FORMS for the 17th Edition

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The forms are available from three sources,

1. In the original documents. In the case of the Wiring Regulation Online (WRO), the original documents are in Acrobat pdf format, and can be viewed and printed directly from those files. (This is in effect the normal way to use the WRO, during which you can view and print in any book.) Unfortunately such a print may include the original documents page number, and other unnecessary information.
2. In a blank Acrobat pdf format (i.e. this file). The blank Acrobat file has been "cleaned up" and a blank form can be printed ready to be "hand filled in".
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"Fill-in" Word 6 versions, i.e. templates, are not available.
Check out our Web site for further information, http://www.theiet.org/technical/

FORMS for the 17th Edition

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 7671:2008.

17th Edition 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 are 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 are 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 are provided with the form.

CERTIFICATION AND REPORTING

The introduction to Appendix 6 of BS 7671:2008 (Model forms for certification and reporting) is reproduced on this page.

Introduction

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

(iii) The Periodic Inspection Report required by Part 6 should 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 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) 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 6 should 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 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.

(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 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 a Periodic Inspection 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 (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:.....
.....
.....
.....
.....
.....
.....(use continuation sheet if necessary) see continuation sheet No: .....

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

Details of departures from BS 7671 (Regulations 120.3 and 120.4):

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 ☐ 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: .... Rated current ..... 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

Delete as appropriate

Maximum demand (load) ..... . kVA / Amps

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 protective 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 addition or alteration see Section 633)

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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, 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 full copy of it including the schedules, immediately to the owner.

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 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 addition or alteration or 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 an inspection.

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

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:.....

.....

.....

.....

.....

.....

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

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

Details of departures from BS 7671 (Regulations 120.3 and 120.4):

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

Details of departures from BS 7671 (Regulations 120.3 and 120.4):

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

Details of departures from BS 7671 (Regulations 120.3 and 120.4):

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: .... Rated current ..... 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

Delete as appropriate

Maximum demand (load) ..... kVA / Amps

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 protective 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 633)

.....

.....

.....

.....

.....

.....

.....

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, 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 full copy of it including the schedules, immediately to the owner.

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 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 addition or alteration 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 Results are appended.

SCHEDULE OF INSPECTIONS

Methods of protection against electric shock

Both basic and fault protection:

- ☐ (i) SELV (Note 1)
- ☐ (ii) PELV
- ☐ (iii) Double insulation (Note 2)
- ☐ (iv) Reinforced insulation (Note 2)

Basic protection: (Note 3)

- ☐ (i) Insulation of live parts
- ☐ (ii) Barriers or enclosures
- ☐ (iii) Obstacles (Note 4)
- ☐ (iv) Placing out of reach (Note 5)

Fault protection:

(i) Automatic disconnection of supply:

- ☐ Presence of earthing conductor
- ☐ Presence of circuit protective conductors
- ☐ Presence of protective bonding conductors
- ☐ Presence of supplementary 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 and/or overcurrent protection)

(ii) Non-conducting location: (Note 6)

- ☐ Absence of protective conductors

(iii) Earth-free local equipotential bonding: (Note 6)

- ☐ Presence of earth-free local equipotential bonding

(iv) Electrical Separation: (Note 7)

- ☐ Provided for **one item** of current-using equipment
- ☐ Provided for **more than one item** of current-using equipment

Additional protection:

- ☐ Presence of residual current devices(s)
- ☐ Presence of supplementary bonding conductors

Prevention of mutual detrimental influence

- ☐ (a) Proximity of non-electrical services and other influences
- ☐ (b) Segregation of Band I and Band II circuits or use of Band II insulation
- ☐ (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

- ☐ 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 within an earthed wiring system, or otherwise adequately protected against nails, screws and the like
- ☐ Additional protection provided by 30 mA RCD for cables in concealed walls (where required in premises not under the supervision of a skilled or instructed person)
- ☐ 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

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 is not satisfactory (applicable to a periodic inspection only)

N/A to indicate the inspection is not applicable to a particular item

LIM to indicate that, exceptionally, a limitation agreed with the person ordering the work prevented the inspection being carried out (applicable to a periodic inspection only).

1. SELV – an extra-low voltage system which is electrically separated from Earth and from other systems in such a way that a single-fault cannot give rise to the risk of electric shock. The particular requirements of the Regulations must be checked (see Section 414)
2. Double or reinforced insulation. Not suitable for domestic or similar installations if it is the sole protective measure (see 412.1.3)
3. Basic protection – will include measurement of distances where appropriate
4. Obstacles – only adopted in special circumstances (see 417.2)
5. Placing out of reach – only adopted in special circumstances (see 417.3)
6. Non-conducting locations and Earth-free local equipotential bonding – these are not recognised for general application. May only be used where the installation is controlled/under the supervision of skilled or instructed persons (see Section 418)
7. Electrical separation – the particular requirements of the Regulations must be checked. If a single item of current-using equipment is supplied from a single source, see Section 413. If more than one item of current-using equipment is supplied from a single source then the installation must be controlled/under the supervision of skilled or instructed persons, see also Regulation 418.3.

SCHEDULE OF TEST RESULTS

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

Test Date: .... *1 Type of Supply: TN-S/TN-C-S/TT

..... *2 Z_e at origin: …….ohms

Signature .... *3 PFC: ……kA

Method of fault protection: ..... Confirmation of supply polarity ☐

Instruments

loop impedance: .....

continuity: .....

insulation: .....

RCD tester: .....

Equipment vulnerable to testing: .....

Description of Work: .....

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

Deviations from Wiring Regulations and special notes:

*Number - See notes on schedule of test results ***Complete column 6 or 7**

NOTES ON SCHEDULE OF TEST RESULTS

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

*2 **Z_e at origin.** When the maximum value declared by the distributor 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.

*3 **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 distributor.

*4 **Short-circuit capacity** of the device is noted, see Table 7.2A of the On-Site Guide or Table 2.4 of GN3

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 line 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 line 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.
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 (line 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 Appx 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 2.7.15 and 2.7.18 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 2.7.12 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 socket-outlets or lighting points 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 120.3 and 120.4. No departures are to be expected except in most unusual circumstances. See also Regulation 633.1.

Part 2 Installation details

2 The method of fault protection 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 633.2.

Recorded departures from BS 7671 may constitute non-compliance with the Electricity Safety, quality and continuity Regulations 2002 (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 6 (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 61 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.

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 fault protection: .....
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 131.8)

.....

.....

.....

PART 3 : Essential Tests

1. Earth continuity satisfactory ☐
2. Insulation resistance:

   Line/neutral .....MΩ

   Line/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 7671:2008 (IEE Wiring Regulations), amended to .....(date) 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 above.

2. Name: .....

   For and on behalf of: .....

   Address: .....

   .....

   .....

3. Signature: .....

   Position: .....

   Date: .....

GUIDANCE FOR RECIPIENTS

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 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 full copy of it, immediately 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 Additions or Alterations: 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: (see Regulation 634.2).....

.....

.....

This inspection has been carried out in accordance with BS 7671:2008 (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 ..... years/months, 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 ☐	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:..... ..... Rated current: .....A
Alternative source of supply (to be detailed on attached schedules) ☐			

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

Means of Earthing
Distributor's facility ☐
Installation earth electrode ☐

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 protective bonding conductors material ..... csa .....mm² 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 Inspections 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 7671:2008 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 should identify any departures from the safety requirements of the current Regulations and any defects, damage or deterioration that affect the safety of the installation for continued use. **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 V1.1 Equipment register

Company	Address
Responsible person	

Register no.	Location	Equipment description	Serial no.	Frequency of formal visual inspection	Frequency of combined inspection and test

Date Page of

Form V1.2 Equipment formal visual and combined inspection and test record

Item of equipment	1	2	3	4	5
1 Register no.					
2 Description					
3 Construction class					
4 Equipment type (P, M, HH etc.)					
5 Location					
6 Particular requirements of location					
7 Frequency of formal visual inspection					
8 Frequency of combined inspection and testing					
9 Make					
10 Model					
11 Serial no.					
12 Voltage (V)					
13 Current (A)					
14 Fuse (A)					
15 Date of purchase					
16 Guarantee					
17 Date					
18 Environment					
19 Disconnected					
20 Socket-outlet					
21 Plug					
22 Flex					
23 Body					
24 Continuity (Ω)					
25 ✓					
26 Insulation (MΩ)					
27 ✓					
28 Functional check					
29 Comments					
30 OK to use					
Initials					

Note: (✓) Indicates pass (x) Indicates fail (N/A) Not applicable (N/C) Not checked

Notes on the formal visual and combined inspection and test record (Form VI.2):

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 monitor.
3	Construction Class - Class 0, 0I, I, II, III. Note that only Class I and II equipment may be used without special precautions being taken.
4	Equipment types - portable, movable, hand-held, stationary, fixed, built-in.
5, 6	Insert the location and any particular external influences such as heat, damp, corrosive, vibration.
7, 8	Frequency of inspection - generally as suggested in Table 7.1 of the Code of Practice for In-Service Inspection and Testing of Electrical Equipment. Inspection - items 17-23 and 28 will be completed if an inspection is being carried out. Inspection and Test - the testing in items 24v and 26 should always be preceded by inspection.
9-11	The make, model and serial number of the item of equipment should be inserted.
12-14	The voltage for which the equipment is suitable, the current consumed and the fuse rating should be inserted.
15-16	The date of purchase and the guarantee should be completed by the client
17	The date to be inserted is the date of the inspection or the date of the inspection and testing.
18	Environment and use. It should 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.
19	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 should also be obtained if such equipment is to be subjected to the insulation resistance and electric strength tests.
20	Socket-outlet/flex outlet. The socket or flex outlet should be inspected for damage including overheating. If there are signs of overheating of the plug or socket-outlet, the socket-outlet connections should be checked as well as the plug. This work should only be carried out by an electrician.
21-23	The inspection required is described in Chapter 14 of the Code of Practice for In-Service Inspection and Testing of Electrical Equipment.
24-27	Tests. The tests are described in Chapter 15 of the Code of Practice for In-Service Inspection and Testing of Electrical Equipment. The tests should always be preceded by the Inspection items 17-23 and 28. The instrument reading is to be recorded and a tick entered if the test results are satisfactory.
28	Functional Check - a check is made to ensure that the equipment works properly.
29	Comments/other tests. Additional tests may be needed to identify a failure more clearly or other tests may be carried out such as a touch current measurement. An additional sheet may be necessary, which should be referenced in the box on this record..
30	OK to use - ‘YES’ should be inserted if the item of equipment is satisfactory for use, ‘NO’ if it is not.

Form V1.3 Equipment labels

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 V1.4 Repair register

Company	Address
Responsible person	

Register no.	Customer	Description	Serial no.	Repairer	Suitable for return to use		
					✓	Signature	Date

Note: (✓) Indicates satisfactory (x) Indicates unsatisfactory

Form V1.5 Faulty equipment register

Company	Address
Responsible person	

Date	Register no.	Equipment fault	Location	Action taken

Form V1.6 Test instrument record

Company	Address
Responsible person	

Testing points for low resistance and high resistance tests

Low resistance

Type: Model: Serial no.: Date of last calibration:

Date of test						
0.5 Ω						
Deviation ± %						
Date of test						
1.0 Ω						
Deviation ± %						
Date of test						
10.0 Ω						
Deviation ± %						

High resistance

Type: Model: Serial no.: Date of last calibration:

Date of test						
0.5 Ω						
Deviation ± %						
Date of test						
1.0 Ω						
Deviation ± %						
Date of test						
10.0 Ω						
Deviation ± %						

Other

Type: Model: Serial no. : Date of last calibration:

Date of test						