FORMS for 2001 inc Amd No 2 : 2004

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FORMS for 2004

CONTENTS

Please note,
These forms have been based on those in Guidance Note 3; thus whilst they comply with, they are not identical to, BS 7671 : 2001 (2004).

BS 7671 Forms

1 Initial inspection and testing

Forms 1 to 4 are designed for use when inspecting and testing a new installation, or an alteration or addition to an existing installation. The forms comprise the following:

1 Short form of Electrical Installation Certificate (to be used when one person is responsible for the design, construction, inspection and testing of an installation)

2 Electrical Installation Certificate (Standard form from Appendix 6 of BS 7671)

3 Schedule of Inspections

4 Schedule of Test Results.

Notes on completion and guidance for recipients is provided with the form.

2 Minor works

The complete set of forms for initial inspection and testing may not be appropriate for minor works. When an addition to an electrical installation does not extend to the installation of a new circuit, the minor works form may be used. This form is intended for such work as the addition of a socket-outlet or lighting point to an existing circuit, or for repair or modification.

Form 5 is the Minor Electrical Installation Works Certificate from Appendix 6 of BS 7671.

Notes on completion and guidance for recipients is provided with the form.

3 Periodic inspection

Form 6, the Periodic Inspection Report from Appendix 6 of BS 7671, is for use when carrying out routine periodic inspection and testing of an existing installation. It is not for use when alterations or additions are made. A Schedule of Inspections (3) and Schedule of Test Results (4) should accompany the Periodic Inspection Report (6).

Notes on completion and guidance for recipients is provided with the form.

CERTIFICATION AND REPORTING

The introduction to Appendix 6 of BS 7671 : 2001 (Model forms for certification and reporting) 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 inspections and 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.

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 742-01-03). A duplicate should be retained by the contractor.

2. This Certificate is only valid if accompanied by the Schedule of Inspections and 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 or the earth fault current.

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.

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

Description of installation: .....

Extent of installation covered by this Certificate: .....
.....
.....
.....
.....
.....

New installation	☐
Addition to an existing installation	☐
Alteration to an existing installation	☐

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 (Regulations 120-01-03, 120-02):

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 Tick boxes and enter details, as appropriate

Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters	Supply Protective Device Characteristics
TN-C ☐ TN-S ☐ TN-C-S ☐ TT ☐ IT ☐	a.c. ☐ d.c. ☐ 1-phase, 2-wire ☐ 2-pole ☐ 1-phase, 3-wire ☐ 3-pole ☐ 2-phase, 3-wire ☐ other ☐ 3-phase, 3-wire ☐ 3-phase, 4-wire ☐	Nominal voltage, U/U_0 (1) ..... V Nominal frequency, f (1) ..... Hz Prospective fault current, I_{pf} (2) ..... kA (note 6) External loop impedance, Z_e (2) ..... Ω (*Note: (1) by enquiry, (2) by enquiry or by measurement*)	Type: .... Nominal current rating .....A
Alternative source ☐ of supply (to be detailed on attached schedules)			

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE Tick boxes and enter details, as appropriate

Means of Earthing

Distributor's facility ☐

Installation earth electrode ☐

Maximum Demand

Maximum demand (load)..... . Amps per phase

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 ..... csa .....mm² connection verified ☐

Main equipotential bonding conductors material ..... csa .....mm² connection verified ☐

To incoming water and/or gas service ☐ To other elements .....

Main Switch or Circuit-breaker

BS, Type ..... No. of poles ..... Current rating .....A Voltage rating V

Location ..... Fuse rating or setting .....A

Rated residual operating current $I_{\Delta n}$ = ... mA, and operating time of ..... ms (at $I_{\Delta n}$) (applicable only where an RCD is suitable and is used as a main circuit-breaker)

COMMENTS ON EXISTING INSTALLATION: (In the case of an alteration or additions see Section 743)

.....
.....
.....
.....
.....
.....
.....
.....

SCHEDULES (note 2)

The attached Schedules are part of this document and this Certificate is valid only when they are attached to it.

..... Schedules of Inspections and ..... Schedules of Test Results are attached.

(Enter quantities of schedules attached).

GUIDANCE FOR RECIPIENTS

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 (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, together with schedules is 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.

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 ☐

Addition to an existing installation ☐

Alteration to an existing installation ☐

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 (Regulations 120-01-03, 120-02):

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 (Regulations 120-01-03, 120-02):

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 (Regulations 120-01-03, 120-02):

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 Tick boxes and enter details, as appropriate

Earthing arrangements	**Number and Type of Live Conductors**	**Nature of Supply Parameters**	**Supply Protective Device Characteristics**
TN-C ☐ TN-S ☐ TN-C-S ☐ TT ☐ IT ☐ Alternative source ☐ of supply (to be detailed on attached schedules)	a.c. ☐ d.c. ☐ 1-phase, 2-wire ☐ 2-pole ☐ 1-phase, 3-wire ☐ 3-pole ☐ 2-phase, 3-wire ☐ other ☐ 3-phase, 3-wire ☐ 3-phase, 4-wire ☐	Nominal voltage, U/U_o (1) ..... V Nominal frequency, f (1) ..... Hz Prospective fault current, I_{pf} (2) ..... kA (note 6) External loop impedance, Z_e (2) ..... Ω (*Note: (1) by enquiry, (2) by enquiry or by measurement*)	Type: .... Nominal current rating .....A

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE Tick boxes and enter details, as appropriate

Means of Earthing

Distributor's facility ☐

Installation earth electrode ☐

Maximum Demand

Maximum demand (load) ..... . Amps per phase

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 ..... csa .....mm^2 connection verified ☐

Main equipotential bonding conductors material ..... . csa .....mm^2 connection verified ☐

To incoming water and/or gas service ☐ To other elements .....

Main Switch or Circuit-breaker

BS, Type ..... No. of poles ..... Current rating .....A Voltage rating V

Location ..... Fuse rating or setting .....A

Rated residual operating current $I_{\Delta n}$ = ... mA, and operating time of ..... ms (at $I_{\Delta n}$) (applicable only where an RCD is suitable and is used as a main circuit-breaker)

COMMENTS ON EXISTING INSTALLATION: (In the case of an alteration or additions see Section 743)

.....

.....

.....

.....

SCHEDULES (note 2)

The attached Schedules are part of this document and this Certificate is valid only when they are attached to it.

..... Schedules of Inspections and ..... Schedules of Test Results are attached.

(Enter quantities of schedules attached).

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 (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, together with schedules is 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 Schedule of Inspections and Schedule of Test Result are appended.

SCHEDULE OF INSPECTIONS

Methods of protection against electric shock

(a) Protection against both direct and indirect contact:

- ☐ (i) SELV (note 1)
- ☐ (ii) Limitation of discharge of energy

(b) Protection against direct contact: (note 2)

- ☐ (i) Insulation of live parts
- ☐ (ii) Barriers or enclosures
- ☐ (iii) Obstacles (note 3)
- ☐ (iv) Placing out of reach (note 4)
- ☐ (v) PELV
- ☐ (vi) Presence of RCD for supplementary protection

(c) Protection against indirect contact:

(i) EEBADS including:

- ☐ Presence of earthing conductor
- ☐ Presence of circuit protective conductors
- ☐ Presence of main equipotential bonding conductors
- ☐ Presence of supplementary equipotential bonding conductors
- ☐ Presence of earthing arrangements for combined protective and functional purposes
- ☐ Presence of adequate arrangements for alternative source(s), where applicable
- ☐ Presence of residual current device(s)

- ☐ (ii) Use of Class II equipment or equivalent insulation (note 5)
- ☐ (iii) Non-conducting location: (note 6) Absence of protective conductors
- ☐ (iv) Earth-free equipotential bonding: (note 7) Presence of earth-free equipotential bonding conductors
- ☐ (v) Electrical separation (note 8)

Prevention of mutual detrimental influence

- ☐ (a) Proximity of non-electrical services and other influences
- ☐ (b) Segregation of band I and band II circuits or band II insulation used
- ☐ (c) Segregation of safety circuits

Identification

- ☐ (a) Presence of diagrams, instructions, circuit charts and similar information
- ☐ (b) Presence of danger notices and other warning notices
- ☐ (c) Labelling of protective devices, switches and terminals
- ☐ (d) Identification of conductors

Cables and conductors

- ☐ (a) Routing of cables in prescribed zones or within mechanical protection
- ☐ (b) Connection of conductors
- ☐ (c) Erection methods
- ☐ (d) Selection of conductors for current-carrying capacity and voltage drop
- ☐ (e) Presence of fire barriers, suitable seals and protection against thermal effects

General

- ☐ (a) Presence and correct location of appropriate devices for isolation and switching
- ☐ (b) Adequacy of access to switchgear and other equipment
- ☐ (c) Particular protective measures for special installations and locations
- ☐ (d) Connection of single-pole devices for protection or switching in phase conductors only
- ☐ (e) Correct connection of accessories and equipment
- ☐ (f) Presence of undervoltage protective devices
- ☐ (g) Choice and setting of protective and monitoring devices for protection against indirect contact and/or overcurrent
- ☐ (h) Selection of equipment and protective measures appropriate to external influences
- ☐ (i) Selection of appropriate functional switching devices

Inspected by .....

Date .....

Notes:

✓ to indicate an inspection has been carried out and the result is satisfactory
✗ to indicate an inspection has been carried out and the result was unsatisfactory
N/A to indicate the inspection is not applicable
LIM to indicate that, exceptionally, a limitation agreed with the person ordering the work prevented the inspection or test being carried out

1. SELV An extra-low voltage system which is electrically separated from Earth and from other systems. The particular requirements of the Regulations must be checked (see Regulations 411-02 and 471-02)
2. Method of protection against direct contact - will include measurement of distances where appropriate
3. Obstacles - only adopted in special circumstances (see Regulations 412-04 and 471-06)
4. Placing out of reach - only adopted in special circumstances (see Regulations 412-05 and 471-07)
5. Use of Class II equipment - infrequently adopted and only when the installation is to be supervised (see Regulations 413-03 and 471-09)
6. Non-conducting locations - not applicable in domestic premises and requiring special precautions (see Regulations 413-04 and 471-10)
7. Earth-free local equipotential bonding - not applicable in domestic premises, only used in special circumstances (see Regulations 413-05 and 471-11)
8. Electrical separation (see Regulations 413-06 and 471-12)

SCHEDULE OF TEST RESULTS

Contractor:..... Address/Location of distribution board: *Instruments*

Test Date: .... * Type of Supply: TN-S/TN-C-S/TT loop impedance:.....

..... * Z_e at origin: ……ohms continuity: .....

Signature .... * PFC: ……kA insulation: .....

Method of protection against indirect contact: ..... RCD tester: .....

Equipment vulnerable to testing: .....

Description of Work: .....

Circuit Description	Overcurrent Device * Short-circuit capacity: ……..kA		Wiring Conductors		Test Results: Continuity			Insulation Resistance		Polarity	Earth Loop Impedance	Functional Testing		Remarks
	type	Rating I_n A	live mm^2	cpc mm^2	$(R_1 + R_2)$* Ω	R_2* Ω	Ring	Live/Live MΩ	Live/Earth MΩ		Z_s Ω	RCD time ms	Other	
1	2	3	4	5	* 6	* 7	* 8	* 9	* 10	* 11	* 12	* 13	* 14	15

Deviations from Wiring Regulations and special notes:

* See notes on schedule of test results

NOTES ON SCHEDULE OF TEST RESULTS

*** Type of supply** is ascertained from the supply company or by inspection.

*** Z_e at origin.** When the maximum value declared by the electricity supplier is used, the effectiveness of the earth must be confirmed by a test. If measured the main bonding will need to be disconnected for the duration of the test.

*** Short-circuit capacity** of the device is noted, see Table 7.2A of the On-Site Guide or 2.7.15 of GN3

*** Prospective fault current (PFC).** The value recorded is the greater of either the short-circuit current or the earth fault current. Preferably determined by enquiry of the supplier.

The following tests, where relevant, shall be carried out in the following sequence:

Continuity of protective conductors, including main and supplementary bonding
Every protective conductor, including main and supplementary bonding conductors, should be tested to verify that it is continuous and correctly connected.

*6 **Continuity**
Where Test Method 1 is used, enter the measured resistance of the phase conductor plus the circuit protective conductor (R_1+ R_2). See 10.3.1 of the On-Site Guide or 2.7.5 of GN3.
During the continuity testing (Test Method 1) 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 11.

(R_1 + R_2) need not be recorded if R_2 is recorded in column 7.

*7 Where Test Method 2 is used, the maximum value of R_2 is recorded in column 7.
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 7.
See 10.3.1 of the On-Site Guide or 2.7.5 of GN3.

*8 **Continuity of ring final circuit conductors**
A test shall be made to verify the continuity of each conductor including the protective conductor of every ring final circuit.
See 10.3.2 of the On-Site Guide or 2.7.6 of GN3.

*9, *10 **Insulation Resistance**
All voltage sensitive devices to be disconnected or test between live conductors (phase and neutral) connected together and earth.
The insulation resistance between live conductors is to be inserted in column 9.
The minimum insulation resistance values are given in Table 10.1 of the On-Site Guide or Table 2.2 of GN3.
See 10.3.3(iv) of the On-Site Guide or 2.7.7 of GN3.

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

*11 **Polarity**
A satisfactory polarity test may be indicated by a tick in column 11.
Only in a Schedule of Test Results associated with a Periodic Inspection Report is it acceptable to record incorrect polarity.

*12 **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 6 to Z_e. 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.

*13 **Functional testing**
The operation of RCDs (including RCBOs) shall be tested by simulating a fault condition, independent of any test facility in the device. Record operating time in column 13. Effectiveness of the test button must be confirmed.
See Section 11 of the On-Site Guide or 2.7.16 of GN3.

*14 All switchgear and controlgear assemblies, drives, control and interlocks, etc must be operated to ensure that they are properly mounted, adjusted, and installed.
Satisfactory operation is indicated by a tick in column 14.

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 Form 1, 2 or 6, as appropriate. See 10.3.5 of the On-Site Guide or 2.7.13 of GN3.

NOTES ON COMPLETION OF MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

Scope

The Minor Works Certificate is intended to be used for additions and alterations to an installation that do not extend to the provision of a new circuit. Examples include the addition of a socket-outlet or a lighting point to an existing circuit, the relocation of a light switch etc. This Certificate may also be used for the replacement of equipment such as accessories or luminaires, but not for the replacement of distribution boards or similar items. Appropriate inspection and testing, however, should always be carried out irrespective of the extent of the work undertaken.

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 120-01-03 and 120-02. No departures are to be expected except in most unusual circumstances. See also Regulation 743-01-01.

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 743-01-02.

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 the socket-outlet is correct

5 (if the work is protected by an RCD) verify the effectiveness of the RCD.

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.

Form 5

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

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

To be used only for minor electrical work which does not include the provision of a new circuit

PART 1 : Description of minor works

1. Description of the minor works : .....
2. Location/Address : .....
3. Date minor works completed : .....
4. Details of departures, if any, from BS 7671
   .....
   .....
   .....

PART 2 : Installation details

1. System earthing arrangement: TN-C-S ☐ TN-S ☐ TT ☐
2. Method of protection against indirect contact: .....
3. Protective device for the modified circuit : Type BS ..... Rating ..... A
4. Comments on existing installation, including adequacy of earthing and bonding arrangements : (see Regulation 130-07)
   .....
   .....
   .....

PART 3 : Essential Tests

1. Earth continuity : satisfactory ☐
2. Insulation resistance:
   Phase/neutral .....MΩ
   Phase/earth .....MΩ
   Neutral/earth.....MΩ
3. Earth fault loop impedance .....Ω
4. Polarity : satisfactory ☐
5. RCD operation (if applicable) : Rated residual operating current $I_{\Delta n}$ .....mA and operating time of .....ms (at $I_{\Delta n}$)

PART 4 : Declaration

1. I/We CERTIFY that the said works do not impair the safety of the existing installation, that the said works have been designed, constructed, inspected and tested in accordance with BS 7671 : ……. (IEE Wiring Regulations), amended to ..... and that the said works, to the best of my/our knowledge and belief, at the time of my/our inspection, complied with BS 7671 except as detailed in Part 1.

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

3. Signature: .....
   Position: .....
   Date: .....

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, (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.

A separate Certificate should have been received for each existing circuit on which minor works have been carried out. This Certificate is not appropriate if you requested the contractor to undertake more extensive installation work, for which you should have received an Electrical Installation Certificate.

The 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. The Report is only valid if a Schedule of Inspections and a Schedule of Test Results are appended.
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 or the earth fault current.
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 testing reveal 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 : 2001 (IEE Wiring Regulations), amended to ……. 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: ..... Signature: .....

For and on behalf of: ..... Position: .....

Address: .....

..... Date: .....

.....

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS Tick boxes and enter details, as appropriate

Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters	Supply Protective Device Characteristics
TN-C ☐ TN-S ☐ TN-C-S ☐ TT ☐ IT ☐ Alternative source ☐ of supply (to be detailed on attached schedules)	a.c. ☐ d.c. ☐ 1-phase, 2-wire ☐ 2-pole ☐ 1-phase, 3 wire ☐ 3-pole ☐ 2-phase, 3-wire ☐ other ☐ 3-phase, 3-wire ☐ 3-phase, 4-wire ☐	Nominal voltage, U/U_o (1) .....V Nominal frequency, f (1) .....Hz Prospective fault current, I_{pf} (2) .....kA (note 4) External loop impedance, Z_e (2) .....Ω (*Note: (1) by enquiry, (2) by enquiry or by measurement)*	Type: .... Nominal current rating .....A

PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT Tick boxes and enter details, as appropriate

Means of Earthing	Details of Installation Earth Electrode (*where applicable)*		
	Type (e.g. rod(s), tape etc)	Location	Electrode resistance to earth
Distributor's facility ☐ Installation earth electrode ☐	.....	.....	..... Ω

Main Protective Conductors

Earthing conductor: material ..... csa .....mm^2 connection verified ☐
Main equipotential bonding conductors material ..... csa .....mm^2 connection verified ☐

To incoming water service ☐ To incoming gas service ☐ To incoming oil service ☐ To structural steel ☐
To lightning protection ☐ To other incoming service(s) ☐ (state details.....)

Main Switch or Circuit-breaker

BS, Type ..... No. of poles..... Current rating .....A Voltage rating V

Location ..... Fuse rating or setting .....A

Rated residual operating current $I_{\Delta n}$ = ... mA, and operating time of ..... ms (at $I_{\Delta n}$) (applicable only where an RCD is suitable and is used as a main circuit-breaker)

OBSERVATIONS AND RECOMMENDATIONS Tick boxes as appropriate (note 9)

Recommendations as detailed below note 6

Referring to the attached Schedule(s) of Inspection and Test Results, and subject to the limitations specified at the Extent and Limitations of the Inspection section

☐ No remedial work is required ☐ The following observations are made:

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

One of the following numbers, as appropriate, is to be allocated to each of the observations made above to indicate to the person(s) responsible for the installation the action recommended.

1 requires urgent attention 2 requires improvement 3 requires further investigation

4 does not comply with BS 7671: 2001 amended to ……. This does not imply that the electrical installation inspected is unsafe.

SUMMARY OF THE INSPECTION (note 7)

Date(s) of the inspection: .....

General condition of the installation: .....

.....

.....

.....

Overall assessment: Satisfactory/Unsatisfactory (note 8)

SCHEDULE(S)

The attached Schedules are part of this document and this Report is valid only when they are attached to it.

..... Schedules of Inspections and ..... Schedules of Test Results are attached.

(Enter quantities of schedules attached).

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.'

The Report is only valid if a Schedule of Inspections and a Schedule of Test Results are appended.

Form Va **Equipment Register**

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

Form Vb **Equipment Formal Visual and Combined Inspection and Test Record**

Equipment Inspection and Test Record												1 Register No			
2 Description of equipment			3 Construction Class		4 Equipment type		5 Location and particular requirement of locations					6 Frequency of Formal visual inspection ..... m		Combined inspection and test ..... m	
7 Make ..... *Model ..... Serial No			8 Voltage ..... V Rating ..... A Fuse Rating ..... A		9 *Date of purchase							10 *Guarantee			
Inspection							Test								
11 Date	12 Environment /use	13 Dis-connect	14 Socket	15 Plug	16 Flex	17 Body	18 Continuity		19 Insulation		20 Functional check	21 Comments/other tests		22 OK to use	23 Signature
							Ω	✓	MΩ	A					

Note: (✓) Indicates pass (x) Indicates fail (N/A) Not applicable (N/C) Not checked
*To be completed by client

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 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 % .
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.

Form Vd **Repair Register**

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

(✓) Indicates satisfactory (x) Indicates unsatisfactory

Form Ve **Faulty equipment register**

Register of faulty equipment				
Date	Register No	Equipment fault	Location	Actioned