

Electrical Minor Works Record

An electrical minor works site record: the work done, the circuit it was on, earthing and protection, continuity, insulation resistance, polarity, Zs and RCD tests, departures and Part P notification.

1. Work done

Project

Client

Site *

Site address

Date the work was completed *

Time

Electrician *

Registration scheme and number

Description of the minor works *

Location of the work

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

Before and after, and the circuit at the board.

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 *

Earthing arrangement (choose one)

☐ TN-C-S (PME) ☐ TN-S ☐ TT ☐ Other

Earth fault loop impedance at the distribution board, Zdb (Ω)

Earthing conductor and main protective bonding present and adequate?

☐ Yes ☐ No

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

RCD rated residual current (mA)

Arc fault detection device fitted?

☐ Yes ☐ No

Departures from BS 7671, if any

3. Tests

Protective conductor continuity R1 + R2 or 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 (MΩ) (if applicable; worked out automatically in the app)

BS 7671 Table 64: 0.5 MΩ for SELV and PELV circuits tested at 250 V, and 1 MΩ 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 MΩ at a 500 V or 1000 V test, 0.5 MΩ 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.

RCD test button operates (choose one)

☐ Yes ☐ No ☐ No RCD

AFDD test button operates (choose one)

☐ Yes ☐ No ☐ Not fitted

Tests recorded (worked out automatically in the app)

Results outside a limit or failed (worked out automatically in the app)

If applicable: One or more results above are outside a limit or failed. Record what was found and done, and retest, before the circuit is put back into service.

Comments on the existing installation

Is the work notifiable under Part P of the Building Regulations (England)?

Notifiable: a new circuit, a consumer unit replacement, or any addition or alteration to an existing circuit in a special location (the space around a bath or shower, or a room with a swimming pool or sauna heater).

☐ Yes ☐ No

If applicable: Notifiable work must be self-certified by a registered competent person, certified by a registered third-party certifier appointed before work starts, or notified to a building control body before work starts (Approved Document P).

Name *

Signature