BS 7671:2008+A3:2015
MODEL FORMS

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Forms included in this file

Electrical Installation Certificate (EIC)

1st July 2015

APPENDIX 6 (Informative)

MODEL FORMS FOR CERTIFICATION AND REPORTING

Introduction

(i) The Electrical Installation Certificate required by Part 6 should be made out and signed or otherwise authenticated by a skilled person or persons in respect of the design, construction, inspection and testing of the work.

(ii) The Minor Works Certificate required by Part 6 should be made out and signed or otherwise authenticated by a skilled person in respect of the design, construction, inspection and testing of the minor work.

(iii) The Electrical Installation Condition Report required by Part 6 should be made out and signed or otherwise authenticated by a skilled person in respect of the inspection and testing of an existing installation.

(iv) Skilled 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 these Regulations, be fully versed in the inspection and testing procedures contained in these Regulations 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, inspection and testing are 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 7671:2008, 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 on the certificate.

(vii) An Electrical Installation Condition Report will indicate the responsibility for the inspection and testing of an existing installation within the extent and limitations specified on the report.

(viii) Schedules of inspection and schedules of test results as required by Part 6 should be issued with the associated Electrical Installation Certificate or Electrical Installation Condition Report.

(ix) When making out and signing a form on behalf of a company or other business entity, individuals should state for whom they are acting.

(x) Additional forms may be required as clarification, if needed by ordinary persons, or in expansion, for larger or more complex installations.

ELECTRICAL INSTALLATION CERTIFICATE

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

DETAILS OF THE CLIENT

.....

INSTALLATION ADDRESS

.....

.....

DESCRIPTION AND EXTENT OF THE INSTALLATION

Description of installation:

New installation ☐

Extent of installation covered by this Certificate:

Addition to an existing installation ☐

Alteration to an existing installation ☐

(Use continuation sheet if necessary) see continuation sheet No: .....

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 7671:2008, amended to ..... (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 (Regulations 120.3 and 133.5):

Details of permitted exceptions (Regulation 411.3.3). Where applicable, a suitable risk assessment(s) must be attached to this Certificate.

Risk assessment attached ☐

The extent of liability of the signatory or 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 (IN BLOCK LETTERS): ..... Designer No 1

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

FOR CONSTRUCTION

I being the person responsible for the construction 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 construction hereby CERTIFY that the construction work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671:2008, amended to .....(date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 (Regulations 120.3 and 133.5):

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 (IN BLOCK LETTERS): ..... Constructor

FOR INSPECTION & TESTING

I being the person responsible for the 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 inspection & testing hereby CERTIFY that the work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671:2008, amended to .....(date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671 (Regulations 120.3 and 133.5):

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

For INSPECTION AND TESTING of the installation:

Signature: ..... Date: ..... Name (IN BLOCK LETTERS): ..... Inspector

NEXT INSPECTION

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

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

Earthing arrangements	Number and Type of Live Conductors		Nature of Supply Parameters	Supply Protective Device
TN-C ☐ TN-S ☐ TN-C-S ☐ TT ☐ IT ☐	a.c. ☐ 1-phase, 2-wire ☐ 2 phase, 3-wire ☐ 3 phase, 3-wire ☐ 3 phase, 4-wire ☐ Confirmation of supply polarity ☐	d.c. ☐ 2-wire ☐ 3-wire ☐ Other ☐	Nominal voltage, U / U_0 (1) ..... V Nominal frequency, f (1) ..... Hz Prospective fault current, I_{pf} (2) ..... kA External loop impedance, Ze (2) ..... Ω *(Note: (1) by enquiry* *(2) by enquiry or by measurement)*	BS (EN) ..... Type ..... Rated current ..... A

Other sources of supply (as detailed on attached schedule) ☐

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE

Means of Earthing

Distributor's facility ☐

Installation earth electrode ☐

Maximum Demand

Maximum demand (load) ..... kVA / Amps Delete as appropriate

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 / continuity verified ☐
Main protective bonding conductors (to extraneous-conductive-parts)	Material ..... csa ..... mm^2	Connection / continuity verified ☐

To water installation pipes ☐ To gas installation pipes ☐ To oil installation pipes ☐ To structural steel ☐

To lightning protection ☐ To other ☐ Specify .....

Main Switch / Switch-Fuse / Circuit-Breaker / RCD

Location .... BS(EN) ..... No of poles	Current rating .....A Fuse / device rating or setting .....A Voltage rating V	**If RCD main switch** Rated residual operating current ($I_{\Delta n}$) .....mA Rated time delay .....ms Measured operating time(at $I_{\Delta n}$) .....ms

COMMENTS ON EXISTING INSTALLATION (in the case of an addition or alteration see Section 633):

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

SCHEDULES

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).

SCHEDULE OF INSPECTIONS (for new installation work only) for DOMESTIC AND SIMILAR PREMISES WITH UP TO 100 A SUPPLY

NOTE 1: This form is suitable for many types of smaller installation, not exclusively domestic.

All items inspected in order to confirm, as appropriate, compliance with the relevant clauses in BS 7671.
The list of items and associated examples where given are not exhaustive.

NOTE 2: Insert ✓ to indicate an inspection has been carried out and the result is satisfactory, or N/A to indicate that the inspection is not applicable to a particular item.

ITEM NO	DESCRIPTION	Outcome See Note 2
1.0	**DISTRIBUTOR'S / SUPPLY INTAKE EQUIPMENT**	
1.1	Condition of service cable	
1.2	Condition of service head	
1.3	Condition of distributor's earthing arrangement	
1.4	Condition of meter tails - Distributor/Consumer	
1.5	Condition of metering equipment	
1.6	Condition of isolator (where present)	
2.0	**PARALLEL OR SWITCHED ALTERNATIVE SOURCES OF SUPPLY**	
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	
3.0	**AUTOMATIC DISCONNECTION OF SUPPLY**	
3.1	**Presence and adequacy of earthing and protective bonding arrangements:**	
	• Installation earth electrode (where applicable) (542.1.2.3)	
	• Earthing conductor and connections, including accessibility (542.3; 543.3.2)	
	• Main protective bonding conductors and connections, including accessibility (411.3.1.2; 543.3.2)	
	• Provision of safety electrical earthing / bonding labels at all appropriate locations (514.13)	
	• RCD(s) provided for fault protection (411.4.9; 411.5.3)	
4.0	**BASIC PROTECTION**	
4.1	**Presence and adequacy of measures to provide basic protection (prevention of contact with live parts) within the installation:**	
	• Insulation of live parts e.g. conductors completely covered with durable insulating material (416.1)	
	• Barriers or enclosures e.g. correct IP rating (416.2)	
5.0	**ADDITIONAL PROTECTION**	
5.1	**Presence and effectiveness of additional protection methods:**	
	•RCD(s) not exceeding 30 mA operating current (415.1; Part 7), see Item 8.14 of this schedule	
	•Supplementary bonding (415.2; Part 7)	
6.0	**OTHER METHODS OF PROTECTION**	
6.1	**Presence and effectiveness of methods which give both basic and fault protection:**	
	• SELV system, including the source and associated circuits (Section 414)	
	• PELV system, including the source and associated circuits (Section 414)	
	• Double or reinforced insulation i.e. Class II or equivalent equipment and associated circuits (Section 412)	
	• Electrical separation for one item of equipment e.g. shaver supply unit (Section 413)	
7.0	**CONSUMER UNIT(S) / DISTRIBUTION BOARD(S):**	
7.1	Adequacy of access and working space for items of electrical equipment including switchgear (132.12)	
7.2	Presence of linked main switch(s) (537.1.4; 537.1.5; 537.1.6)	
7.3	Isolators, for every circuit or group of circuits and all items of equipment (537.2)	
7.4	Suitability of enclosure(s) for IP and fire ratings (416.2; 421.1.6; 421.1.201)	

ITEM NO	DESCRIPTION	Outcome See Note 2
	CONSUMER UNIT(S) / DISTRIBUTION BOARD(S) continued	
7.5	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.11)	
7.6	Confirmation that ALL conductor connections are correctly located in terminals and are tight and secure (526.1)	
7.7	Avoidance of heating effects where cables enter ferromagnetic enclosures e.g. steel (521.5)	
7.8	Selection of correct type and ratings of circuit protective devices for overcurrent and fault protection (411.3.2; 411.4, .5, .6; Sections 432, 433)	
7.9	**Presence of appropriate circuit charts, warning and other notices:**	
	• Provision of circuit charts/schedules or equivalent forms of information (514.9)	
	• Warning notice of method of isolation where live parts not capable of being isolated by a single device (514.11)	
	• Periodic inspection and testing notice (514.12.1)	
	• RCD quarterly test notice; where required (514.12.2)	
	• Warning notice of non-standard (mixed) colours of conductors present (514.14)	
7.10	Presence of labels to indicate the purpose of switchgear and protective devices (514.1.1; 514.8)	
8.0	**CIRCUITS**	
8.1	Adequacy of conductors for current-carrying capacity with regard to type and nature of the installation (Section 523)	
8.2	Cable installation methods suitable for the location(s) and external influences (Section 522)	
8.3	Segregation/separation of Band I (ELV) and Band II (LV) circuits, and electrical and non-electrical services (528)	
8.4	Cables correctly erected and supported throughout including escape routes, with protection against abrasion (Sections 521, 522)	
8.5	Provision of fire barriers, sealing arrangements where necessary (527.2)	
8.6	Non-sheathed cables enclosed throughout in conduit, ducting or trunking (521.10.1; 526.8)	
8.7	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (522.6.201, .202, .204)	
8.8	Conductors correctly identified by colour, lettering or numbering (Section 514)	
8.9	Presence, adequacy and correct termination of protective conductors (411.3.1.1; 543.1)	
8.10	Cables and conductors correctly connected, enclosed and with no undue mechanical strain (Section 526)	
8.11	No basic insulation of a conductor visible outside enclosure (526.8)	
8.12	Single-pole devices for switching or protection in line conductors only (132.14.1; 530.3.2)	
8.13	Accessories not damaged, securely fixed, correctly connected, suitable for external influences (134.1.1; 512.2; Section 526)	
8.14	**Provision of additional protection by RCD not exceeding 30mA:**	
	• Socket-outlets rated at 20 A or less, unless exempt (411.3.3)	
	• Mobile equipment with a current rating not exceeding 32 A for use outdoors (411.3.3)	
	• Cables concealed in walls at a depth of less than 50 mm (522.6.202, .203)	
	• Cables concealed in walls / partitions containing metal parts regardless of depth (522.6.202; 522.6.203)	
8.15	**Presence of appropriate devices for isolation and switching correctly located including:**	
	• Means of switching off for mechanical maintenance (537.3)	
	• Emergency switches (537.4)	
	• Functional switches, for control of parts of the installation and current-using equipment (537.5)	
	• Firefighter's switches (537.6)	
9.0	**CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)**	
9.1	Equipment not damaged, securely fixed and suitable for external influences (134.1.1; 416.2; 512.2)	
9.2	Provision of overload and/or undervoltage protection e.g. for rotating machines, if required (Sections 445, 552)	
9.3	Installed to minimize the build-up of heat and restrict the spread of fire (421.1.4; 559.4.1)	
9.4	Adequacy of working space. Accessibility to equipment (132.12; 513.1)	
10.0	**LOCATION(S) CONTAINING A BATH OR SHOWER (SECTION 701)**	
10.1	30 mA RCD protection for all LV circuits, equipment suitable for the zones, supplementary bonding (where required) etc.	
11.0	**OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS**	
11.1	List all other special installations or locations present, if any. (Record separately the results of particular inspections applied)	

Inspected by:

Name (Capitals) ..... **Signature** ..... **Date** .....

GENERIC SCHEDULE OF TEST RESULTS

DB reference no .....
Location .....
Zs at DB (Ω) .....
I_{pf} at DB (kA) .....
Correct supply polarity confirmed ☐
Phase sequence confirmed (where appropriate) ☐

Details of circuits and/or installed equipment vulnerable to damage when testing .....
.....
.....
.....
.....

Details of test instruments used (state serial and/or asset numbers)
Continuity .....
Insulation resistance .....
Earth fault loop impedance .....
RCD .....
Earth electrode resistance .....

Tested by:
Name (Capitals) .....
Signature ..... **Date** .....

Circuit details									Test results													
		Overcurrent device				Conductor details			Ring final circuit continuity (Ω)			Continuity (Ω) ($R_1 + R_2$) or R_2		Insulation Resistance (MΩ)		Polarity	Z_s (Ω)	RCD (ms)			Remarks (continue on a separate sheet if necessary)
Circuit number 1	Circuit Description 2	BS (EN) 3	type 4	rating (A) 5	breaking capacity (kA) 6	Reference Method 7	Live (mm^2) 8	cpc (mm^2) 9	r_1 (line) 10	r_n (neutral) 11	r_2 (cpc) 12	($R_1 + R_2$) 13	R_2 14	Live - Live 15	Live - Earth 16	Insert ✓ or X 17	18	@ $I_{\Delta n}$ 19	@ $5I_{\Delta n}$ 20	Test button operation 21	22

ELECTRICAL INSTALLATION CERTIFICATE

NOTES:

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

It is not to be used for a Periodic Inspection, for which an Electrical Installation Condition Report form should be used. For an addition or alteration 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 632.1). 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 authorized by the companies executing the work of design, construction, inspection and testing respectively. A signatory authorized 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.

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.

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 value of fault current (I_{pf}) recorded should be the greater of either the prospective value of short-circuit current or the prospective value of earth fault current.

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, inspected and tested in accordance with British Standard 7671 (the IET 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 full copy of it including the schedules, immediately to the owner.

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 skilled person or persons, competent in such work. 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 addition or alteration to an existing installation. It should not have been issued for the inspection of an existing electrical installation. An "Electrical Installation Condition Report" should be issued for such an inspection.

This Certificate is only valid if accompanied by the Schedule of Inspections and the Schedule(s) of Test Results.