

BS 7671:2018 MODEL FORMS

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Forms included in this file

Electrical Installation Certificate (EIC)

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.

ELECTRICAL INSTALLATION CERTIFICATE

Notes for the person producing the Certificate:

- 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, or the replacement of a consumer unit/distribution board.

It is not to be used for a Periodic Inspection, for which an Electrical Installation Condition 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 issued to the person ordering the work (Regulation 644.4). 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.
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.
- 5 The page numbers for each of the Schedule of Inspections and the Schedule(s) of Test Results should be indicated, together with the total number of sheets involved.
- 6 The maximum prospective value of fault current (I_{pf}) recorded should be the greater of either the prospective value of short-circuit current or the prospective value of earth fault current.

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

The "original" 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 skilled person or persons, competent in such work. 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 and testing of an existing electrical installation. An 'Electrical Installation Condition Report' should be issued for such an inspection.

This Certificate is only valid if accompanied by the Schedule of Inspections and the Schedule(s) of Test Results.

ELECTRICAL INSTALLATION CERTIFICATE
(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IET WIRING REGULATIONS])

DETAILS OF THE CLIENT	
INSTALLATION ADDRESS	
DESCRIPTION AND EXTENT OF THE INSTALLATION Description of installation:	New installation <input type="checkbox"/>
Extent of installation covered by this Certificate: (Use continuation sheet if necessary) see continuation sheet No:	Addition to an existing installation <input type="checkbox"/>
	Alteration to an existing installation <input type="checkbox"/>
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 and additionally where this certificate applies to an addition or alteration, the safety of the existing installation is not impaired, 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 7671:2018, amended to (date) except for the departures, if any, detailed as follows: Details of departures from BS 7671 (Regulations 120.3, 133.1.3 and 133.5): Details of permitted exceptions (Regulation 411.3.3). Where applicable, a suitable risk assessment(s) must be attached to this Certificate. <div style="text-align: right;">Risk assessment attached <input type="checkbox"/></div>	
The extent of liability of the signatory or 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 (IN BLOCK LETTERS): Designer No 1 Signature: Date: Name (IN BLOCK LETTERS): Designer No 2**	
FOR CONSTRUCTION I being the person responsible for the construction 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 construction hereby CERTIFY that the construction 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: Details of departures from BS 7671 (Regulations 120.3 and 133.5):	
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 (IN BLOCK LETTERS): Constructor	
FOR INSPECTION & TESTING I being the person responsible for the 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 inspection & testing hereby CERTIFY that the 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: Details of departures from BS 7671 (Regulations 120.3 and 133.5):	
The extent of liability of the signatory is limited to the work described above as the subject of this Certificate. For INSPECTION AND TESTING of the installation: Signature: Date: Name (IN BLOCK LETTERS): Inspector	
NEXT INSPECTION 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				
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				
Earthing arrangements	Number and Type of Live Conductors		Nature of Supply Parameters	Supply Protective Device
TN-C <input type="checkbox"/>	AC <input type="checkbox"/>	DC <input type="checkbox"/>	Nominal voltage, U / U ₀ ⁽¹⁾ V	BS (EN)
TN-S <input type="checkbox"/>	1-phase, 2-wire <input type="checkbox"/>	2-wire <input type="checkbox"/>	Nominal frequency, f ⁽¹⁾ Hz	Type
TN-C-S <input type="checkbox"/>	2-phase, 3-wire <input type="checkbox"/>	3-wire <input type="checkbox"/>	Prospective fault current, I _{pf} ⁽²⁾ kA	Rated current A
TT <input type="checkbox"/>	3-phase, 3-wire <input type="checkbox"/>	Other <input type="checkbox"/>	External loop impedance, Z _s ⁽²⁾ Ω	
IT <input type="checkbox"/>	3-phase, 4-wire <input type="checkbox"/>		(Note: (1) by enquiry (2) by enquiry or by measurement)	
Confirmation of supply polarity <input type="checkbox"/>				
Other sources of supply (as detailed on attached schedule) <input type="checkbox"/>				
PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE				
Means of Earthing		Maximum Demand		
Distributor's facility <input type="checkbox"/>	Maximum demand (load) kVA / Amps Delete as appropriate			
Installation earth electrode <input type="checkbox"/>		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 mm ²	Connection / continuity verified <input type="checkbox"/>	
Main protective bonding conductors (to extraneous-conductive-parts)	Material	csa mm ²	Connection / continuity verified <input type="checkbox"/>	
To water installation pipes <input type="checkbox"/>	To gas installation pipes <input type="checkbox"/>	To oil installation pipes <input type="checkbox"/>	To structural steel <input type="checkbox"/>	
To lightning protection <input type="checkbox"/>		To other <input type="checkbox"/> Specify		
Main Switch / Switch-Fuse / Circuit-Breaker / RCD				
Location	Current rating	If RCD main switch		
.....	Fuse / device rating or setting	Rated residual operating current (I _{Δn}) mA		
BS(EN)	Voltage rating	Rated time delay ms		
No of poles		Measured operating time ms		
COMMENTS ON EXISTING INSTALLATION (in the case of an addition or alteration see Regulation 644.1.2):				
.....				
.....				
.....				
.....				
.....				
.....				
.....				
.....				
SCHEDULES				
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).				

SCHEDULE OF INSPECTIONS (for new installation work only) for

DOMESTIC AND SIMILAR PREMISES WITH UP TO 100 A SUPPLY

NOTE 1: This form is suitable for many types of smaller installation, not exclusively domestic.

All items inspected in order to confirm, as appropriate, compliance with the relevant clauses in BS 7671. The list of items and associated examples where given are not exhaustive.

NOTE 2: Insert ✓ to indicate an inspection has been carried out and the result is satisfactory, or N/A to indicate that the inspection is not applicable to a particular item.

Item No	DESCRIPTION	Outcome See Note 2
1.0	EXTERNAL CONDITION OF INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)	
1.1	Service cable	
1.2	Service head	
1.3	Earthing arrangement	
1.4	Meter tails	
1.5	Metering equipment	
1.6	Isolator (where present)	
2.0	PARALLEL OR SWITCHED ALTERNATIVE SOURCES OF SUPPLY	
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	
3.0	AUTOMATIC DISCONNECTION OF SUPPLY	
3.1	Presence and adequacy of earthing and protective bonding arrangements:	
	• Distributor's earthing arrangement (542.1.2.1; 542.1.2.2)	
	• Installation earth electrode (where applicable) (542.1.2.3)	
	• Earthing conductor and connections, including accessibility (542.3; 543.3.2)	
	• Main protective bonding conductors and connections, including accessibility (411.3.1.2; 543.3.2; 544.1)	
	• Provision of safety electrical earthing/bonding labels at all appropriate locations (514.13)	
	• RCD(s) provided for fault protection (411.4.204; 411.5.3)	
4.0	BASIC PROTECTION	
4.1	Presence and adequacy of measures to provide basic protection (prevention of contact with live parts) within the installation:	
	• Insulation of live parts e.g. conductors completely covered with durable insulating material (416.1)	
	• Barriers or enclosures e.g. correct IP rating (416.2)	
5.0	ADDITIONAL PROTECTION	
5.1	Presence and effectiveness of additional protection methods:	
	• RCD(s) not exceeding 30 mA operating current (415.1; Part 7), see Item 8.14 of this schedule	
	• Supplementary bonding (415.2; Part 7)	
6.0	OTHER METHODS OF PROTECTION	
6.1	Presence and effectiveness of methods which give both basic and fault protection:	
	• SELV system, including the source and associated circuits (Section 414)	
	• PELV system, including the source and associated circuits (Section 414)	
	• Double or reinforced insulation i.e. Class II or equivalent equipment and associated circuits (Section 412)	
	• Electrical separation for one item of equipment e.g. shaver supply unit (Section 413)	
7.0	CONSUMER UNIT(S) / DISTRIBUTION BOARD(S):	
7.1	Adequacy of access and working space for items of electrical equipment including switchgear (132.12)	
7.2	Components are suitable according to assembly manufacturer's instructions or literature (536.4.203)	
7.3	Presence of linked main switch(es) (462.1.201)	
7.4	Isolators, for every circuit or group of circuits and all items of equipment (462.2)	
7.5	Suitability of enclosure(s) for IP and fire ratings (416.2; 421.1.6; 421.1.201; 526.5)	

Item No	DESCRIPTION	Outcome See Note 2
CONSUMER UNIT(S) / DISTRIBUTION BOARD(S) continued		
7.6	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	
7.7	Confirmation that ALL conductor connections are correctly located in terminals and are tight and secure (526.1)	
7.8	Avoidance of heating effects where cables enter ferromagnetic enclosures e.g. steel (521.5)	
7.9	Selection of correct type and ratings of circuit protective devices for overcurrent and fault protection (411.3.2; 411.4, 411.5, 411.6; Sections 432, 433; 537.3.1.1)	
7.10	Presence of appropriate circuit charts, warning and other notices:	
	• Provision of circuit charts/schedules or equivalent forms of information (514.9)	
	• Warning notice of method of isolation where live parts not capable of being isolated by a single device (514.11)	
	• Periodic inspection and testing notice (514.12.1)	
	• RCD six-monthly test notice; where required (514.12.2)	
	• AFDD six-monthly test notice; where required	
	• Warning notice of non-standard (mixed) colours of conductors present (514.14)	
7.11	Presence of labels to indicate the purpose of switchgear and protective devices (514.1.1; 514.8)	
8.0 CIRCUITS		
8.1	Adequacy of conductors for current-carrying capacity with regard to type and nature of the installation (Section 523)	
8.2	Cable installation methods suitable for the location(s) and external influences (Section 522)	
8.3	Segregation/separation of Band I (ELV) and Band II (LV) circuits, and electrical and non-electrical services (528)	
8.4	Cables correctly erected and supported throughout, with protection against abrasion (Sections 521, 522)	
8.5	Provision of fire barriers, sealing arrangements where necessary (527.2)	
8.6	Non-sheathed cables enclosed throughout in conduit, ducting or trunking (521.10.1; 526.8)	
8.7	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (522.6.201, 522.6.202, 522.6.203; 522.6.204)	
8.8	Conductors correctly identified by colour, lettering or numbering (Section 514)	
8.9	Presence, adequacy and correct termination of protective conductors (411.3.1.1; 543.1)	
8.10	Cables and conductors correctly connected, enclosed and with no undue mechanical strain (Section 526)	
8.11	No basic insulation of a conductor visible outside enclosure (526.8)	
8.12	Single-pole devices for switching or protection in line conductors only (132.14.1; 530.3.3; 643.6)	
8.13	Accessories not damaged, securely fixed, correctly connected, suitable for external influences (134.1.1; 512.2; Section 526)	
8.14	Provision of additional protection/requirements by RCD not exceeding 30mA:	
	• Socket-outlets rated at 32 A or less, unless exempt (411.3.3)	
	• Supplies for mobile equipment with a current rating not exceeding 32 A for use outdoors (411.3.3)	
	• Cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203)	
	• Cables concealed in walls/partitions containing metal parts regardless of depth (522.6.202; 522.6.203)	
	• Final circuits supplying luminaires within domestic (household) premises (411.3.4)	
8.15	Presence of appropriate devices for isolation and switching correctly located including:	
	• Means of switching off for mechanical maintenance (Section 464; 537.3.2)	
	• Emergency switching (465.1; 537.3.3)	
	• Functional switching, for control of parts of the installation and current-using equipment (463.1; 537.3.1)	
	• Firefighter's switches (537.4)	
9.0 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)		
9.1	Equipment not damaged, securely fixed and suitable for external influences (134.1.1; 416.2; 512.2)	
9.2	Provision of overload and/or undervoltage protection e.g. for rotating machines, if required (Sections 445, 552)	
9.3	Installed to minimize the build-up of heat and restrict the spread of fire (421.1.4; 559.4.1)	
9.4	Adequacy of working space. Accessibility to equipment (132.12; 513.1)	
10.0 LOCATION(S) CONTAINING A BATH OR SHOWER (SECTION 701)		
10.1	30 mA RCD protection for all LV circuits, equipment suitable for the zones, supplementary bonding (where required) etc.	
11.0 OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS		
11.1	List all other special installations or locations present, if any. (Record separately the results of particular inspections applied)	

Inspected by:

Name (Capitals)

Signature

Date

GENERIC SCHEDULE OF TEST RESULTS

DB reference no Location Z _s at DB (Ω) I _{pn} at DB (kA) Correct supply polarity confirmed <input type="checkbox"/> Phase sequence confirmed (where appropriate) <input type="checkbox"/>	Details of circuits and/or installed equipment vulnerable to damage when testing	Details of test instruments used (state serial and/or asset numbers) Continuity Insulation resistance Earth fault loop impedance RCD Earth electrode resistance	
Tested by: Name (Capitals) Signature Date		Test results	
Circuit number 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	Circuit details		Polarity Z _s (Ω) RCD AFDD Remarks (continue on a separate sheet if necessary)
	Protective device BS (EN) type rating (A) breaking capacity (kA) RCD I _{pn} (mA) Maximum Z _s (Ω*) Reference Method Live (mm ²) CPC (mm ²)		
Conductor details		Insulation Resistance Test Voltage V Continuity (Ω) (R ₁ + R ₂) or R ₂ R ₂ Insulation Resistance (MΩ) Live - Live Live - Earth	Ring final circuit continuity (Ω) r ₁ (line) r _n (neutral) r ₂ (cpc) (R ₁ + R ₂) R ₂ RCD I _{pn} (mA) Maximum Z _s (Ω*) Reference Method Live (mm ²) CPC (mm ²)

*Where the maximum permitted earth fault loop impedance value stated in column 8 is taken from a source other than the tabulated values given in Chapter 41 of this Standard, state the source of the data in the appropriate cell for the circuit in the 'Remarks' column (column 25) of the schedule.