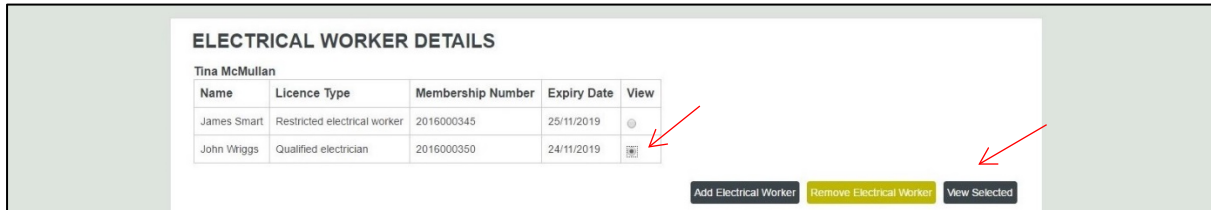
ELECTRICAL CONTRACTOR DETAILS						
Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
Tina McMullan	Test McMullan	2	1	1	0	ACCEPTED (08/12/2019)

ELECTRICAL WORKER DETAILS				
Tina McMullan				
Name	Licence Type	Membership Number	Expiry Date	View
James Smart	Restricted electrical worker	2016000345	25/11/2019	
John Wriggs	Qualified electrician	2016000350	24/11/2019	

[Add Electrical Worker](#)
[Remove Electrical Worker](#)
[View Selected](#)

Users can drill down further and gain access to each Electrical Workers online licence. To do this, users should click on the “view” radio button to the left hand side of the Electrical Workers Details grid and then click “view selected” (Fig. 1.31).

Fig. 1.31



This will open a pop up window containing photographic id of the worker, along with their unique membership number, licence type and licence expiry date (Fig. 1.32).

Fig. 1.32



To return to the project details screen, users should click on the “close” button.


Workforce Composition Report

The Electrical Licence to Practice system provides discerning clients with online access to the appointed Electrical Contractor’s nominated workforce. This means that the Client or their professional representatives can monitor and assess the qualitative composition of the Electrical Contractors workforce online. The system addresses the blindspot and provides the Client with a powerful resource for improving the quality and standard of outcomes on their project.

Clients who specify the LtP system will be in the know, regarding the precise makeup of the Electrical Contractor’s manual workforce by Licence type as it appears on their construction site.

Once all workers have been added to the project by the Electrical Contractor, users will be able to gain a unique insight into the workforce composition for each individual project (Fig. 1.33).

Fig. 1.33



ELECTRICAL WORKFORCE COMPOSITION REPORT

Electrical Contractor: ABC Electrical
Date Report Created: 20/01/2017

PROJECT DETAILS

Project title:	Public Infrastructure Project	Project Number:	1234567
Project Location:	Leeds	Exp Project Start Date:	01/01/2017
Exp Project End Date:	30/09/2017	Project Status:	Live
Maintenance Period:	10 Years		

CLIENT DETAILS

Name:	Housing Client	Main Contact:	John Client
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MAIN CONTRACTOR DETAILS

Company Name:	DEF Construction	Main Contact:	Dave Plug
Exp Elect Work Start Date:	03/02/2017	Exp Elect Work End Date:	03/08/2017
Contract Award Date:	01/11/2016		

ELECTRICAL CONTRACTOR DETAILS

Company Name	Main Contact	Project Workers	QE	REW	AE	Status (Date)
ABC Electrical	Ian Wire	8	4	2	2	Approved (03/02/2016)

ELECTRICAL WORKERS DETAILS

ABC Electrical

Name	Licence Type	Membership No.	Expiry Date	View
David Socket	Qualified Electrician	20130000153	01/08/2016	View
John Cable	Restricted Electrical Worker	2013000356	07/11/2016	View
Peter Circuit	Qualified Electrician	2013000077	20/10/2016	View
Geoff Resistor	Apprentice Electrician	2013000083	09/04/2016	View
Steve Amp	Qualified Electrician	2013000943	11/08/2016	View
Michael Volt	Qualified Electrician	2013000412	17/12/2016	View
Lewis Ohm	Restricted Electrical Worker	2013000034	20/05/2016	View
Andrew Current	Apprentice Electrician	2013000146	09/04/2016	View

