

BS 7671:2008+A3:2015

MODEL FORMS

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Forms included in this file

Minor Electrical Installation Works Certificate (MEIWC)

1st July 2015

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 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 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 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) 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

(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 minor works

1. Description of the minor works
2. Location/Address
3. Date minor works completed
4. Details of departures, if any, from BS 7671:2008 as amended
5. Details of permitted exceptions (Regulation 411.3.3). Where applicable, a suitable risk assessment(s) must be attached to this Certificate.

Risk assessment attached

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 Rating A
- Comments on existing installation, including adequacy of earthing and bonding arrangements (see Regulation 132.16):

PART 3:Essential Tests

Earth continuity satisfactory

Insulation resistance:

Live - Live MΩ

Live - Earth MΩ

Earth fault loop impedance Ω

Polarity satisfactory

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

Disconnection time at $I_{\Delta n}$ ms

Disconnection time at $5I_{\Delta n}$ ms

Satisfactory test button operation..... (Insert ✓ to indicate operation is satisfactory)

PART 4:Declaration

I 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 (IET Wiring Regulations), amended to (date) and that the said works, 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:.....

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

NOTES:

The Minor Works Certificate is intended to be used for additions and alterations to an installation that do not extend to the provision of a new circuit. Examples include the addition of 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 GUIDANCE FOR RECIPIENTS (to be appended to the Certificate)

This Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, 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.

SPECIFIC INSPECTION EXAMPLES as appropriate to the installation

DISTRIBUTION EQUIPMENT

- Security of fixing (134.1.1)
- Insulation of live parts not damaged during erection (416.1)
- Adequacy/security of barriers (416.2)
- Suitability of enclosures for IP and fire ratings (416.2; 421.1.6; 421.1.201; 526.5)
- Enclosures not damaged during installation (134.1.1)
- Presence and effectiveness of obstacles (417.2)
- Presence of main switch(es), linked where required (537.1.3; .4; .5; .6)
- Operation of main switch(es) (functional check) (612.13)
- Manual operation of circuit-breakers and RCDs to prove functionality (612.13.2)
- Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (612.13.1)
- RCD(s) provided for fault protection, where specified (411.4.9; 411.5.2; 531.2)
- RCD(s) provided for additional protection, where specified (411.3.3; 415.1)
- Confirmation overvoltage protection (SPDs) provided where specified (534.2.1)
- Confirmation of indication that SPD is functional (534.2.8)
- Presence of RCD quarterly test notice at or near the origin (514.12.2)
- Presence of diagrams, charts or schedules at or near each distribution board, where required (514.9.1)
- Presence of non-standard (mixed) cable colour warning notice at or near the appropriate distribution board, where required (514.14)
- Presence of alternative supply warning notice at or near (514.15)
 1. The origin
 2. The meter position, if remote from origin
 3. The distribution board to which the alternative/additional sources are connected
 4. All points of isolation of ALL sources of supply
- Presence of next inspection recommendation label (514.12.1)
- Presence of other required labelling (Section 514)
- Selection of protective device(s) and base(s); correct type and rating (411.3.2; 411.4.,.5, .6; Sections 432, 433)
- Single-pole protective devices in line conductors only (132.14.1, 530.3.2)
- Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.11)
- Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)
- Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)

CIRCUITS

- Identification of conductors (514.3.1)
- Cables correctly supported throughout (522.8.5)
- Examination of cables for signs of mechanical damage during installation (522.6.1; 522.8.1)
- Examination of insulation of live parts, not damaged during erection (522.6.1; 522.8.1)
- Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)
- Suitability of containment systems (including flexible conduit) (Section 522)
- Correct temperature rating of cable insulation (522.1.1; Table 52.1)
- Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)
- Adequacy of protective devices: type and fault current rating for fault protection (434.5)
- Presence and adequacy of circuit protective conductors (411.3.1; 543.1)
- Coordination between conductors and overload protective devices (433.1; 533.2.1)
- Wiring systems and cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522)
- Cables concealed under floors, above ceilings, in walls/partitions, adequately protected against damage (522.6.201, .202, .204)

- Provision of additional protection by RCDs having rated residual operating current ($I_{\Delta n}$) not exceeding 30 mA
 1. For circuits used to supply mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)
 2. For all socket-outlets of rating 20 A or less, unless exempt (411.3.3)
 3. For cables concealed in walls at a depth of less than 50 mm (522.6.202, .203)
 4. For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.202; .203)
- Provision of fire barriers, sealing arrangements so as to minimize the spread of fire (Section 527)
- Band II cables segregated/separated from Band I cables (528.1)
- Cables segregated/separated from non-electrical services (528.3)
- Termination of cables at enclosures (Section 526)
 1. Connections under no undue strain (526.6)
 2. No basic insulation of a conductor visible outside enclosure (526.8)
 3. Connections of live conductors adequately enclosed (526.5)
 4. Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)
- Suitability of circuit accessories for external influences (512.2)
- Circuit accessories not damaged during erection (134.1.1)
- Single-pole devices for switching or protection in line conductors only (132.14.1, 530.3.2)
- Adequacy of connections, including cpc's, within accessories and at fixed and stationary equipment (Section 526)

ISOLATION AND SWITCHING

- Isolators (537.2)
 1. Presence and location of appropriate devices (537.2.2)
 2. Capable of being secured in the OFF position (537.2.1.2)
 3. Correct operation verified (functional check) (612.13.2)
 4. The installation, circuit or part thereof that will be isolated clearly identified by location and/or durable marking (537.2.2.6)
 5. Warning notice posted in situation where live parts cannot be isolated by the operation of a single device (514.11.1; 537.2.1.3)
- Switching off for mechanical maintenance (537.3)
 1. Presence of appropriate devices (537.3.1.1)
 2. Acceptable location – state if local or remote from equipment in question (537.3.2.4)
 3. Capable of being secured in the OFF position (537.3.2.3)
 4. Correct operation verified (functional check) (612.13.2)
 5. The circuit or part thereof to be disconnected clearly identified by location and/or durable marking (537.3.2.4)
- Emergency switching/stopping (537.4)
 1. Presence of appropriate devices (537.4.1.1)
 2. Readily accessible for operation where danger might occur (537.4.2.5)
 3. Correct operation verified (functional check) (537.4.2.6)
 4. The installation, circuit or part thereof to be disconnected clearly identified by location and/or durable marking (537.4.2.7)
- Functional switching (537.5)
 1. Presence of appropriate devices (537.5.1.1)
 2. Correct operation verified (functional check) (537.5.1.3; 537.5.2.2)

CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)

- Suitability of equipment in terms of IP and fire ratings (416.2)
- Enclosure not damaged/deteriorated during installation so as to impair safety (134.1.1)
- Suitability for the environment and external influences (512.2)
- Security of fixing (134.1.1)
- Cable entry holes in ceilings above luminaires, sized or sealed so as to restrict the spread of fire
- Provision of undervoltage protection, where specified (Section 445)
- Provision of overload protection, where specified (Section 433; 552.1)
- Recessed luminaires (downlighters)
 1. Correct type of lamps fitted
 2. Installed to minimize build-up of heat (421.1.2; 559.4.1)
- Adequacy of working space/accessibility to equipment (132.12; 513.1)

PART 7 SPECIAL INSTALLATIONS OR LOCATIONS

Particular requirements for special locations are fulfilled.