

## SITE SURVEY REPORT

# Electrical Minor Works Record

|              |                            |
|--------------|----------------------------|
| Prepared for | Fenwick Joinery Ltd        |
| Date         | 16 Oct 2026                |
| Site         | Unit 4, Fenwick Trade Park |
| Prepared by  | K. Evans                   |

FORM

Electrical Minor Works Record

1. Work done

|                                |                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project                        | Unit 4, Fenwick Trade Park: outdoor socket replaced and one added (completed example)                                                                                             |
| Client                         | Fenwick Joinery Ltd                                                                                                                                                               |
| Site                           | Unit 4, Fenwick Trade Park                                                                                                                                                        |
| Site address                   | Unit 4, Fenwick Trade Park, Doncaster                                                                                                                                             |
| Date the work was completed    | 16 Oct 2026                                                                                                                                                                       |
| Time                           | 11:30                                                                                                                                                                             |
| Electrician                    | K. Evans                                                                                                                                                                          |
| Registration scheme and number | NAPIT 123456                                                                                                                                                                      |
| Description of the minor works | Replaced the damaged outdoor double socket by the office door with a new IP66 socket, and added a second outdoor socket 1 m to the right on the same circuit, in surface conduit. |
| Location of the work           | Outside wall by the office door, east elevation                                                                                                                                   |

Photos of the work and the board



Illustrative stamp: 16 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.



A minor works certificate is for additions or alterations to an existing circuit that do not add a new circuit, such as an extra socket or light, or moving a switch. A new circuit or a consumer unit replacement needs an Electrical Installation Certificate.

This is a site record of the readings and checks. It is not the BS 7671 certificate or schedule itself: issue that from your registration scheme's or your certification software.

## 2. Circuit and protection

|                                                                             |                                                |
|-----------------------------------------------------------------------------|------------------------------------------------|
| Distribution board and circuit number                                       | DB1 in the office, circuit 7 (outdoor sockets) |
| Earthing arrangement                                                        | TN-C-S (PME)                                   |
| Earth fault loop impedance at the distribution board, $Z_{db}$ ( $\Omega$ ) | 0.31                                           |
| Earthing conductor and main protective bonding present and adequate?        | Yes                                            |
| Protective device                                                           | RCBO type B                                    |
| Rating (A)                                                                  | 16                                             |
| RCD type                                                                    | Type A                                         |
| RCD rated residual current (mA)                                             | 30                                             |
| Arc fault detection device fitted?                                          | No                                             |
| Departures from BS 7671, if any                                             | None                                           |

## 3. Tests

|                                                                   |                         |
|-------------------------------------------------------------------|-------------------------|
| Protective conductor continuity $R_1 + R_2$ or $R_2$ ( $\Omega$ ) | 0.48                    |
| Insulation resistance test voltage                                | 500 V                   |
| Insulation resistance, live to live ( $M\Omega$ )                 | 200                     |
| Insulation resistance, live to earth ( $M\Omega$ )                | 200                     |
| Minimum for this test voltage ( $M\Omega$ )                       | 1                       |
| Insulation resistance against the minimum                         | At or above the minimum |
| Polarity                                                          | Correct                 |
| Earth fault loop impedance $Z_s$ , measured ( $\Omega$ )          | 0.84                    |
| Maximum permitted $Z_s$ for this device ( $\Omega$ )              | 2.73                    |
| Measured $Z_s$ as a share of the maximum (%)                      | 31                      |

|                                                                            |                                                                                                                     |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Zs against the maximum                                                     | Within the maximum                                                                                                  |
| RCD operating time at rated residual current (ms)                          | 22                                                                                                                  |
| RCD time against 300 ms                                                    | Within 300 ms                                                                                                       |
| RCD test button operates                                                   | Yes                                                                                                                 |
| AFDD test button operates                                                  | Not fitted                                                                                                          |
| Tests recorded                                                             | 6                                                                                                                   |
| Results outside a limit or failed                                          | 0                                                                                                                   |
| Comments on the existing installation                                      | Old socket cover broken and the terminals exposed to rain; isolated on arrival. No other defects seen on circuit 7. |
| Is the work notifiable under Part P of the Building Regulations (England)? | No                                                                                                                  |
| Name                                                                       | K. Evans                                                                                                            |
| Signature                                                                  |                                                                                                                     |

K. EVANS