



EUSR

Skills for a greener world

Safe Control of Mains Connections (Water)

Scheme Guidance for Employers
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1 Introduction

1.1 About EUSR

EUSR provides industry training and assessment for a safe and skilled utilities workforce, and the utilities sector's Register of training and skills.

We collaborate with employers to develop training programmes needed and valued by the sector.

Our quality assurance processes ensure the consistency of outcomes. We back this up with a responsive customer support team and 24/7 access to our Register.

1.2 Safe Control of Mains Connections (Water) Scheme Guidance for Employers

This guidance document is to support those who work in the water industry and are employers of individuals who wish to enrol and attend an EUSR approved **Safe Control of Mains Connections (Water) scheme** training and assessment programme.

If you require any support, need any additional information, or if you have any questions relating to this document, please contact us:

Email: enquiries@eusr.co.uk

Phone: 0121 745 1310

2 Scheme Overview & Requirements

2.1 Scheme overview

The Safe Control of Mains Connections (Water) scheme is relevant for employees of Self-Lay Organisations, also known as Self-Lay Providers and Water Companies and/or New Appointments and Variations, known as NAVS, involved in making the final mains connection from new development sites to the existing water network. (NAVs) are limited companies which provide a water and/or sewerage service to customers in an area which was previously provided by the incumbent monopoly provider.

The schemes key objective is to assist in protecting and safeguarding the public water supply at all times, and during the course of any works carried out on the mains network.

Developed in collaboration with Water Companies, Self-Lay Providers and LRQA, the scheme provides a standard to support both consistency and relevance in training provision and assessment of the knowledge and understanding of the roles and responsibilities of all those involved in planning, controlling, and carrying out the work, and specifically the roles of Competent Person, Senior Competent Person, and Water Company Controller.

The scheme covers the minimum training and assessment required and incorporates the relevant requirements as set out in the Water Industry Registration Scheme (WIRS) requirements document.

Successful completion of the training programme is represented by an EUSR registration and a virtual card that is accessed on a mobile phone. Individuals may also request a physical plastic smart card, and should request this at the point of enrolment with the training provider.

2.2 Scheme contents

All Safe Control of Mains Connection (Water) training and assessment programmes are approved by EUSR and include the following contents:

- Self-Lay Providers, contestable and non-contestable work

- The main roles, responsibilities & EUSR registrations required
- Regulation, legislation & codes of practice
- Water mains connections
- Planning the connection work
- The connection and transfer of ownership

2.3 Entry requirements

2.3.1 Programme delivery in English

The Safe Control of Mains Connections (Water) scheme is designed to be delivered and assessed in English only.

Where individuals do not have English as a first language, these individuals are permitted to undertake programmes and EUSR Approved Providers should apply due care and attention in initial assessment, advice, and guidance to ensure that individuals are appropriate for the programme.

2.3.2 Age requirement

Individuals undertaking this training programme must be at least **16** years of age.

2.3.3 Enrolment of Individuals

All individuals enrolling onto a Safe Control of Mains Connections (Water) training programme **must** hold current valid EUSR registrations for the following as a minimum:

- National Water Hygiene, and
- SHEA Water

Individuals enrolling onto a Safe Control of Mains Connections (Water) training programme and also being registered for the specific role of Competent Person **must** hold current valid EUSR registrations for the following as a minimum:

- National Water Hygiene, and
- SHEA Water, and
- Network Construction Operations (Water) - Main Layer, and
- Scottish Water DOMS Modules 1-12 (if working in Scotland)

3 Scheme Delivery & Assessment

3.1 Delivery requirements

3.1.1 Training facilities

The training room must be of sufficient size to seat all individuals comfortably with sufficient lighting and warmth, providing space for the assessment to be completed independently.

Facilities on site should also include toilets and an area for consumption of drinks and food. These must comply with the current legislation and good practice.

3.1.2 Trainer/ individual ratio

The following ratios apply for both initial training and assessment and any renewal training and assessment.

Classroom training

The trainer/ individual ratio for any classroom type training and/or assessment in this scheme is a maximum of **12** individuals to each trainer.

Remote training delivery

The trainer/individual ratio for remote delivery and/or assessment of this scheme is a maximum of **8** individuals to each trainer.

3.1.3 Training delivery time

A Safe Control of Mains Connections (Water) training programme must be a minimum of **3.0 hours** to adequately cover the learning and allow individuals time to acquire the necessary knowledge and understanding, in preparation for assessment. Please note: the **minimum hours** does not include breaks, travel or other additional time involved.

3.2 Assessment requirements

3.2.1 Assessment guidelines

The Safe Control of Mains Connections (Water) scheme is designed to be assessed in English only. Where individuals do not have English as a first language the use of

interpreters is not permitted. However, Approved Providers must refer to EUSR Reasonable Adjustments and Special Considerations Policy and seek approval for the appropriate adjustment to support the individual.

3.2.2 Invigilation of assessment

ALL assessments must be invigilated. The invigilator **MUST** be able to see all individuals for the entire duration of the assessment.

The trainer delivering the training may act as an invigilator, or a third-party individual may be used.

3.2.3 Assessment time

In addition to the delivery time, there will be approximately **30** minutes allowed to complete the assessment.

3.2.4 Assessment method

Practical assessment - There is no EUSR set practical assessment for this scheme however, training providers may wish to use practical assessments.

Knowledge assessment - The programme is assessed through a multiple choice question test. This is set by EUSR, and marked by the Trainer. The assessment takes place at the end of the training.

There are 20 multiple choice questions in total. All questions are designed to measure the knowledge and understanding of the individual.

3.2.5 Assessment marking

When marking the answer sheets, if the Trainer identifies any questions incorrectly answered by the whole group, regardless of whether the individuals have passed or failed, the Trainer should cover the relevant subject area ensuring the group is aware of the right answers before moving onto a reassessment.

Pass Mark - The individual must answer a minimum of 16 questions correctly **(80%)** to successfully pass the assessment.

3.2.6 Assessment attempts

First Assessment Attempt - Where an individual has answered 5 or more questions incorrectly they have failed the written multiple-choice question assessment. They are permitted to make a second attempt.

Second Assessment Attempt - The individual must be presented with a new question paper and answer sheet and must attempt all 20 questions again.

Where the individual fails the second assessment attempt, they will not be able to proceed with EUSR registration and must undertake the full training programme again prior to any re-assessment.

3.2.7 Assessment only programmes

Approved Providers/ Trainers **must not** deliver assessment only programmes for this scheme.

4 EUSR Registration, Renewal & Audits

4.1 EUSR Registration

Individuals who are at least 16 years old, and have passed an approved Safe Control of Mains Connections (Water) training and assessment programme will be registered on EUSR for a period of 5 years.

All EUSR registrations are issued with a virtual card.

Individuals download an app called Vircarda to their smartphone or tablet which displays a digital EUSR card. This digital card can be scanned by a checking app on site which allows the card to be read without any manual input. An individual's details can also be checked by entering them on the EUSR register search, available 24/7 on our website.

If individuals still want or need a plastic card in addition to the virtual card, they can request a plastic smart card(which contains a chip that is readable by a checking app) for an additional fee. Current prices can be found on our website

www.eusr.co.uk.

4.2 EUSR Renewal

There is no separate renewal programme for the Safe Control of Mains Connections (Water) scheme. Individuals wishing to renew their EUSR registration must repeat the training and assessment programme.

EUSR registration on this scheme is valid for 5 years from the date of training programme and assessment completion.

After 5 years, re-registration is required.

4.3 On-going monitoring and audits

All Safe Control of Mains Connections (Water) training programmes that are approved by EUSR are subject to our on-going quality assurance monitoring which includes regular audits.

We use our Quality Framework to support our monitoring and audits. We audit all of our training providers at least every 12 months, sometimes more often if we deem them or the training programmes they offer to be of a 'higher risk'.

5 SCMC Registration & Authorised Signatory process

5.1 SCMC scheme registration categories

There are two registration categories available under the Safe Control of Mains Connections (Water) scheme :-

- Scheme registration only, and
- A specified job role registration

The Safe Control of Mains Connections (Water) training and assessment programme is the same for both registration categories however, the specified job role must be approved by an LRQA Authorised Signatory.

5.1.1 Scheme registration

Scheme registration is achieved upon the successful completion of an EUSR approved Safe Control of Mains Connections (Water) training and assessment programme.

The trainer or training provider will request the EUSR registration for the individual via QuartzWeb.

An individual's SCMC scheme registration will be shown on Energy & Utility Skills Register (EUSR), the virtual EUSR ID card, and the plastic smart card (where this has been requested), as follows:

- ***Safe Control of Mains Connections (Water)***

5.1.2 Specified Job Role registration

To obtain a specified job role registration, an individual must:

- a. have successfully completed an approved EUSR Safe Control of Mains Connections (Water) training and assessment programme, and
- b. an LRQA Authorised Signatory must confirm that the individual can be registered for the specified role(s)

The specified job role registration will also be shown on EUSR, the virtual card, and a plastic smart card (where requested) as follows:

Competent Person (CP) – An operative who will carry out the connection to the network

- ***Safe Control of Mains Connections (Water) Competent Person***

Senior Competent Person (SCP) - A supervisor who will ensure that the connection is being completed correctly and will follow the process to notify the Water Company Controller before, during and after the connection is made.

- ***Safe Control of Mains Connections (Water) Senior Competent Person***

Water Company Controller (WCC) – An employee of the water company who liaises with the Senior Competent Person to ensure the correct processes are being followed.

- ***Safe Control of Mains Connections (Water) Water Company Controller***

All specified job role registrations must be approved by an LRQA Authorised Signatory.

Registration for any of the specified job roles (CP, SCP, and/or WCC) may be applied for at any time whilst the Safe Control of Mains Connections (Water) scheme registration is still valid on EUSR.

All specified job role registrations will be added to the individuals EUSR record with an expiry date aligned to the scheme registration.

An individual may be registered at the same time for both Competent Person and Senior Competent Person roles where this is approved by the Authorised Signatory.

5.2 Water Industry Registration Scheme (WIRS)

The Safe Control of Mains Connections (Water) scheme falls under the scope of the Water Industry Registration Scheme (WIRS) – operated by LRQA.

5.2.1 Authorised Signatory requirements

The authorised signatory is designated by the company involved in the work, the Water Company, or the Self-Lay Organisation/NAV, and approved/verified by LRQA.

- The Authorised Signatory **must** be an employee of the Water Company, or the Self-Lay Organisation
- In most cases the Authorised Signatory is the person also carrying out the role of Technical Adviser for the company
- The Technical Adviser may not be a direct employee of the company however, they are regarded as an employee of the company through a formal contract in place between both parties, setting out their services

An authorised signatory **must** confirm that the individual can be registered for the specified job role:

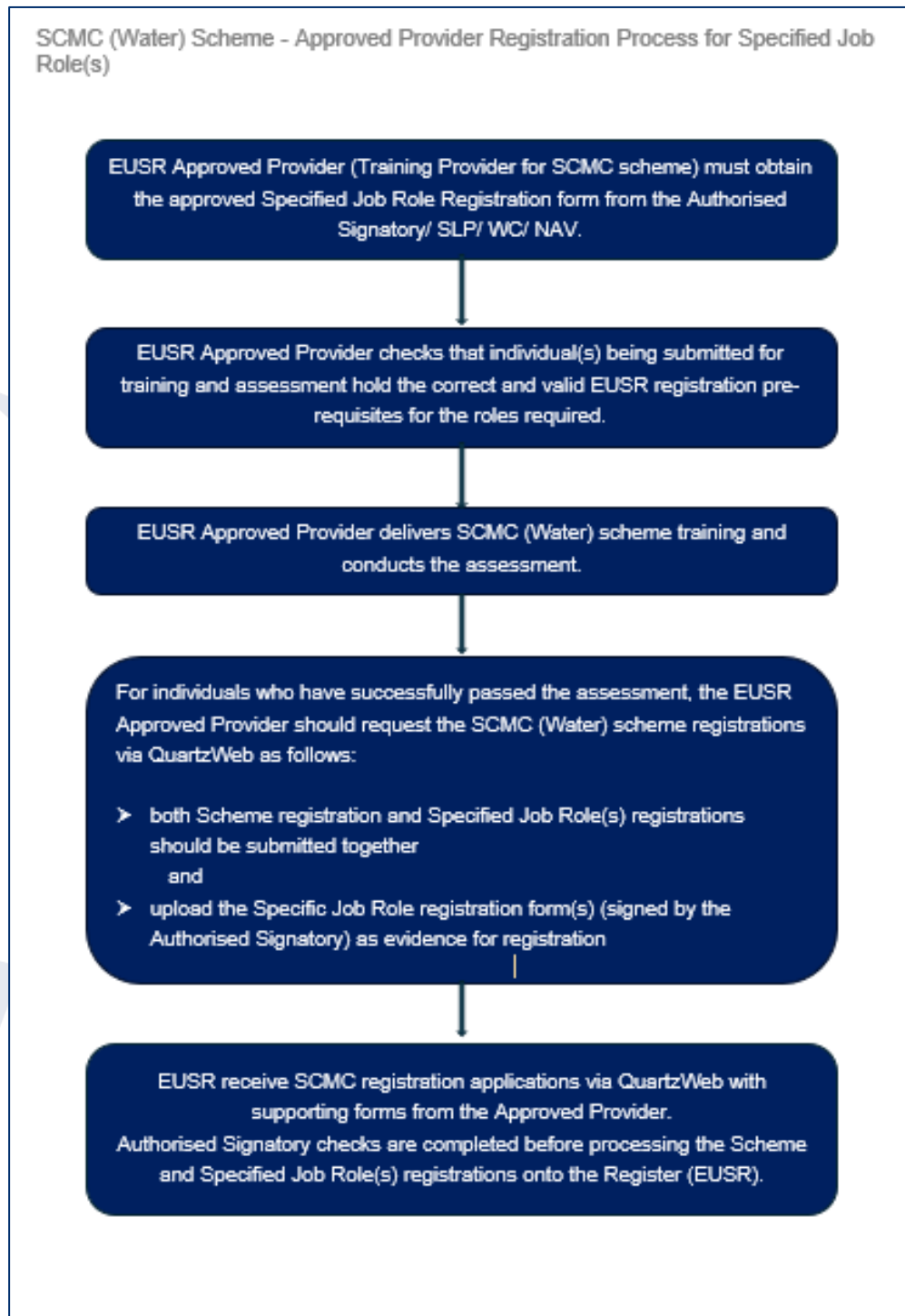
- The Self-Lay Organisation for the role of Competent Person
- The Self-Lay Organisation for the role of Senior Competent Person
- The Water Company/NAV for the role of Water Company Controller

Note: Training Organisations, Trainers, or their administration staff must not submit applications to LRQA for the role of Authorised Signatory as they are not eligible, unless the individual applying is also a Technical Adviser under WIRS/LRQA.

Also, Training Organisations, Trainers, or their administration staff must not sign or approve any SCMC scheme registration form for the specified job role(s) registration unless the person signing the registration form is also a Technical Adviser/Authorised Signatory under WIRS/LRQA. .

5.2.2 Approved Provider registration process for Specified Job Role(s)

Where SCMC **Specified Job Role** registrations are being applied for, the following process is applicable.



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