

Electrical Installation Record

A site record for new electrical work that needs an Electrical Installation Certificate: scope, supply and earthing, bonding, each new circuit with its tests, inspection items, departures and the three sign-offs.

1. Work

Project

Client

Site *

Site address

Date completed *

Time

Contractor and registration scheme number *

Type of work * (choose one)

- ☐ New installation
- ☐ Rewire
- ☐ Addition with one or more new circuits
- ☐ Consumer unit replacement
- ☐ Alteration

Extent of the work covered *

The notes on the IET model Electrical Installation Certificate say it is used for a new installation, for an addition or alteration that introduces one or more new circuits, and for replacing a consumer unit or distribution board. An addition or alteration that does not introduce a new circuit may go on a Minor Electrical Installation Works Certificate.

Is the work in a dwelling in England?

☐ Yes ☐ No

If applicable: Approved Document P: in a dwelling, installing a new circuit, replacing a consumer unit, or any addition or alteration to existing circuits in a special location (such as the space around a bath or shower) is notifiable. It must be certified by a registered competent person, a registered third-party certifier or a building control body.

This is a site record of the work and test results, not the certificate itself. The formal certificate and its schedules are issued from the registration scheme's or certification software.

2. Supply and earthing

Earthing arrangement * (choose one)

☐ TN-C-S (PME) ☐ TN-S ☐ TT

Supply (choose one)

☐ Single-phase ☐ Three-phase

External earth fault loop impedance Z_e (Ω)

Prospective fault current (kA)

Main switch rating (A)

Main earthing conductor size (mm²)

Earth electrode resistance (Ω) (if applicable)

If applicable: Above 200 Ω . IET guidance notes that an earth electrode resistance above 200 Ω may not be stable, for example as the ground dries out or freezes. Check the electrode and the reading.

Earth electrode position (if applicable)

Mark current location standing at the electrode or its inspection pit, so the next person testing can find it.

Main protective bonding connected to (tick all that apply)

- ☐ Water
☐ Gas
☐ Oil
☐ Structural steel
☐ Lightning protection
☐ Other: _____
☐ None present

Distribution board or consumer unit

Scan the board label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number.

Photos of the board and labelling (photos: attach, or note the file names)

3. Circuits and tests

Circuits (copy this block for each one)

Circuit number *

Description

Protective device (choose one)

- ☐ MCB type B
- ☐ MCB type C
- ☐ MCB type D
- ☐ RCBO type B
- ☐ RCBO type C
- ☐ BS 88 fuse
- ☐ BS 1361 fuse
- ☐ BS 3036 rewirable fuse
- ☐ Other

Rating (A)

RCD type (choose one)

- ☐ Type AC
- ☐ Type A
- ☐ Type F
- ☐ Type B
- ☐ No RCD

Live conductor (mm²)

Protective conductor (mm²)

Continuity R1 + R2 (Ω)

Insulation resistance test voltage (choose one)

- ☐ 250 V
- ☐ 500 V
- ☐ 1000 V

Insulation resistance, live to live (M Ω)

Insulation resistance, live to earth (M Ω)

Minimum for this test voltage (M Ω) (if applicable; worked out automatically in the app)

BS 7671 Table 64: 0.5 M Ω for SELV and PELV circuits tested at 250 V, and 1 M Ω for circuits tested at 500 V (up to 500 V) or 1000 V (above 500 V).

Insulation resistance against the minimum (if applicable; worked out automatically in the app)

If applicable: Below the minimum insulation resistance in BS 7671 Table 64 (1 M Ω at a 500 V or 1000 V test, 0.5 M Ω for SELV and PELV at 250 V). Investigate before the circuit is put into service.

Polarity (choose one)

- ☐ Correct
- ☐ Fault

Earth fault loop impedance Zs, measured (Ω)

Maximum permitted Zs for this device (Ω)

From the BS 7671 tables or the device manufacturer. The form compares the measured value with what you enter here.

Measured Zs as a share of the maximum (%) (if applicable; worked out automatically in the app)

Zs against the maximum (if applicable; worked out automatically in the app)

If applicable: Measured Zs is above the maximum permitted for this protective device. The device may not disconnect in time.

RCD operating time at rated residual current (ms)

RCD time against 300 ms (if applicable; worked out automatically in the app)

If applicable: Over 300 ms at the rated residual current. IET guidance gives 300 ms as the maximum for a general non-delay RCD (an S type time-delayed RCD may take up to 500 ms). Check or replace the RCD.

Result * (choose one)

☐ Pass ☐ Fail

What failed and what was done (if applicable)

Circuits recorded (worked out automatically in the app)

Circuits failed (worked out automatically in the app)

Circuits passed (worked out automatically in the app)

Insulation resistance below the minimum (worked out automatically in the app)

Zs above the maximum entered (worked out automatically in the app)

RCD over 300 ms (worked out automatically in the app)

Polarity faults (worked out automatically in the app)

If applicable: One or more readings above are outside a limit. Each one needs a note of what was found and done, and a retest, before the circuit is put into service.

The checks compare readings with limits you can look up: insulation resistance with BS 7671 Table 64, Zs with the maximum you enter for each device, and RCD times with 300 ms. They help spot a reading that needs a second look. They do not replace the inspector's judgement or the certificate.

4. Inspection and departures

Inspected and correct * (tick all that apply)

- ☐ Cables selected and installed correctly
- ☐ Protective devices suit the circuits
- ☐ Isolation and switching
- ☐ Fire barriers and sealing
- ☐ Labels and warning notices
- ☐ Surge protection considered
- ☐ Additional protection by RCD where required

Comments on the existing installation (if applicable)

Defects seen in the existing installation that this work does not cover.

Are there any departures from BS 7671?

☐ Yes ☐ No

Departures and why they are acceptable (if applicable)

Recommended date of next inspection

5. Sign-off

Did one person do the design, construction and inspection and testing?

☐ Yes ☐ No

Design: name *

If one person did the design, construction and inspection and testing, they sign here for all three.

Design: signature

Construction: name (if applicable)

Construction: signature (if applicable)

Inspection and testing: name (if applicable)

Inspection and testing: signature (if applicable)

Client name

Client signature