

Electrical Installation Condition Report

Site record for a periodic inspection: installation details, extent and limitations, supply and earthing, boards, schedule of circuits and test results, coded observations with photos, and the overall assessment.

1. Details

Who the report is for, where, and why.

Project

Filled in from the project in SiteSurvey.

Client

Installation address *

Occupier

Date of inspection *

Reason for the report * (choose one)

- ☐ Periodic inspection
- ☐ Rented property: landlord requirement
- ☐ Change of occupancy
- ☐ Before sale or purchase
- ☐ Insurance or mortgage requirement
- ☐ After damage, such as flood or fire
- ☐ Change of use
- ☐ Other: _____

Type of premises (choose one)

- ☐ Domestic
- ☐ Rented domestic
- ☐ House in multiple occupation
- ☐ Commercial
- ☐ Industrial
- ☐ Public building
- ☐ Other: _____

Estimated age of the installation (years)

Evidence of additions or alterations? (choose one)

- ☐ Yes ☐ No ☐ Not apparent

Estimated age of the alterations (years) (if applicable)

Date of the last inspection

Leave blank if not known.

Records available (choose one)

☐ Previous report seen ☐ Installation certificate seen ☐ None available

Previous report or certificate reference (if applicable)

What this form is. The formal Electrical Installation Condition Report must meet BS 7671, and registered electricians usually issue it from their scheme's or their certification software. Use this form as the site record and the photos behind it: what you inspected, the readings you took and what you found.

If applicable: Rented homes in England. The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020 require landlords to have the installation inspected and tested by a qualified person at least every 5 years, or sooner if the last report says so. The landlord must give existing tenants a copy of the report within 28 days of the inspection, and give the local council a copy within 7 days of a written request. Remedial or further investigative work the report requires must be done within 28 days, or sooner if the report says so. Wales, Scotland and Northern Ireland have their own rules.

2. Extent and limitations

What was inspected and tested, and what was not.

Extent of the installation covered *

For example the whole installation, or the ground floor distribution board and its final circuits.

Agreed limitations, and the reasons

For example no lifting of fixed floor coverings, or no testing of circuits serving servers.

Limitations agreed with (if applicable)**Operational limitations found on the day**

For example rooms with no access, or circuits that could not be isolated.

Proportion of the installation inspected (%)

Where only a sample of accessories or circuits was inspected.

Record every limitation, agreed or found on the day, and who agreed it. The more is left out, the less the report can say about the installation.

3. Supply and earthing

Supply characteristics and earthing arrangements.

Earthing system * (choose one)

TN-C-S is often called PME.

☐ TN-C-S ☐ TN-S ☐ TT ☐ IT ☐ Other: _____

Supply (choose one)

☐ Single phase ☐ Three phase

Nominal voltage (V)

External earth fault loop impedance, Ze (ohms)

Prospective fault current (kA)

Main supply protective device: type

For example BS 88-3 cartridge fuse.

Rating (A)

Earth electrode type and location (if applicable)

Electrode resistance to earth (ohms) (if applicable)

Main switch or RCD: type and rating

Earthing conductor present and connected?

☐ Yes ☐ No

Earthing conductor: material and size (mm²) (if applicable)

Main protective bonding present?

☐ Yes ☐ No

Main protective bonding conductors: material and size (mm²) (if applicable)

Bonded to water installation pipes (if applicable; choose one)

☐ Yes ☐ No ☐ Not applicable ☐ Not verified

Bonded to gas installation pipes (if applicable; choose one)

☐ Yes ☐ No ☐ Not applicable ☐ Not verified

Bonded to oil installation pipes (if applicable; choose one)

☐ Yes ☐ No ☐ Not applicable ☐ Not verified

Bonded to structural steel (if applicable; choose one)

☐ Yes ☐ No ☐ Not applicable ☐ Not verified

Other extraneous parts bonded (if applicable)

If applicable: No earthing conductor or main bonding recorded. Check again, and if it stands record it as an observation on page 6.

Photos: intake, meter, earthing and bonding (photos: attach, or note the file names)

4. Consumer units and distribution boards

One entry for each board.

Boards (copy this block for each one)

Board reference *

For example CU1 or DB-G1.

Location

Make and model

Supplied from

Number of ways

Enclosure (choose one)

☐ Non-combustible ☐ Combustible ☐ Not known

Earth fault loop impedance at the board, Zdb (ohms)

Prospective fault current at the board (kA)

Surge protection device (choose one)

☐ Fitted ☐ Not fitted ☐ Not known

Circuit chart and labels (choose one)

☐ Present and correct ☐ Missing or incorrect

Photos (photos: attach, or note the file names)

Cover on and cover off, and the circuit chart.

5. Schedule of circuits and test results

One entry for each circuit tested.

Circuits (copy this block for each one)

Board

Circuit number *

Description *

For example ground floor sockets.

Type of wiring (choose one)

- ☐ Thermoplastic insulated and sheathed (flat twin and earth)
- ☐ Thermoplastic singles in conduit
- ☐ Thermoplastic singles in trunking
- ☐ Steel wire armoured
- ☐ Mineral insulated
- ☐ Thermosetting (XLPE) cable
- ☐ Other: _____

Reference method (choose one)

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ E
- ☐ F
- ☐ G
- ☐ 100
- ☐ 101
- ☐ 102
- ☐ 103
- ☐ Other: _____

Live conductor size (mm²)

Protective conductor size (mm²)

Protective device (choose one)

- ☐ MCB Type B
- ☐ MCB Type C
- ☐ MCB Type D
- ☐ RCBO Type B curve
- ☐ RCBO Type C curve
- ☐ Cartridge fuse (BS 1361 or BS 88-3)
- ☐ Rewireable fuse (BS 3036)
- ☐ HRC fuse (BS 88-2)
- ☐ MCCB
- ☐ Other: _____

Rating (A)

Maximum permitted Zs for this device (ohms)

RCD protection (choose one)

- ☐ None
- ☐ Type AC
- ☐ Type A
- ☐ Type F
- ☐ Type B

RCD rated residual current (mA) (if applicable)

Ring final circuit?

☐ Yes ☐ No

Ring end to end, line r1 (ohms) (if applicable)

Ring end to end, neutral rn (ohms) (if applicable)

Ring end to end, protective r2 (ohms) (if applicable)

Continuity, R1 + R2 (ohms)

Or R2 (ohms)

Insulation resistance test voltage (V)

Insulation resistance, live to live (megohms)

Insulation resistance, live to earth (megohms)

Polarity (choose one)

☐ Correct ☐ Incorrect ☐ Not tested

Measured Zs (ohms)

If applicable: Measured Zs is higher than the maximum you entered for this device. Check the reading, and record an observation on page 6 if it stands.

If applicable: Incorrect polarity. Record it as an observation on page 6 with its code.

RCD disconnection time (ms) (if applicable)

RCD test button (if applicable; choose one)

☐ Operates ☐ Does not operate ☐ Not tested

AFDD fitted?

☐ Yes ☐ No

AFDD test button (if applicable; choose one)

☐ Operates ☐ Does not operate ☐ Not tested

Remarks

Circuits recorded (worked out automatically in the app)

Test instruments used: make, model and serial numbers *

6. Observations

One entry for each observation, with its classification code.

Classification codes, as set out in GOV.UK guidance for landlords. C1: danger present, risk of injury, immediate remedial action required; the inspector may make it safe before leaving. C2: potentially dangerous, urgent remedial action required. C3: improvement recommended. FI: further investigation required without delay. Give each observation one code, the most serious that applies, and tell the person who ordered the report about any C1 straight away.

Are there observations to record?

☐ Yes ☐ No

Observations (copy this block for each one; if applicable)

Observation *

Location

Room, board or circuit.

Classification code * (choose one)

- ☐ C1: Danger present
☐ C2: Potentially dangerous
☐ C3: Improvement recommended
☐ FI: Further investigation

Made safe before leaving? (if applicable)

☐ Yes ☐ No

Photos (photos: attach, or note the file names)

Recommended action

C1 (if applicable; worked out automatically in the app)

C2 (if applicable; worked out automatically in the app)

C3 (if applicable; worked out automatically in the app)

FI (if applicable; worked out automatically in the app)

7. Overall assessment

The condition of the installation for continued use.

Overall assessment of the installation * (choose one)

☐ Satisfactory ☐ Unsatisfactory

If applicable: You have recorded a C1 or C2 observation. Industry guidance (Electrical Safety First Best Practice Guide 4) says the overall assessment must then be unsatisfactory. Check the codes or the assessment before you issue the report.

If applicable: You have recorded an FI observation: a potential safety issue that could not be fully determined. It should be investigated as soon as possible. Check the overall assessment against your scheme guidance before you issue the report.

Summary of the condition of the installation *

For example the earthing and bonding, the consumer unit, the wiring and its condition, wear and damage, and any change of use.

Recommended date of the next inspection *

Reason for that interval

If applicable: For rented homes in England the next inspection must be no more than 5 years away, or sooner if this report says so.

8. Inspector

Who carried out the inspection and testing.

Inspector name *

Company

Competent person scheme and registration number

If registered.

Formal report reference

The certificate number from your certification software, once issued.

Inspector signature

Date

Received on site by

Signature