

ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

Original (To the person ordering the work)

DETAILS OF THE CLIENT

Client / Address: _____

DETAILS OF THE INSTALLATION

Address: _____

Extent of the installation covered by this certificate: _____

The installation is:

New	<input type="checkbox"/>
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 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
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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	Inspector	Signature	Date	Reviewed by
Name (CAPITALS)			Name (CAPITALS)		Qualified Supervisor †

DESIGN, CONSTRUCTION, INSPECTION AND 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 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	Inspector	Signature	Date	Reviewed by
Name (CAPITALS)			Name (CAPITALS)		Qualified Supervisor ††

† Where the inspection and testing have been carried out by an Approved Contractor, the inspection and testing results are to be reviewed by the registered Qualified Supervisor.
†† Where the design, the construction, and the inspection and testing have been the responsibility of one person, the inspection and testing results are to be reviewed by the registered Qualified Supervisor.

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. NICEIC* recommends that you engage the services of an Approved Contractor for this purpose. 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.

Only an NICEIC Approved Contractor or Conforming Body responsible for the **construction** of the electrical installation is authorised to issue this NICEIC Electrical Installation Certificate.

The certificate consists of at least five numbered pages. The certificate is invalid if any of the five pages are missing. The certificate has a printed seven-digit serial number which is traceable to the Approved Contractor to which it was supplied by NICEIC.

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.

This certificate should not have been issued for electrical work in a potentially explosive atmosphere (hazardous area) unless the Approved Contractor holds an appropriate extension to NICEIC enrolment for such work.

You should have received the certificate marked 'Original' and the Approved 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.

* NICEIC is a trading name of NICEIC Group Limited, a wholly owned subsidiary of The Electrical Safety Council. Under licence from The Electrical Safety Council, NICEIC acts as the electrical contracting industry's independent voluntary regulatory body for electrical installation safety matters throughout the UK, and maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).

For further information about electrical safety and how NICEIC can help you, visit **www.niceicgroup.com**

continued on the reverse of page 2

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

DESIGN (1)	Organisation †			NICEIC Enrolment No (where appropriate)	
	Address:			Branch number: (if applicable)	
		Postcode			
DESIGN (2)	Organisation †			NICEIC Enrolment No (where appropriate)	
	Address:			Branch number: (if applicable)	
		Postcode			
CONSTRUCTION	Organisation †			NICEIC Enrolment No (Essential information)	
	Address:			Branch number: (if applicable)	
		Postcode			
INSPECTION AND TESTING	Organisation †			NICEIC Enrolment No (where appropriate)	
	Address:			Branch number: (if applicable)	
		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)	
TN-S	a.c.		d.c.	Nominal U ⁽¹⁾ voltage(s):	V	U ₀ ⁽¹⁾	BS(EN)	
TN-CS	1-phase (2 wire)	1-phase (3 wire)	2 pole	Nominal frequency, f ⁽¹⁾	Hz	Notes:	Type	
TN-C	2-phase (3 wire)		3-pole	Prospective fault current, I _{pf} ⁽²⁾⁽³⁾	kA	(1) by enquiry	Rated current	A
TT	3-phase (3 wire)	3-phase (4 wire)	other	External earth fault loop impedance, Z _e ⁽²⁾⁽³⁾	Ω	(2) by enquiry or by measurement	Short-circuit capacity	kA
IT	Other	Please state		Number of supplies		(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:		
Main Switch or Circuit-Breaker		Maximum Demand (Load):	kVA / Amps	Protective measures against electric shock:	
* (applicable only where an RCD is suitable and is used as a main circuit-breaker)			*Delete as appropriate		
Type: BS(EN)	Voltage rating	V	Earthing and Protective Bonding Conductors		
No of Poles	Rated current, I _n	A	Earthing conductor	Main protective bonding conductors	Bonding of extraneous-conductive-parts (✓)
Supply conductors: material	RCD operating current, I _{Δn} *	mA	Conductor material	Conductor material	Water service
Supply conductors: csa	RCD operating time (at I _{Δn})*	ms	Conductor csa	Conductor csa	Gas service
			mm ²	mm ²	Oil service
			Continuity check	Continuity check	Structural steel
			(✓)	(✓)	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 Approved 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 Approved 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, NICEIC considers that 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, NICEIC recommends that you 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.

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.

Should the person ordering the work (eg the client, as identified on Page 1 of this certificate), have reason to believe that any element of the work for which the Approved Contractor has accepted responsibility (as indicated by the signatures on this certificate) does not comply with the requirements of the national electrical safety standard (BS 7671), the client should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the client may make a formal complaint to NICEIC, for which purpose a standard complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

SPECIMEN

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_e
 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 separation of circuits

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)

Page No(s)

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

