



FORMS for Amd No 2

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1. In the original documents. In the case of the CD, the original documents are in Acrobat pdf format, and can be viewed and printed directly from those files. (This is in effect the normal way to use the CD, during which you can view and print any form in any book.) Unfortunately such a print will include the original documents page number, and other unnecessary information.
2. In a blank Acrobat pdf format. In this case the blank Acrobat file has been "cleaned up" and a blank form can be printed ready to be "hand filled in", i.e. effectively this file.
3. In a blank Word 6 format. In this case the blank Word file is the same as the blank Acrobat file, i.e. it has been "cleaned up" and a blank form can be printed ready to be "hand filled-in". The Word 6 file is based on the HP laser printer series and **may** need slight adjustment for other printers. The forms can be modified and logo's added as required. Other word processors **may** be able to read the Word 6 file. The file, called FORMS_2.doc is in the CD directory "Word_6".
4. "Fill-in" Word 6 versions, i.e. templates, are not available, although you can see them at Amd No 1 if you wish.
Check out our Web site for further information, <http://www.iee.org.uk/Technical/>

FORMS for Amd No 2

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Please note,

these forms are taken from Guidance Note 3; whilst they do comply with, they are not identical to, BS 7671 Amd No 2.

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CERTIFICATION AND REPORTING

The introduction to Appendix 6 of BS 7671 (Electrical Installation Certificate, Minor Works Certificate and Periodic Inspection Report) is reproduced on this page.

Introduction

- (i) The Electrical Installation Certificate required by Part 7 of BS 7671 shall be made out and signed or otherwise authenticated by a competent person or persons in respect of the design, construction, inspection and testing of the work.
- (ii) The Minor Works Certificate required by Part 7 of BS 7671 shall be made out and signed or otherwise authenticated by a competent person in respect of the inspection and testing of an installation.
- (iii) The Periodic Inspection Report required by Part 7 of BS 7671 shall be made out and signed or otherwise authenticated by a competent person in respect of the inspection and testing of an installation.
- (iv) Competent persons will, as appropriate to their function under (i) (ii) and (iii) above, have a sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in this British Standard, be fully versed in the inspection and testing procedures contained in this Standard and employ adequate testing equipment.
- (v) Electrical Installation Certificates will indicate the responsibility for design, construction, inspection and testing, whether in relation to new work or further work on an existing installation.

Where design, construction and inspection and testing is the responsibility of one person a Certificate with a single signature declaration in the form shown below may replace the multiple signatures section of the model form.

FOR DESIGN, CONSTRUCTION, INSPECTION & TESTING.

I being the person responsible for the Design, Construction, Inspection & Testing of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the Design, Construction, Inspection & Testing, hereby CERTIFY that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671, amended to(date) except for the departures, if any, detailed as follows.

- (vi) A Minor Works Certificate will indicate the responsibility for design, construction, inspection and testing of the work described in Part 4 of the certificate.
- (vii) A Periodic Inspection Report will indicate the responsibility for the inspection and testing of an installation within the extent and limitations specified on the report.
- (viii) A schedule of test results as required by Part 7 (of BS 7671) shall be issued with the associated Electrical Installation Certificate or Periodic Inspection Report.
- (ix) When making out and signing a form on behalf of a company or other business entity, individuals shall state for whom they are acting.
- (x) Additional forms may be required as clarification, if needed by non-technical persons, or in expansion, for larger or more complex installations.
- (xi) The IEE Guidance Note 3 provides further information on inspection and testing on completion and for periodic inspections, and gives a model schedule of test results and additional forms for other purposes.

ELECTRICAL INSTALLATION CERTIFICATES

NOTES FOR FORMS 1 AND 2

1. The Electrical Installation Certificate is to be used only for the initial certification of a new installation or for an alteration or addition to an existing installation where new circuits have been introduced.

It is not to be used for a Periodic Inspection for which a Periodic Inspection Report form should be used. For an alteration or addition which does not extend to the introduction of new circuits, a Minor Electrical Installation Works Certificate may be used.

The original Certificate is to be given to the person ordering the work (Regulation 741-01-01). A duplicate should be retained by the contractor.
2. This Certificate is only valid if accompanied by the Schedule(s) of Test Results.
3. The signatures appended are those of the persons authorised by the companies executing the work of design, construction and inspection and testing respectively. A signatory authorised to certify more than one category of work should sign in each of the appropriate places.
4. The time interval recommended before the first periodic inspection must be inserted (see IEE Guidance Note 3 for guidance).
5. The page numbers for each of the Schedules of Test Results should be indicated, together with the total number of sheets involved.
6. The maximum prospective fault current recorded should be the greater of either the short-circuit current (between the live conductors) or the earth fault current (between phase conductor(s) and an exposed-conductive-part).
7. The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life, and the period should be agreed between the designer, installer and other relevant parties.
8. The short form 2 is to be used only when one person is responsible for the design, construction, inspection and testing — see Introduction note (v).

See also Introduction paragraphs (i), (iv), (v), (viii), (ix), (x) and (xi).

ELECTRICAL INSTALLATION CERTIFICATE (notes 1 and 2)

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IEE WIRING REGULATIONS])

DETAILS OF THE CLIENT (note 1)

INSTALLATION ADDRESS

 Postcode

DESCRIPTION AND EXTENT OF THE INSTALLATION Tick boxes as appropriate (note 1) Description of installation: Extent of installation covered by this Certificate:	New installation <input type="checkbox"/>
	Addition to an existing installation <input type="checkbox"/>
	Alteration to an existing installation <input type="checkbox"/>

FOR DESIGN
 I/We being the person(s) responsible for the design of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design hereby CERTIFY that the design work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to(date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 as amended (Regulations 120-02, 120-05):

The extent of liability of the signatory or the signatories is limited to the work described above as the subject of this Certificate.
 For the DESIGN of the installation: **(Where there is mutual responsibility for the design)

Signature: Date: Name (BLOCK LETTERS): Designer No 1
 Signature: Date: Name (BLOCK LETTERS): Designer No 2**

FOR CONSTRUCTION
 I/We being the person(s) responsible for the construction of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the construction hereby CERTIFY that the construction work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to(date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 as amended (Regulations 120-02, 120-05):

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.
 For CONSTRUCTION of the installation:

Signature Date

Name (BLOCK LETTERS) Constructor

FOR INSPECTION & TESTING
 I/We being the person(s) responsible for the inspection & testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection & testing hereby CERTIFY that the work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to(date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 as amended (Regulations 120-02, 120-05):

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.
 For INSPECTION AND TEST of the installation: Signature: Date:

Name (BLOCK LETTERS): Inspector

NEXT INSPECTION (notes 4 and 7)
 I/We the designer(s), recommend that this installation is further inspected and tested after an interval of not more than years/months.

PARTICULARS OF SIGNATORIES TO THE ELECTRICAL INSTALLATION CERTIFICATE (note 3)			
Designer (No 1)			
Name:	Company:		
Address:	Postcode:	Tel No:	
Designer (No 2) (if applicable)			
Name:	Company:		
Address:	Postcode:	Tel No:	
Constructor			
Name:	Company:		
Address:	Postcode:	Tel No:	
Inspector			
Name:	Company:		
Address:	Postcode:	Tel No:	
SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS <small>Tick boxes and enter details, as appropriate</small>			
Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters	Supply Protective Device Characteristics
TN-C <input type="checkbox"/>	a.c. <input type="checkbox"/> d.c. <input type="checkbox"/>	Nominal voltage, $U/U_0^{(1)}$ V	Type:
TN-S <input type="checkbox"/>	1-phase, 2-wire <input type="checkbox"/> 2-pole <input type="checkbox"/>	Nominal frequency, $f^{(1)}$ Hz	Nominal current ratingA
TN-C-S <input type="checkbox"/>	1-phase, 3-wire <input type="checkbox"/> 3-pole <input type="checkbox"/>	Prospective fault current, $I_{pf}^{(2)}$ kA (note 6)	
TT <input type="checkbox"/>	2-phase, 3-wire <input type="checkbox"/> other <input type="checkbox"/>	External loop impedance, $Z_e^{(2)}$ Ω	
IT <input type="checkbox"/>	3-phase, 3-wire <input type="checkbox"/>	<small>(Note: (1) by enquiry, (2) by enquiry or by measurement)</small>	
Alternative source of supply (to be detailed on attached schedules) <input type="checkbox"/>	3-phase, 4-wire <input type="checkbox"/>		
PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE <small>Tick boxes and enter details, as appropriate</small>			
Means of Earthing	Maximum Demand		
Supplier's facility <input type="checkbox"/>	Maximum demand (load) Amps per phase		
Installation earth electrode <input type="checkbox"/>	Details of Installation Earth Electrode (where applicable)		
	Type (e.g. rod(s), tape etc)	Location	Electrode resistance to earth Ω
Main Protective Conductors			
Earthing conductor:	material	CSAmm ²	connection verified <input type="checkbox"/>
Main equipotential bonding conductors	material	CSAmm ²	connection verified <input type="checkbox"/>
To incoming water service <input type="checkbox"/>	To incoming gas service <input type="checkbox"/>	To incoming oil service <input type="checkbox"/>	To structural steel <input type="checkbox"/>
To lightning protection <input type="checkbox"/>	To other incoming service(s) <input type="checkbox"/> (state details.....)		
Main Switch or Circuit-breaker			
BS, Type	No. of poles	Current ratingA	Voltage ratingV
Location		Fuse rating or settingA	
Rated residual operating current $I_{\Delta n}$ = mA, and operating time of ms (at $I_{\Delta n}$) <small>(applicable only where an RCD is suitable and is used as a main circuit-breaker)</small>			
COMMENTS ON EXISTING INSTALLATION (in the case of an alteration or additions see Regulation 743-01-04):			
.....			
.....			
.....			
.....			
.....			
SCHEDULES (note 2)			
The attached Inspection and Test Result Schedules are part of this document and this Certificate is only valid when Test Result Schedules are attached to it.			
..... Inspection Schedules and Test Result Schedules are attached.			
<small>(Enter quantities of schedules attached).</small>			

ELECTRICAL INSTALLATION CERTIFICATE GUIDANCE FOR RECIPIENTS (to be appended to the Certificate)

This safety Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed and inspected and tested in accordance with British Standard 7671 : 1992 (as amended) (The IEE Wiring Regulations).

You should have received an original Certificate and the contractor should have retained a duplicate Certificate. If you were the person ordering the work, but not the user of the installation, you should pass this Certificate, or a full copy of it including the schedules, immediately to the user.

The "original" Certificate should be retained in a safe place and be shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this Certificate will demonstrate to the new owner that the electrical installation complied with the requirements of British Standard 7671 at the time the Certificate was issued. The Construction (Design and Management) Regulations require that for a project covered by those Regulations, a copy of this Certificate and any schedules are included in the project health and safety documentation.

For safety reasons, the electrical installation will need to be inspected at appropriate intervals by a competent person. The maximum time interval recommended before the next inspection is stated on Page 1 under "Next Inspection".

This Certificate is intended to be issued only for a new electrical installation or for new work associated with an alteration or addition to an existing installation. It should not have been issued for the inspection of an existing electrical installation. A "Periodic Inspection Report" should be issued for such a periodic inspection.

The certificate is only valid if a test result schedule including test results is appended.

ELECTRICAL INSTALLATION CERTIFICATE (notes 1 and 2)

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IEE WIRING REGULATIONS])(notes 1 and 2)

DETAILS OF THE CLIENT (note 1)

.....

.....

.....

INSTALLATION ADDRESS

.....

.....

..... Postcode

DESCRIPTION AND EXTENT OF THE INSTALLATION Tick boxes as appropriate Description of installation:	New installation <input type="checkbox"/>
	Addition to an existing installation <input type="checkbox"/>
	Alteration to an existing installation <input type="checkbox"/>
Extent of installation covered by this Certificate:	
.....	
.....	
.....	
.....	

FOR DESIGN, CONSTRUCTION, INSPECTION & TESTING

I being the person responsible for the Design, Construction, Inspection & Testing of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the Design, Construction, Inspection & Testing, hereby CERTIFY that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671, amended to (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 as amended (Regulations 120-02, 120-05):

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.

Name (IN BLOCK LETTERS): Position:

Signature (Note 3): Date:

For and on behalf of:

Address:

..... Postcode Tel No:

NEXT INSPECTION

I recommend that this installation is further inspected and tested after an interval of not more than years/months (notes 4 and 7)

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS <small>Tick boxes and enter details, as appropriate</small>			
Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters <small>((1) by enquiry, (2) by enquiry or by measurement)</small>	Supply Protective Device Characteristics
TN-S <input type="checkbox"/>	1-phase, 2-wire <input type="checkbox"/>	Nominal voltage, U/U _o ⁽¹⁾ V	Type:
TN-C-S <input type="checkbox"/>	1-phase, 3-wire <input type="checkbox"/>	Nominal frequency, f ⁽¹⁾ Hz
TT <input type="checkbox"/>	2-phase, 3-wire <input type="checkbox"/>	Prospective fault current, I _{pf} ⁽²⁾ kA	Nominal current rating A
Alternative source of supply (to be detailed on attached schedules) <input type="checkbox"/>	3-phase, 4-wire <input type="checkbox"/>	External loop impedance, Z _e ⁽²⁾ Ω	

INSPECTION SCHEDULE

Items Inspected	<input type="checkbox"/>	8c (iii) Non-conducting location (note 6)
<input type="checkbox"/> 1. Connection of conductors	<input type="checkbox"/>	Absence of protective conductors
<input type="checkbox"/> 2. Identification of conductors	<input type="checkbox"/>	8c (iv) Earth-free local equipotential bonding (note 7)
<input type="checkbox"/> 3. Routing of cables in safe zones or protected against mechanical damage	<input type="checkbox"/>	Presence of earth-free equipotential bonding conductors
<input type="checkbox"/> 4. Selection of conductors for current and voltage drop	<input type="checkbox"/>	8c (v) Electrical separation (note 8)
<input type="checkbox"/> 5. Connection of single-pole devices for protection or switching in phase conductors only	<input type="checkbox"/>	9. Prevention of mutual detrimental influence
<input type="checkbox"/> 6. Correct connection of socket-outlets and lampholders	<input type="checkbox"/>	Proximity of non-electrical services and influences
<input type="checkbox"/> 7. Presence of fire barriers and protection against thermal effects	<input type="checkbox"/>	Separation of Band I and Band II circuits or Band II insulation used
<input type="checkbox"/> 8. Method of protection against electric shock	<input type="checkbox"/>	Separation of fire alarm and emergency lighting cables
<input type="checkbox"/> 8a protection against both direct and indirect contact	<input type="checkbox"/>	10. Presence of appropriate devices for isolation and switching correctly located
<input type="checkbox"/> SELV (note 1)	<input type="checkbox"/>	11. Presence of undervoltage protective devices where appropriate
<input type="checkbox"/> Limitation of discharge of energy	<input type="checkbox"/>	12. Choice and setting of protective and monitoring devices (for protection against indirect contact and/or overcurrent)
<input type="checkbox"/> 8b protection against direct contact (note 2)	<input type="checkbox"/>	Residual current devices
<input type="checkbox"/> Insulation of live parts	<input type="checkbox"/>	Overcurrent devices
<input type="checkbox"/> Barrier or enclosure	<input type="checkbox"/>	13. Labelling of protective devices, switches and terminals
<input type="checkbox"/> Obstacles (note 3)	<input type="checkbox"/>	14. Selection of equipment and protective measures appropriate to external influences
<input type="checkbox"/> Placing out of reach (note 4)	<input type="checkbox"/>	15. Adequacy of access to switchgear and equipment
<input type="checkbox"/> PELV	<input type="checkbox"/>	16. Presence of danger notices and other warning signs
<input type="checkbox"/> 8c Protection against indirect contact	<input type="checkbox"/>	17. Presence of diagrams, instructions and similar information
<input type="checkbox"/> 8c (i) Earthed equipotential bonding and automatic disconnection of supply	<input type="checkbox"/>	18. Erection methods
<input type="checkbox"/> Presence of earthing conductors	<input type="checkbox"/>	19. Requirements of special locations
<input type="checkbox"/> Presence of protective conductors		
<input type="checkbox"/> Presence of main equipotential bonding conductors		
<input type="checkbox"/> Presence of supplementary equipotential bonding conductors		
<input type="checkbox"/> 8c (ii) Use of Class II equipment or equivalent insulation (note 5)		
		Tick to indicate satisfaction with inspection Delete if inspection not applicable
		Date
Inspected by		

Notes

1. SELV An extra-low voltage system which is electrically separate from earth and from other systems. The particular requirements of the Regulations must be checked (see Regulation 411-02)
2. Method of protection against direct contact - will include measurement of distances where appropriate
3. Obstacles - only adopted in special circumstances (see Regulation 412-04)
4. Placing out of reach - only adopted in special circumstances (see Regulation 412-05)

5. Use of Class II equipment - infrequently adopted and only when the installation is to be supervised (see Regulation 413-03)
6. Non-conducting locations - not applicable in domestic premises and requiring special precautions (see Regulation 413-04)
7. Earth-free local equipotential bonding - not applicable in domestic premises, only used in special circumstances (see Regulation 413-05)
8. Electrical separation (see Regulation 413-06)

TEST RESULT SCHEDULE

Contractor.....

Address/Location of distribution board

Instruments:

Test Date

.....

1 Type of Supply TN-S/TN-C-S/TT

loop impedance

2 Z_e at origin ohms

continuity

Signature

.....

3 PFC kA

insulation

Method of protection against indirect contact

.....

RCD tester

Equipment vulnerable to testing

.....

Description of Work															
Circuit Description 5	Overcurrent Device		Wiring			Test Results									
	Short-circuit capacitykA 4		Inst. Ref. Meth. 8	Conductors		Continuity			Insulation Resistance		Polarity 16	Earth Loop Impedance Z_s Ω 17	Functional Testing		Remarks
	type 6	Rating I_n A 7		live mm ² 9	cpc mm ² 10	$R_1 + R_2$ Ω 11	R_2 Ω 12	R_{in} Ω 13	Live/Live MΩ 14	Live/Earth MΩ 15			RCD time ms 18	Other 19	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

Deviations from Wiring Regulations and special notes:

NOTES ON TEST RESULT SCHEDULE

- 1 Type of supply is ascertained from the supply company or by inspection.
- 2 Z_e is measured with the main bonding disconnected. If the maximum value declared by the electricity supplier is used, the effectiveness of the earth must be confirmed by a test.
- 3 Prospective fault current. The value recorded is the greater of the short-circuit current and the earth fault current.
- 4 Short-circuit capacity of the device is noted, see Table 7.2A of the On-Site Guide.
- 8 Installation reference method as per BS 7671, Appendix 4, Table 4A, column 4; see also Table 7.1 of the On-Site Guide.

Tests shall be carried out in the sequence below and results recorded on the test result installation schedule form NF3.

11 Continuity

During the continuity testing the following polarity checks are to be carried out:

- (a) every fuse and single-pole control and protective device is connected in the phase conductor only
 - (b) centre-contact bayonet and Edison screw lampholders have outer contact connected to the neutral conductor
 - (c) wiring is correctly connected to socket-outlets and similar accessories.
- Compliance is to be indicated by a tick in polarity column 16

Continuity of protective conductors

Every protective conductor including bonding conductors shall be tested to verify it is sound and correctly connected.

Continuity of final circuit conductors

A test shall be made to verify the continuity of each conductor including the protective conductor of every ring circuit.

The sum of the resistance of the phase conductor and the protective conductor ($R_1 + R_2$) is to be inserted in column 11. After temperature correction this may be used, by the addition of Z_e , to determine Z_s .

12 Where continuity test method 2 is used, the maximum value of R_2 is recorded in column 12.

Where the alternative method of Regulation 413-02-12 is used for shock protection the resistance of the circuit protective conductor R_2 is measured and recorded in column 12.

13 A test shall be made to verify the continuity of each conductor including the protective conductor of every ring final circuit, and a satisfactory test indicated by a tick in column 13.

14,15 Insulation resistance

Electronic devices shall where necessary be disconnected from the installation so that they are not damaged by the testing. Details must be recorded on the test result schedule.

Where the devices have exposed-conductive-parts the insulation resistance between the exposed-conductive-parts and phase and neutral conductor connected together shall be measured. It must comply with the appropriate British Standard or if there is no standard be not less than 0.5 megohm.

The insulation resistance between conductors shall be measured and the minimum values recorded in columns 14 and 15.

The minimum insulation resistance required for the main switchboard, and each distribution circuit tested separately with all final circuits connected, but current-using equipment disconnected, is as Table 71A in BS 7671.

Site applied insulation

Where insulation is applied on site it shall be capable of withstanding a test voltage equivalent to that required by the British Standard for similar type-tested equipment. The insulated enclosure must provide a degree of protection not less than IP2X or IPXXB.

Protection by separation of circuits

Where protection is provided by SELV, see Regulations 411-02 and 471-02; where provided by electrical separation see Regulations 413-06 and 471-12 (e.g. isolating transformer).

All the preceding tests should be carried out before the installation is energised.

16 Polarity

Following energising of the installation, polarity must be re-checked before further testing.

17 Earth fault loop impedance Z_s

This may be determined either by direct measurement at the furthest point of a live circuit or by adding ($R_1 + R_2$) of column 11 to Z_e (column 2). Z_e is determined by measurement at the origin of the installation or preferably the value declared by the supply company used. $Z_s = Z_e + (R_1 + R_2)$. Z_s should be less than the values given in Appendix 2 of the On-Site Guide or App 2 of GN3.

18 Functional testing

The operation of RCDs and RCBOs shall be tested by simulating a fault condition, independent of any test facility in the device. At rated tripping current RCDs must operate within 200 msec. Record operating time in columns 18. Effectiveness of the test button must be confirmed.

19 All switchgear and controlgear, drives, interlocks etc shall be operated to ensure they are properly mounted, adjusted, are safe and work. Satisfactory operation is indicated by a tick in column 19.

Earth electrode resistance

The earth electrode resistance of TT installations must be measured, and normally an RCD is required.

For reliability in service the resistance of any earth electrode should be below 200 Ω . Record the value on Forms 1, 2 or 6.

NOTES ON COMPLETION OF MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

Scope

The Minor Electrical Installation Works Certificate form is only to be used for additions to an electrical installation that do not extend to the introduction of a new circuit e.g. the addition of a socket-outlet or a lighting point to an existing circuit (Regulation 743-01-02).

Part 1 Description of minor works

- 1,2 The minor works must be so described that the work that is the subject of the certification can be readily identified.
- 4 See Regulations 120-05-01, 120-04-01, 120-01-02. No departures are to be expected except in most unusual circumstances. See also Regulation 743-01-03.

Part 2 Installation details

- 2 The method of protection against indirect contact shock must be clearly identified e.g. earthed equipotential bonding and automatic disconnection of supply using fuse/circuit-breaker/RCD.
- 4 If the existing installation lacks either an effective means of earthing or adequate main equipotential bonding conductors, this must be clearly stated. See Regulation 743-01-04.

Recorded departures from BS 7671 may constitute non-compliance with the Electricity Supply Regulations 1988 as amended or the Electricity at Work Regulations 1989. It is important that the client is advised immediately in writing.

Part 3 Essential Tests

The relevant provisions of Part 7 (Inspection and Testing) of BS 7671 must be applied in full to all minor works. For example, where a socket-outlet is added to an existing circuit it is necessary to:

- 1 establish that the earthing contact of the socket-outlet is connected to the main earthing terminal
- 2 measure the insulation resistance of the circuit that has been added to, and establish that it complies with Table 71A of BS 7671
- 3 measure the earth fault loop impedance to establish that the maximum permitted disconnection time is not exceeded
- 4 check that the polarity of e.g. the socket-outlet, is correct
- 5 if the work is protected by an RCD, the effectiveness of the RCD must be verified, and recorded.

Part 4 Declaration

- 1,3 The Certificate shall be made out and signed by a competent person in respect of the design, construction, inspection and testing of the work.
- 1,3 The competent person will have a sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS 7671, be fully versed in the inspection and testing procedures contained in the Regulations and employ adequate testing equipment.
- 2 When making out and signing a form on behalf of a company or other business entity, individuals shall state for whom they are acting.

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE GUIDANCE FOR RECIPIENTS (to be appended to the Certificate)

This Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed and inspected and tested in accordance with British Standard 7671 : 1992 (as amended), (The IEE Wiring Regulations.)

You should have received an original Certificate and the contractor should have retained a duplicate. If you were the person ordering the work, but not the owner of the installation, you should pass this Certificate, or a copy of it, to the owner.

The Minor Works Certificate is only to be used for additions, alterations or replacements to an installation that do not extend to the provision of a new circuit. Examples include the addition of a socket-outlet or lighting point to an existing circuit, or the replacement or relocation of a light switch. A separate Certificate should have been received for each existing circuit on which minor works have been carried out. This Certificate is not valid if you requested the contractor to undertake more extensive installation work. An Electrical Installation Certificate would be required in such circumstances.

The "original" Certificate should be retained in a safe place and be shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this Certificate will demonstrate to the new owner that the minor electrical installation work carried out complied with the requirements of British Standard 7671 at the time the Certificate was issued.

PERIODIC INSPECTION REPORT

NOTES:

1. This Periodic Inspection Report form shall only be used for the reporting on the condition of an existing installation.
2. The Report, normally comprising at least four pages, shall include schedules of both the inspection and the test results. Additional sheets of test results may be necessary for other than a simple installation. The page numbers of each sheet shall be indicated, together with the total number of sheets involved.
3. The intended purpose of the Periodic Inspection Report shall be identified, together with the recipient's details in the appropriate boxes.
4. The maximum prospective fault current recorded should be the greater of either the short-circuit current (between the live conductors) or the earth fault current (between phase conductor(s) and an exposed-conductive-part).
5. The 'Extent and Limitations' box shall fully identify the elements of the installation that are covered by the report and those that are not; this aspect having been agreed with the client and other interested parties before the inspection and testing is carried out.
6. The recommendation(s), if any, shall be categorised using the numbered coding 1-4 as appropriate.
7. The 'Summary of the Inspection' box shall clearly identify the condition of the installation in terms of safety.
8. Where the periodic inspection and testing has resulted in a satisfactory overall assessment, the time interval for the next periodic inspection and testing shall be given. The IEE Guidance Note 3 provides guidance on the maximum interval between inspections for various types of buildings. If the inspection and test reveals that parts of the installation require urgent attention, it would be appropriate to state an earlier re-inspection date having due regard to the degree of urgency and extent of the necessary remedial work.
9. If the space available on the model form for information on recommendations is insufficient, additional pages shall be provided as necessary.

PERIODIC INSPECTION REPORT FOR AN ELECTRICAL INSTALLATION note 1
(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IEE WIRING REGULATIONS])

DETAILS OF THE CLIENT

Client:
Address:

Purpose for which this Report is required: (note 3)

DETAILS OF THE INSTALLATION Tick boxes as appropriate

Occupier:
Installation:
Address:
Description of Premises: Domestic Commercial Industrial Other

Estimated age of the Electrical Installation: years

Evidence of Alterations or Additions: Yes No Not apparent

If "Yes", estimate age: years

Date of last inspection: Records available Yes No

EXTENT AND LIMITATIONS OF THE INSPECTION (note 5)

Extent of electrical installation covered by this report:
.....
.....

Limitations:
.....
.....

This inspection has been carried out in accordance with BS 7671: 1992 (IEE Wiring Regulations), as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in roof spaces and generally within the fabric of the building or underground have not been inspected.

NEXT INSPECTION (note 8)

I/We recommend that this installation is further inspected and tested after an interval of not more than months/years, provided that any observations 'requiring urgent attention' are attended to without delay.

DECLARATION

INSPECTED AND TESTED BY

Name:
For and on behalf of:
Address:
.....
.....

Signature:
Position:

Date:

PERIODIC INSPECTION REPORT GUIDANCE FOR RECIPIENTS (to be appended to the Report)

This Periodic Inspection Report form is intended for reporting on the condition of an existing electrical installation.

You should have received an original Report and the contractor should have retained a duplicate. If you were the person ordering this Report, but not the owner of the installation, you should pass this Report, or a copy of it, immediately to the owner.

The original Report is to be retained in a safe place and be shown to any person inspecting or undertaking work on the electrical installation in the future. If you later vacate the property, this Report will provide the new owner with details of the condition of the electrical installation at the time the Report was issued.

The 'Extent and Limitations' box should fully identify the extent of the installation covered by this Report and any limitations on the inspection and tests. The contractor should have agreed these aspects with you and with any other interested parties (Licensing Authority, Insurance Company, Building Society etc) before the inspection was carried out.

The Report will usually contain a list of recommended actions necessary to bring the installation up to the current standard. **For items classified as 'requires urgent attention', the safety of those using the installation may be at risk,** and it is recommended that a competent person undertakes the necessary remedial work without delay.

For safety reasons, the electrical installation will need to be re-inspected at appropriate intervals by a competent person. The maximum time interval recommended before the next inspection is stated in the Report under 'Next Inspection.'

Equipment register					
Register No	Location	Equipment description	Serial No	Frequency	
				Formal visual inspection	Combined inspection and test

Notes on Inspection and Test Record

Notes:

1. Register No - this is an individual number taken from the equipment register, for this particular item of equipment.
2. Description of equipment, e.g. lawnmower, computer.
3. Construction Class - Class 0, 0I, I, II, III. Note that only Class I and II may be used without special precautions being taken.
4. Equipment types - portable, movable, hand-held, stationary, fixed, built-in.
6. Frequency of inspection - generally as recommended in Table 1 of the Code of Practice.
Inspection - inspection items 11-17 and 20 to 23 will be completed if an inspection is being carried out.
Inspection and Test - when testing is carried out, the testing must be preceded by the inspection items.
11. Date of 'Inspection' or 'Inspection and Test'.
12. Environment and use. It must be confirmed that the equipment is suitable for use in the particular environment and is suitable for the use to which it is being put to.
13. Authority is required from the user to disconnect equipment such as computers and telecom equipment - where unauthorised disconnection could result in loss of data.
Authority must also be received if such equipment is to be subjected to the insulation resistance and electric strength tests.
14. Socket/flex outlet - the socket or flex outlet must be inspected for damage including overheating.
If there are signs of overheating of the plug or socket, the socket connections must be checked as well as the plug. This work should only be carried out by an electrician.
- 15, 16, 17 The inspection required is described in Section 14 of the Code of Practice for In-Service Inspection and Testing of Electrical Equipment published by the IEE.
- 18, 19 Tests - these are described in Section 15 of the Code of Practice for In-Service Inspection and Testing of Electrical Equipment. They must always be preceded by the Inspection items 11-17. The instrument reading is to be recorded and "ticked" if the test results are satisfactory.
- 20-23 These columns are to be completed for inspection only as well as inspections and tests.
20. Functional Check - a check is made that the equipment works properly.
21. Comment/other tests - to identify failure more clearly, and to indicate other tests carried out, e.g. earth leakage current measurement.
22. OK to use - 'YES' must be inserted if the appliance is satisfactory for use, 'NO' if it is not.

A. LOGO	
Date of check _____	
Initials _____	
Appliance No _____	
Next test before _____	

A word to WORD creators!

Word users may wish to create their own versions of the above label, if so the following information may be of some help:

1. the label is in a frame, and may be clicked and moved to any position.
2. the label is fully scaleable, simply select it, then use Format, Picture to set the desired % to scale the label.
3. The words “A. LOGO” may be replaced, double click the label, this should open the picture, select the words “A. LOGO”, delete them, then either paste your own logo, or type and format suitable wording, then click the close button to incorporate your changes.
4. Edit Copy, and Edit Paste can be used to make up a set of labels, (if you use a table to create the grid, you may wish to set the label pitch using, Table, Select table, Table, Cell Height and Width, with the height set to exactly the label pitch).
5. If the label either disappears, or you can only see the bottom of the label, ensure that Format, Paragraph, Line Spacing is set to single
6. A pasted label can not be moved if it is in a table (because WORD removes its frame), to adjust its position select it, and use Format, Paragraph and then set Left Indentation and/or Spacing Before, to the desired values.
7. You may wish to adjust the position of a table, to do so use one or more of the following:
 - a) adjust the page margins
 - b) use, Table, Select table, then Insert Frame, then select and drag the table
 - c) use, Table, Select table, then Table, Cell Height and Width, and adjust the value of Indent From Left, note this value can be negative.

Repair register						
Register No	Customer	Description	Serial No	Repairer	Suitable for return to use	
					✓	Signature

✓ Indicates satisfactory (x) Indicates unsatisfactory

Register of faulty equipment				
Date	Register No	Equipment fault	Location	Actioned