

This safety certificate is an important and valuable document which should be retained for future reference

ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with *British Standard BS 7671- Requirements for Electrical Installations*

DETAILS OF THE CLIENT

Client / Address: _____

DETAILS OF THE INSTALLATION

The installation is:

Address: _____	New <input type="checkbox"/>
Extent of the installation covered by this certificate: _____	An addition <input type="checkbox"/>
	An alteration <input type="checkbox"/>

DESIGN

I/We, being the person(s) responsible for the design of the electrical installation (as indicated by my/our signature(s) 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 120.3,120.4): _____

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

Signature _____	Date _____	Name (CAPITALS) _____	Designer 1
Signature _____	Date _____	Name (CAPITALS) _____	** Designer 2

CONSTRUCTION

I/We, being the person(s) responsible for the construction of the electrical installation (as indicated by my/our 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/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 120.3,120.4): _____

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

Signature _____	Date _____	Name (CAPITALS) _____	Constructor
-----------------	------------	-----------------------	-------------

INSPECTION AND TESTING

I/We, being the person(s) responsible for the inspection and 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 and 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 120.3,120.4): _____

The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate. For the **INSPECTION AND TESTING** of the installation:

Signature _____	Date _____	Signature _____	Date _____	Reviewed by †
Name (CAPITALS) _____	Inspector	Name (CAPITALS) _____		

DESIGN, CONSTRUCTION, INSPECTION AND TESTING *

* This box to be completed only where the design, construction, inspection and testing have been the responsibility of one person.

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 and 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 120.3, 120.4): _____

The extent of liability of the signatory is limited to the work described above as the subject of this certificate. For the **DESIGN**, the **CONSTRUCTION** and the **INSPECTION AND TESTING** of the installation:

Signature _____	Date _____	Signature _____	Date _____	Reviewed by †
Name (CAPITALS) _____		Name (CAPITALS) _____		

† The completed schedules of inspection and testing should preferably be reviewed by another competent person to confirm that the recorded results are consistent with electrical installation work conforming to the requirements of BS 7671

NOTES FOR RECIPIENT

THIS SAFETY CERTIFICATE IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

This safety certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected, tested and verified in accordance with the national standard for the safety of electrical installations, *British Standard 7671 (as amended) - Requirements for Electrical Installations*.

Where, as will often be the case, the installation incorporates a residual current device (RCD), there should be a notice at or near the main switchboard or consumer unit stating that the device should be tested at quarterly intervals. For safety reasons, it is important that you carry out the test regularly.

Also for safety reasons, the complete electrical installation will need to be inspected and tested at appropriate intervals by a competent person. The maximum interval recommended before the next inspection is stated on Page 2 under *Next Inspection*. There should be a notice at or near the main switchboard or consumer unit indicating when the inspection of the installation is next due.

This report is intended for use by electrical contractors not enrolled with NICEIC or by NICEIC Approved Contractors working outside the scope of their enrolment. The certificate consists of at least five numbered pages.

For installations having more than one distribution board or more circuits than can be recorded on pages 4 and 5, one or more additional *Schedules of Circuit Details for the Installation*, and *Schedules of Test Results for the Installation* (pages 6 and 7 onwards) should form part of the certificate.

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.

You should have received the certificate marked 'Original' and the electrical contractor should have retained the certificate marked 'Duplicate'.

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 these notes, the schedules and additional pages (if any), immediately to the user.

The 'Original' certificate should be retained in a safe place and 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 user that the electrical installation complied with the requirements of the national electrical safety standard at the time the certificate was issued.

Page 1 of this certificate provides details of the electrical installation, together with the name(s) and signature(s) of the person(s) certifying the three elements of installation work: design, construction and inspection and testing. Page 2 identifies the organisation(s) responsible for the work certified by their representative(s).

Certification for inspection and testing provides an assurance that the electrical installation work has been fully inspected and tested, and that the electrical work has been carried out in accordance with the requirements of BS 7671 (except for any departures sanctioned by the designer and recorded in the appropriate box(es) of the certificate).

If wiring alterations or additions are made to an installation such that wiring colours to two versions of BS 7671 exist, a warning notice should have been affixed at or near the appropriate consumer unit.

PARTICULARS OF THE ORGANISATION(S) RESPONSIBLE FOR THE ELECTRICAL INSTALLATION

DESIGN (1)	Organisation †	
Address:		Postcode
DESIGN (2)	Organisation †	
Address:		Postcode
CONSTRUCTION	Organisation †	
Address:		Postcode
INSPECTION AND TESTING	Organisation †	
Address:		Postcode

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Tick boxes and enter details, as appropriate

System Type(s)	Number and Type of Live Conductors			Nature of Supply Parameters			Characteristics of Primary Supply Overcurrent Protective Device(s)	
TNS	a.c.		d.c.	Nominal voltage(s), U ⁽¹⁾	V	U ₀ ⁽¹⁾	V	BS(EN)
TN-C-S	1-phase (2 wire)	1-phase (3 wire)	2 pole	Nominal frequency, f ⁽¹⁾	Hz	Prospective fault current, I _{pf} ⁽²⁾⁽³⁾	kA	Type
TN-C	2-phase (3 wire)		3-pole	External earth fault loop impedance, Z _e ⁽²⁾⁽³⁾	Ω	Number of supplies		Rated current
TT	3-phase (3 wire)	3-phase (4 wire)	other					A
IT	Other	Please state						Short-circuit capacity
								kA

*Notes:
(1) by enquiry
(2) by enquiry or by measurement
(3) where more than one supply, record the higher or highest values*

PARTICULARS OF INSTALLATION AT THE ORIGIN

Tick boxes and enter details, as appropriate

Means of Earthing		Details of Installation Earth Electrode (where applicable)				
Distributor's facility:	Type: (eg rod(s), tape etc)	Location:				
Installation earth electrode:	Electrode resistance, R _A :	(Ω)	Method of measurement:			
* (applicable only where an RCD is suitable and is used as a main circuit-breaker)		Main Switch or Circuit-Breaker		Protective measure(s) against electric shock:		
Type: BS(EN)	Voltage rating	V	Maximum Demand (Load):	kVA / Amps	*Delete as appropriate	
No of Poles	Rated current, I _n	A	Earthing and Protective Bonding Conductors			
Supply conductors: material	RCD operating current, I _{Δn} *	mA	Main protective bonding conductors		Bonding of extraneous-conductive-parts (✓)	
Supply conductors: csa	RCD operating time (at I _{Δn})*	ms	Conductor material	Conductor material	Water service	Gas service
			Conductor csa	Conductor csa	Oil service	Structural steel
			Continuity check	Continuity check	Lightning protection	Other incoming service(s)
			(✓)	(✓)		

COMMENTS ON EXISTING INSTALLATION

In the case of an alteration or additions see Section 633

Note: Enter 'NONE' or, where appropriate, the page number(s) of additional page(s) of comments on the existing installation.

NEXT INSPECTION

§ Enter interval in terms of years, months or weeks, as appropriate

§

I/We, the designer(s), RECOMMEND that this installation is further inspected and tested after an interval of not more than

† Where the electrical contractor responsible for the construction of the electrical installation has also been responsible for the design and the inspection and testing of that installation, the 'Particulars of the Organisation Responsible for the Electrical Installation' may be recorded only in the section entitled 'CONSTRUCTION'.

❖ Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, a separate sheet must be provided which identifies the relevant information relating to each additional source.

NOTES FOR RECIPIENT (continued from the reverse of page 1)

Where responsibility for the *design*, the *construction* and the *inspection and testing* of the electrical work is divided between the electrical contractor and one or more other bodies, the division of responsibility should have been established and agreed before commencement of the work. In such a case, the absence of certification for the *construction*, or the *inspection and testing* elements of the work would render the certificate invalid. If the *design* section of the certificate has not been completed, you should question why those responsible for the design have not certified that this important element of the work is in accordance with the national electrical safety standard.

All unshaded boxes should have been completed either by insertion of the relevant details or by entering 'N/A', meaning 'Not Applicable', where appropriate.

Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems) in accordance with British Standards BS 5839 and BS 5266 respectively, this electrical safety certificate should be accompanied by a separate certificate or certificates as prescribed by those standards.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator, the number of sources should have been recorded in the box entitled Number of Supplies, under the general heading *Supply Characteristics and Earthing Arrangements* on page 2 of the certificate, and the *Schedule of Test Results* compiled accordingly. Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, an additional page should have been provided which gives the relevant information relating to each additional source, and to the associated earthing arrangements and main switchgear.

SCHEDULE OF ITEMS INSPECTED † See note below

PROTECTIVE MEASURES AGAINST ELECTRIC SHOCK

Basic and fault protection

Extra low voltage

SELV PELV

Double or reinforced insulation

Double or Reinforced Insulation

Basic protection

Insulation of live parts Barriers or enclosures

Obstacles** Placing out of reach**

Fault protection

Automatic disconnection of supply

Presence of earthing conductor

Presence of circuit protective conductors

Presence of main protective bonding conductors

Presence of earthing arrangements for combined protective and functional purposes

Presence of adequate arrangements for alternative source(s), where applicable

FELV

Choice and setting of protective and monitoring devices (for fault protection and/or overcurrent protection)

Non-conducting location**

Absence of protective conductors

Earth-free equipotential bonding**

Presence of earth-free equipotential bonding

Electrical separation

For **one** item of current-using equipment

For **more** than one item of current-using equipment**

Additional protection

Presence of residual current device(s)

Presence of supplementary bonding conductors

**** For use in controlled supervised/conditions only**

Prevention of mutual detrimental influence

Proximity of non-electrical services and other influences

Segregation of Band I and Band II circuits or Band II insulation used

Segregation of Safety Circuits

Identification

Presence of diagrams, instructions, circuit charts and similar information

Presence of danger notices and other warning notices

Labelling of protective devices, switches and terminals

Identification of conductors

Cables and Conductors

Selection of conductors for current carrying capacity and voltage drop

Erection methods

Routing of cables in prescribed zones

Cables incorporating earthed armour or sheath or run in an earthed wiring system, or otherwise protected against nails, screws and the like

Additional protection by 30mA RCD for cables concealed in walls (where required, in premises not under the supervision of skilled or instructed persons)

Connection of conductors

Presence of fire barriers, suitable seals and protection against thermal effects

General

Presence and correct location of appropriate devices for isolation and switching

Adequacy of access to switchgear and other equipment

Particular protective measures for special installations and locations

Connection of single-pole devices for protection or switching in line conductors only

Correct connection of accessories and equipment

Presence of undervoltage protective devices

Selection of equipment and protective measures appropriate to external influences

Selection of appropriate functional switching devices

SCHEDULE OF ITEMS TESTED † See note below

External earth fault loop impedance, Z_0

Installation earth electrode resistance, R_A

Continuity of protective conductors

Continuity of ring final circuit conductors

Insulation resistance between live conductors

Insulation resistance between live conductors and Earth

Protection by SELV, PELV or by electrical separation

Basic protection by barrier or enclosure provided during erection

Insulation of non-conducting floors or walls

Polarity

Earth fault loop impedance, Z_s

Verification of phase sequence

Operation of residual current devices

Functional testing of assemblies

Verification of voltage drop

SCHEDULE OF ADDITIONAL RECORDS* (See attached schedule)

Note: Additional page(s) must be identified by the Electrical Installation Certificate serial number and page number(s).

Page No(s)

† All boxes must be completed. '✓' indicates that an inspection or a test was carried out and that the result was **satisfactory**. 'N/A' indicates that an inspection or test was **not applicable** to the particular installation.

* Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems), this electrical safety certificate should be accompanied by the particular certificate(s) for the system(s).

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

TO BE COMPLETED IN EVERY CASE	TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*	
Location of distribution board: Distribution board designation: 	Supply to distribution board is from: Overcurrent protective device for the distribution circuit: Type: BS(EN) Rating: A	No of phases: Nominal voltage: V Associated RCD (if any): BS(EN) RCD No of poles: I _{Δn} mA

CIRCUIT DETAILS

Circuit number and phase	Circuit designation	Type of wiring (see code below)	Reference method ↑	Number of points served	Circuit conductors: csa		Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices				RCD		
					Live (mm²)	cpc (mm²)		BS (EN)	Type No	Rating (A)	Short-circuit capacity (kA)	Operating current, I _{Δn} (mA)	Maximum Z _s permitted by BS 7671 (Ω)	

↑ See Table 4A2 of Appendix 4 of BS 7671: 2008

CODES FOR TYPE OF WIRING								
A	B	C	D	E	F	G	H	0 (Other - please state)
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral-insulated cables	

SCHEDULE OF TEST RESULTS FOR THE INSTALLATION

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION				Test instruments (serial numbers) used:			
Characteristics at this distribution board				Earth fault loop impedance <input style="width: 100%;" type="text"/> RCD <input style="width: 100%;" type="text"/> Insulation resistance <input style="width: 100%;" type="text"/> Other <input style="width: 100%;" type="text"/> Continuity <input style="width: 100%;" type="text"/> Other <input style="width: 100%;" type="text"/>			
Confirmation of supply polarity							
* See note below Z_s <input style="width: 100%;" type="text"/> Ω Operating times of associated RCD (if any) At $I_{\Delta n}$ <input style="width: 100%;" type="text"/> ms I_{pf} <input style="width: 100%;" type="text"/> kA At $5I_{\Delta n}$ (if applicable) <input style="width: 100%;" type="text"/> ms							
(This section is left blank for user input)							

TEST RESULTS													
Circuit number and phase	Circuit impedances (Ω)					Insulation resistance \dagger Record lower or lowest value				Polarity	Maximum measured earth fault loop impedance, Z_s <i>☆ See note below</i>	RCD operating times	
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line \dagger	Line/Neutral \dagger	Line/Earth \dagger	Neutral/Earth			at $I_{\Delta n}$	at $5I_{\Delta n}$ (if applicable)
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$R_1 + R_2$	R_2	(M Ω)	(M Ω)	(M Ω)	(M Ω)	(\checkmark)	(Ω)	(ms)	(ms)

* Note: Where the installation can be supplied by more than one source, such as a primary source (eg public supply) and a secondary source (eg standby generator), the higher or highest values must be recorded.

TESTED BY

Signature: <input style="width: 90%;" type="text"/>	Position: <input style="width: 90%;" type="text"/>
Name: (CAPITALS) <input style="width: 90%;" type="text"/>	Date of testing: <input style="width: 90%;" type="text"/>

This form is based on the model shown in Appendix 6 of BS 7671: 2008. © Copyright The Electrical Safety Council (Jan 2008).