



Environmental Services Department

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Guidance on Electrical Installations

All Electrical Installations, whether it is a new installation, an addition to an existing installation or an alteration to an existing installation, that form part of the work covered in your Building Warrant must be certified before a Confirmation of Completion can be accepted. **This Certification must be submitted along with your application for a Confirmation of Completion.**

There are three options available:

The applicant should be aware that Option 1 is quickest route to obtaining a Completion Certificate acceptance as no further checks will be required. Options 2 & 3 may well take a longer time frame for the acceptance of a completion certificate, as additional checks are required to ensure that the installed services fully comply with the Standards. This is more complex than simply confirming a specific service meets with the relevant standard i.e. BS7671. Other related functional building standards such as structural integrity; fire protection and sound transmission also require to be verified for compliance.

1. You may submit a certificate issued by an Approved Certifier of Construction. This will be an Approved Electrician or Approved Electrical Contractor who has gained the relevant approval to do so from either SELECT or NICEIC.
2. You may choose to submit the relevant certificate (see page 2) to show that the installation has been designed, constructed, installed and tested in accordance with BS7671:current edition. (A further certificate will be required for Emergency Lighting and Fire Alarm & Detection systems). This certificate must be original and on SELECT or NICEIC headed paperwork with individual serial number. This must be signed on behalf of the member company if it is a Minor Electrical Installation Works Certificate and if it is an Electrical Installation Certificate it must also be counter-signed by the Qualified Supervisor.
3. In circumstances where options 1 and 2 cannot be achieved you may choose to submit the relevant generic certificate (see page 2) to show that the installation has been designed, constructed, installed and tested in accordance with BS7671: current edition. (A further certificate will be required for Emergency Lighting and Fire Alarm & Detection systems).
 - If the work was undertaken by a SELECT or NICEIC registered contractor, and they have chosen not to submit a form in accordance with Option 2 above then it should be accompanied by written confirmation, on headed note paper, signed by the Qualified Supervisor confirming that the work was undertaken for and on behalf of the registered contractor.
 - Alternatively, an electrician who has current membership of a UKAS organisation may sign this certificate and proof of such membership will be required.

These certificates are available from registered electricians and can also be downloaded from the internet at www.iee.org

Relevant Certificates for Electrical Installations

- i. Electrical Installation Certificate**
This certificate is used only for the initial certification of a new installation or for an alteration or addition to an existing installation where new circuits have been introduced. The certificate must be accompanied by a Schedule of Inspections and a Schedule(s) of Test Results.
- ii. Minor Electrical Installation Works Certificate**
This certificate is used for an alteration or addition to an existing installation where a new circuit has not been introduced. The Minor Electrical Certificate includes test results.
- iii. Periodic Inspection Report**
This report is used for reporting on the condition of an existing installation and would be appropriate only when the certifying electrician did not carry out the initial installation. This report must be accompanied by a Schedule of Inspections and a Schedule(s) of Test Results. The Periodic Inspection Report should be in compliance with Option 2.
- iv. Emergency Lighting**
The installation of Emergency lighting must be certified to BS5266 in addition to BS7671.
- v. Fire Alarm and Detection Systems**
Certification is required for the design, installation and commissioning of Fire Alarm and Detection Systems and all must be certified as complying with BS5839:current edition.