

OPTIONS FOR SHOWING ELECTRICAL INSTALLATION COMPETENCE

The following is provided as a guide to the different ways in which any electrical work undertaken can be certified.

- If an Approved Certifier of Construction has carried out the electrical work then that contractor will provide the appropriate certificate, duly completed, for the Council to verify.

OR

- If the electrical contractor or electrician is not an Approved Certifier of Construction then the appropriate certification taken from BS 7671:2001 should be submitted, duly completed, together with evidence of competency (ie valid JITB card or having current membership of an accredited registration scheme operated by a recognised professional body eg NICEIC or SELECT or equivalent body).

OR

- If the electrical work was not carried out by a qualified electrician, it may be the case that you will need to have the installation checked by a qualified electrician and the appropriate certificate in accordance with bullet point 2 above submitted, with evidence of competency (ie valid JITB card or having current membership of an accredited registration scheme operated by a recognised professional body eg NICEIC or SELECT or equivalent body).

WARNING

IF A PERSON GRANTS OR PRODUCES A CERTIFICATE WHICH IS FALSE OR MISLEADING HE/SHE MAY BE GUILTY OF AN OFFENCE UNDER THE BUILDING (SCOTLAND) ACT 2003 AND LIABLE ON SUMMARY CONVICTION TO A FINE.

Electrical Installation Certificate

Introduction

- (i) The Electrical Installation Certificate required by Part 7 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 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 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 and 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 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 CERTIFICATE

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS – BS 7671 (IEE WIRING REGULATIONS))

DETAILS OF THE CLIENT:	
INSTALLATION ADDRESS:	
DESCRIPTION AND EXTENT OF THE INSTALLATION (Tick boxes as appropriate)	New Installation <input type="checkbox"/>
Description of installation: Extent of installation covered by this Certificate:	Addition to an existing installation <input type="checkbox"/>
(Use continuation sheet if necessary) see continuation sheet no....	Alteration to an existing installation <input type="checkbox"/>
<p>FOR DESIGN</p> <p>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:</p>	
Details of departures from BS 7671(Regulation 120-01-03, 120-02):	
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 CAPITALS):..... Designer No 1	
Signature:.....Date:..... Name (IN BLOCK CAPITALS):..... Designer No 2	
<p>FOR CONSTRUCTION</p> <p>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 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:</p>	
Details of departures from BS 7671(Regulation 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 (IN BLOCK CAPITALS):..... Constructor	
<p>FOR INSPECTION & TESTING</p> <p>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:</p>	
Details of departures from BS 7671(Regulation 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 & TEST of the installation:

Signature:..... Date: Name (IN BLOCK CAPITALS):..... 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 (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 <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	
TN-C-S <input type="checkbox"/>	2-phase, 3-wire <input type="checkbox"/>	3-pole <input type="checkbox"/>	Prospective fault current $I_{pf}^{(2)}$kA	Nominal current rating:.....A
TT <input type="checkbox"/>	3-phase, 3-wire <input type="checkbox"/>	Other <input type="checkbox"/>	External loop impedance, $Z_e^{(2)}$ Ω	
IT <input type="checkbox"/>	3-phase, 4-wire <input type="checkbox"/>			
Alternative source of supply (to be detailed on attached schedules) <input type="checkbox"/>			(Note: (1) by enquiry, (2) by enquiry or by measurement)	

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE (tick boxes and enter details, as appropriate)

Means of earthing	Maximum Demand
Distributor's facility <input type="checkbox"/>	Maximum demand (load).....Amps
Installation earth electrode <input type="checkbox"/>	Details of Installation Earth Electrode (where applicable) Type Location Electrode resistance to earth (e.g. rod(s), tape etc) Ω

Main Protective Conductors

Earthing conductor: material csa..... connection verified

Main equipotential bonding conductors: material csa..... connection verified

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

Main Switch or Circuit-breaker

BS, Type and 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 ofms ($I_{\Delta n}$) (applicable only where 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

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

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

(Enter quantities of schedules attached)

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 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 be taken 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

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 periodic inspections

MINOR ELECTRICAL INSTALLATION WORK 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 modified circuit Type..... Rating.....A

Comments on existing installation, including adequacy of earthing and bonding arrangements: (see Regulation 130-07)

Part 3: Essential Tests

Earth continuity satisfactory

Insulation resistance:

Phase/neutral.....MΩ

Phase/earthMΩ

Neutral/earthMΩ

Earth fault loop impedance Ω

Polarity satisfactory

RCD operation (if applicable). Rated residual operating current $I_{\Delta n}$ mA and operating time ofms (at $I_{\Delta n}$)

Part 4: Declaration

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 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.

Name:.....

Signature:

For and on behalf of:.....

Position:.....

Address:.....

Date:.....

.....

.....

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

NOTES:

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 lighting point to an existing circuit, the relocation/replacement 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.

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 complied with the requirements of British Standard 7671 at the time the Certificate was issued.

This Certificate, when completed, should be sent to:-

**TEAM LEADER - BUILDING STANDARDS
DEVELOPMENT & ENVIRONMENTAL SERVICES
CLACKMANNANSHIRE COUNCIL
KILNCRAIGS
GREENSIDE STREET
ALLOA FK10 1EB**

Tel: No. 01259 450000

Fax No: 01259 727450

E-mail: buildingstandards@clacks.gov.uk

Web: www.clacksweb.org.uk