

BS 7671:2018 MODEL FORMS

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APPENDIX 6 (Informative)

MODEL FORMS FOR CERTIFICATION AND REPORTING

Introduction

- (i) The Electrical Installation Certificate required by Part 6 should be made out and signed or otherwise authenticated by a skilled person or persons in respect of the design, construction, inspection and testing of the work.
- (ii) The Minor Electrical Installation Works Certificate required by Part 6 should be made out and signed or otherwise authenticated by a skilled person in respect of the design, construction, inspection and testing of the minor work.
- (iii) The Electrical Installation Condition Report required by Part 6 should be made out and signed or otherwise authenticated by a skilled person or persons in respect of the inspection and testing of an existing installation.
- (iv) Skilled persons will, as appropriate to their function under (i) (ii) and (iii) above, have a sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in these Regulations, be fully versed in the inspection and testing procedures contained in these Regulations and employ adequate testing equipment.
- (v) Electrical Installation Certificates will indicate the responsibility for design, construction, inspection and testing, whether in relation to new work or further work on an existing installation.

Where the 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 7671:2018, amended to(date) except for the departures, if any, detailed as follows.

- (vi) A Minor Electrical Installation Works Certificate will indicate the responsibility for design, construction, inspection and testing of the work described on the certificate.
- (vii) An Electrical Installation Condition Report will indicate the responsibility for the inspection and testing of an existing installation within the extent and limitations specified on the report.
- (viii) Schedules of inspection and schedules of test results as required by Part 6 should be issued with the associated Electrical Installation Certificate or Electrical Installation Condition Report.
- (ix) When making out and signing a form on behalf of a company or other business entity, individuals should state for whom they are acting.
- (x) Additional forms may be required as clarification, if needed by ordinary persons, or in expansion, for larger or more complex installations.

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

Notesforthe personproducingtheCertificate:

The Minor Electrical Installation 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.

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

GUIDANCEFORRECIPIENTS(tobeappendedtotheCertificate)

This Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected and tested in accordance with British Standard 7671 (the IET Wiring Regulations).

You should have received an 'original' Certificate and the contractor should have retained a duplicate. If you were the person ordering the work, but not the owner of the installation, you should pass this Certificate, or a copy of it, to the owner. A separate Certificate should have been received for each existing circuit on which minor works have been carried out. This Certificate is not appropriate if you requested the contractor to undertake more extensive installation work, for which you should have received an Electrical Installation Certificate.

The Certificate should be retained in a safe place and be shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this Certificate will demonstrate to the new owner that the minor electrical installation work carried out complied with the requirements of British Standard 7671 at the time the Certificate was issued.

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE
(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IET WIRING REGULATIONS])
To be used only for minor electrical work which does not include the provision of a new circuit

PART 1: Description of the minor works	
1. Details of the Client	... Date minor works complete
2. Installation location/address	...
3. Description of the minor works
4. Details of departures, if any, from BS 7671:2018 for the circuit altered or extended (Regulation 120.3, 133.1.3 and 133.5) Where applicable, a suitable risk assessment(s) must be attached to the Certificate	
..... Risk assessment attached <input type="checkbox"/>	
5. Comments on (including any defects observed in) the existing installation (Regulation 644.1.2):	
...	
PART 2: Presence and adequacy of installation earthing and bonding arrangements (Regulation 132.16)	
1. System earthing arrangement: TN-S TN-C-S TT	
2. Earth fault loop impedance at distribution board (Z_{db}) supplying the final circuit Ω	
3. Presence of adequate main protective conductors:	
Earthing conductor	
Main protective bonding conductor(s) to: Water Gas Oil Structural steel Other.....	
PART 3: Circuit details	
DB Reference No.: DB Location and type:	
Circuit No.: Circuit description:	
Circuit overcurrent protective device: BS(EN) Type Rating A	
Conductor sizes: Live mm ² cpc mm ²	
PART 4: Test results for the circuit altered or extended (where relevant and practicable)	
Protective conductor continuity: $R_1 + R_2$ Ω or R_2 Ω	
Continuity of ring final circuit conductors: L/L Ω N/N Ω cpc/cpc Ω	
Insulation resistance: Live - Live M Ω Live - Earth M Ω	
Polarity satisfactory: Maximum measured earth fault loop impedance: Z_s Ω	
RCD operation: Rated residual operating current ($I_{\Delta n}$) mA	
Disconnection time ms	
Satisfactory test button operation	
PART 5: Declaration	
I certify that the work covered by this certificate does not impair the safety of the existing installation and the work has been designed, constructed, inspected and tested in accordance with BS 7671:2018 (IET Wiring Regulations) amended to (date) and that to the best of my knowledge and belief, at the time of my inspection, complied with BS 7671 except as detailed in Part 1 above.	
Name:	Signature:
For and on behalf of:	Position:
Address:	Date: