NICEIC APPROVED CONTRACTOR

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PERIODIC INSPECTION REPORT FOR AN ELECTRICAL INSTALLATION

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)

A. DETAILS OF THE CLIENT

Client: | Address:

B. PURPOSE OF THE REPORT

This Periodic Inspection Report must be used only for reporting on the condition of an existing installation.

Purpose for which this report is required:

C. DETAILS OF THE INSTALLATION

Occupier:

Address:

Postcode:

Description of premises: Domestic | Commercial | Industrial

Other: (Please state)

Estimated age of the electrical installation: years

Evidence of alterations or additions | If yes, estimated age: years

Date of previous inspection:

Electrical Installation Certificate No or previous Periodic Inspection Report No:

Records of installation available:

Records held by:

D. EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

Agreed limitations (including the reasons), if any, on the inspection and testing:

This inspection has been carried out in accordance with BS 7671, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected.

E. DECLARATION

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 (see C), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (see F) and the attached schedules (see H), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations of the inspection and testing (see D).

I/We further declare that in my/our judgement, the said installation was overall in ✤ condition (see G) at the time the inspection was carried out, and that it should be further inspected as recommended (see I).

✤ *(Insert **'a satisfactory'** or **'an unsatisfactory'**, as appropriate)*

INSPECTION, TESTING AND ASSESSMENT BY:

Signature:

Name: (CAPITALS)

Position:

Date:

REPORT REVIEWED AND CONFIRMED BY: † *See note below*

Signature:

Name: (CAPITALS)

(Registered Qualified Supervisor for the Approved Contractor at J)

Date:

† *This Periodic Inspection Report should be reviewed and confirmed by the registered Qualified Supervisor for the Approved Contractor responsible for issuing the Report.*

This form is based on the model shown in Appendix 6 of BS 7671
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Please see the 'Notes for Recipients' on the reverse of this page.

NOTES FOR RECIPIENTS

THIS PERIODIC INSPECTION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected, taking into account the stated extent of the installation and the limitations of the inspection and testing.

The report has been issued in accordance with the national standard for the safety of electrical installations, British Standard 7671 (as amended) - *Requirements for Electrical Installations*.

Where 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 electrical installation will need to be re-inspected at appropriate intervals by a competent person. The recommended maximum time interval to the next inspection is stated on page 3 in Section I (*Next Inspection*). NICEIC* recommends that you engage the services of an Approved Contractor for this purpose. There should be a notice at or near the main switchboard or consumer unit indicating when the next inspection of the installation is due.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Periodic Inspection Report form.

The report consists of at least six numbered pages. The report is invalid if any of the pages identified in Section H are missing. The report 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 5 and 6, one or more additional *Schedules of Circuit Details for the Installation*, and *Schedules of Test Results for the Installation* (pages 7 and 8 onwards) should form part of the report.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation. The report should identify, so far as is reasonably practicable and having regard to the extent and limitations recorded in Section D, any damage, deterioration, defects, dangerous conditions and any non-compliances with the requirements of the national standard for the safety of electrical installations which may give rise to danger. It should be noted that the greater the limitations applying to a report, the less its value.

The report should not have been issued to certify that a new electrical installation complies with the requirements of the national safety standard. An 'Electrical Installation Certificate' or a 'Domestic Electrical Installation Certificate'(where appropriate) should be issued for the certification of a new installation.

This report 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 report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

If you were the person ordering the work, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

The 'Original' report form 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 report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

* *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 3

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations at D:

There are no items adversely affecting electrical safety. ☐

or

The following observations and recommendations are made. ☐

Item No		Code †
1		

Note: If necessary, continue on additional pages(s), which must be identified by the Periodic Inspection Report serial number and page number(s).

† *Where observations are made, the inspector will have entered one of the following codes against each observation to indicate the action (if any) recommended:-*

1. *'requires urgent attention' or*
2. *'requires improvement' or*
3. *'requires further investigation' or*
4. *'does not comply with BS 7671*

Please see the reverse of this page for guidance regarding the recommendations.

Urgent remedial work recommended for Items: ☐ **Corrective action(s) recommended for Items:** ☐

G. SUMMARY OF THE INSPECTION

General condition of the installation:

Note: If necessary, continue on additional page(s), which must be identified by the Periodic Inspection Report serial number and page number(s).

Date(s) of the inspection: ☐ Overall assessment of the installation: ☐

*(Entry should read either '**Satisfactory**' or '**Unsatisfactory**')*

This form is based on the model shown in Appendix 6 of BS 7671
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Please see the 'Guidance for Recipients on the Recommendation Codes' on the reverse of this page.

GUIDANCE FOR RECIPIENTS ON THE RECOMMENDATION CODES

Only one Recommendation Code should have been given for each recorded observation.

Recommendation Code 1

Where an observation has been given a Recommendation Code 1 (requires urgent attention), the safety of those using the installation may be at risk.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the potential danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC make available 'dangerous condition' notification forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Recommendation Code 2

Recommendation Code 2 (requires improvement) indicates that, whilst the safety of those using the installation may not be at immediate risk, remedial action should be taken as soon as possible to improve the safety of the installation to the level provided by the national standard for the safety of electrical installations, BS 7671. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

Items which have been attributed Recommendation Code 2 should be remedied as soon as possible (see Section F).

Recommendation Code 3

Where an observation has been given a Recommendation Code 3 (requires further investigation), the inspection has revealed an apparent deficiency which could not, due to the extent or limitations of this inspection, be fully identified. Items which have been attributed Recommendation Code 3 should be investigated as soon as possible (see Section F).

The person responsible for the maintenance of the installation is advised to arrange for the NICEIC Approved Contractor issuing this report (or other competent person) to undertake further examination of the installation to determine the nature and extent of the apparent deficiency.

Recommendation Code 4

Recommendation Code 4 [does not comply with BS 7671 (as amended)] will have been given to observed non-compliance(s) with the **current** safety standard which do not warrant one of the other Recommendation Codes. It is not intended to imply that the electrical installation inspected is unsafe, but careful consideration should be given to the benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at Section I Next Inspection of this report for the maximum interval until the next inspection is conditional upon all items which have been given a Recommendation Code 1 and Code 2 being remedied without delay and as soon as possible respectively.

It would not be reasonable to indicate a 'satisfactory' assessment if any observation in the report has been given a Code 1 or Code 2 recommendation.

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Original (To the person ordering the work)

H. SCHEDULES AND ADDITIONAL PAGES

Schedule of Items Inspected and Schedules of Items Tested: Page No 4

Additional pages, including additional source(s) data sheets: Page No(s)

Schedule of Circuit Details for the Installation: Page No(s) 5

Schedule of Test Results for the Installation: Page No(s) 6

The pages identified here form an essential part of this report. The report is valid only if accompanied by all the schedules and additional pages identified above.

I. NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more than

(Enter interval in terms of years, months or weeks, as appropriate)

provided that any items at F which have been attributed a Recommendation Code 1 and Code 2 (*requires urgent attention*) are remedied without delay and as soon as possible respectively. Items which have been attributed a Recommendation Code 3 should be actioned as soon as practicable (see F).

J. DETAILS OF NICEIC APPROVED CONTRACTOR

Trading Title:

Address:

Postcode:

Telephone number:

Fax number:

NICEIC APPROVED CONTRACTOR Enrolment number: (Essential information)

Branch number: (if applicable)

K. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Tick boxes and enter details, as appropriate

✣ System Type(s)

TN-S | TN-C-S | TN-C | TT | IT

✣ Number and Type of Live Conductors

a.c. | d.c.

1-phase (2 wire) | 1-phase (3 wire) | 2 pole

2-phase (3 wire) | 3-pole

3-phase (3 wire) | 3-phase (4 wire) | other

Other — Please state

Nature of Supply Parameters

Nominal voltage(s): U (1) V | U_o (1) V

Nominal frequency, f (1) Hz

Prospective fault current, I_{pf} (2)(3) kA

External earth fault loop impedance, Z_e (3)(4) Ω

Number of supplies

Notes:
(1) by enquiry
(2) by enquiry or by measurement
(3) where more than one supply, record the higher or highest values
(4) by measurement

✣ Characteristics of Primary Supply Overcurrent Protective Device(s)

BS(EN)

Type

Rated current A

Short-circuit capacity kA

L. PARTICULARS OF INSTALLATION AT THE ORIGIN

Tick boxes and enter details, as appropriate

✣ Means of Earthing

Distributor's facility:

Installation earth electrode:

Type: (eg rod(s), tape etc)

Electrode resistance, R_A: (Ω)

Details of Installation Earth Electrode (where applicable)

Location:

Method of measurement:

✣ Main Switch or Circuit-Breaker

* *(applicable only where an RCD is suitable and is used as a main circuit-breaker)*

Type: BS(EN)

Voltage rating V

No of Poles

Rated current, I_n A

Supply conductors: material

RCD operating current, $I_{\Delta n}$* mA

Supply conductors: csa mm²

RCD operating time (at $I_{\Delta n}$) * ms

Maximum Demand (Load): kVA / Amps *Delete as appropriate

Protective measures against electric shock:

Earthing and Protective Bonding Conductors

Earthing conductor	Main protective bonding conductors	Bonding of extraneous-conductive-parts (✓)
Conductor material	Conductor material	Water service / Gas service
Conductor csa mm²	Conductor csa mm²	Oil service / Structural steel
Continuity check (✓)	Continuity check (✓)	Lightning protection / Other incoming service(s)

✣ *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.*

Please see the 'Notes for Recipients' on the reverse of this page.

NOTES FOR RECIPIENTS
(continued from the reverse of page 1)

Section D addresses the extent and limitations of the report by providing boxes for the *Extent of the electrical installation covered by this report* and the *Agreed limitations, if any, on the inspection and testing*. Information given here should fully identify the scope of the inspection and testing and of the report. The Approved Contractor should have agreed all such aspects with the person ordering the work and other interested parties (eg licensing authority, insurance company, building society etc) before the inspection was carried out.

A declaration of the overall condition of the installation should have been given by the inspector in Section E of the report. The declaration must reflect that given in Section G, which summarises the observations and recommendations made in Section F. A list of observations and recommendations for urgent remedial work and corrective action(s) necessary to maintain the installation in a safe working order should have been given in Section F, where appropriate. For further guidance on the recommendations, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator, the number of supplies should have been recorded in the box entitled *Number of Supplies*, in Section K *Supply Characteristics and Earthing Arrangements* on page 3 of the report, and the *Schedule of Test Results* compiled accordingly.

Should the person ordering the periodic inspection (eg the client, as identified on Page 1 of this certificate), have reason to believe that the report issued by the Approved Contractor does not reasonably reflect the condition of the electrical installation reported on, the person 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).

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

† ***All boxes must be completed.***

'✔' *indicates that an inspection or a test was carried out and that the result was* ***satisfactory***

'✗' *indicates that an inspection or a test was carried out and that the result was* ***unsatisfactory***

'N/A' *indicates that an inspection or a test was* ***not applicable*** *to the particular installation*

'LIM' *indicates that, that exceptionally, a* ***limitation*** *agreed with the person ordering the work (as recorded in Section D)* ***prevented*** *the inspection or test being carried out.*

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IPN2/

Original (To the person ordering the work)

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

TO BE COMPLETED IN EVERY CASE	TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*
Location of distribution board:	Supply to distribution board is from: No of phases: Nominal voltage: V
Distribution board designation:	Overcurrent protective device for the distribution circuit: Associated RCD (if any): BS(EN) Type: BS(EN) Rating: A RCD No of poles: $I_{\Delta n}$ mA

CIRCUIT DETAILS

Circuit number and phase	Circuit designation	Type of wiring (see code below)	Reference method ↟	Number of points served	Circuit conductors: csa Live (mm²)	Circuit conductors: csa cpc (mm²)	Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices BS (EN)	Overcurrent protective devices Type No	Overcurrent protective devices Rating (A)	Overcurrent protective devices Short-circuit capacity (kA)	RCD Operating current, $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671 (Ω)

SPECIMEN

↟ *See Table 4A2 of Appendix 4 of BS 7671*

CODES FOR TYPE OF WIRING								
A	B	C	D	E	F	G	H	O (Other - please state)
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral-insulated cables	

* *In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided, on continuation schedules.*

See next page for Schedule of Test Results

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SCHEDULE OF TEST RESULTS FOR THE INSTALLATION

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Characteristics at this distribution board

Confirmation of supply polarity

☆ *See note below*

Z_s ☆ Ω

I_{pf} ☆ kA

Operating times of associated RCD (if any): At $I_{\Delta n}$ ms; At $5I_{\Delta n}$ (if applicable) ms

Test instruments (serial numbers) used:

Earth fault loop impedance		RCD	
Insulation resistance		Other	
Continuity		Other	

TEST RESULTS

Circuit number and phase	Circuit impedances (Ω)					Insulation resistance † *Record lower or lowest value*				Polarity	Maximum measured earth fault loop impedance, Z_s ☆ *See note below*	RCD operating times	
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line †	Line/Neutral †	Line/Earth †	Neutral/Earth			at $I_{\Delta n}$	at $5I_{\Delta n}$ (if applicable)
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$R_1 + R_2$	R_2	(MΩ)	(MΩ)	(MΩ)	(MΩ)	(✓)	(Ω)	(ms)	(ms)

☆ *Note: Where the installation can be supplied by more than one source, such as a primary source (eg public supply) and a secondary source (eg standby generator), the higher or highest values must be recorded.*

TESTED BY

Signature:		Position:	
Name: (CAPITALS)		Date of testing:	

See previous page for Schedule of Circuit Details