



Electrical Installations and Inspections – Technical Policy

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Key Signatories

Approvals Creation and Major Change

Name	Title	Approved

Approvals Minor Change and Scheduled Review

Name	Title	Approved

Approval Path

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Action

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Minor Change

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Document Review Plans

This policy/ procedure will be reviewed on a 5 yearly basis unless it has:

- A legislative change is required as directed by government.

Distribution

The document will be made available to those involved in Assets and Buildings Management, external contractors engaged in associated works and housing tenants

Security Classification

This document is available publicly.

Introduction

The Council has an obligation to ensure electrical safety in all of its premises including its retained housing stock. This document sets out the technical requirements, processes, and procedures employed in ensuring that electrical systems are installed and maintained to ensure compliance with legislation and to maintain the safety of building occupants.

This document excludes electrical systems for which Tamworth Borough Council is not responsible such as those in leasehold properties, commercial properties where tenants have the repairing liability and street lighting maintained by Staffordshire County Council and their partners.

This document has been produced in conjunction with Morgan Lambert who act as a compliance auditor to Tamworth Borough Council in respect of technical audits of gas and electrical installations.

This document will be reviewed and updated in line with changes to legislation

Technical Policy and Procedure

1. Purpose

This technical protocol document is designed to instruct service providers on the minimum standards that the client expects in terms of electrical installation inspection and testing works, and associated documentation. The document also sets out the Council's approach to accessing residential properties in order to conduct electrical testing and inspection.

2 Competency, Equipment and Preparation

- 2.1 All service providers undertaking electrical works on behalf of the client, must be registered with a UKAS Accredited Competent Person Scheme and any works undertaken, must be within the remit of the service providers registration. Consideration to satisfy this requirement shall also be given where any works are sub-let to others.

Only engineers, inclusive of those of sub-contractors employed by the main service provider, who are authorised and qualified in accordance with the requirements of the current Electrotechnical Assessment Specification (EAS), will undertake works on behalf of the client.

Note where specialist systems are part of an electrical installation subject to the inspection and testing process e.g. Electric Vehicle Charging Installations/Solar Photovoltaic Power Supply Systems, it is essential that only engineers who are competent to do so undertake the process.

Note suitable asbestos awareness training is to be within renewal date throughout the duration of the contract.

- 2.2 The service provider will ensure that all staff assigned to the performance of the service, inclusive of sub-contractors, shall possess and exercise such

qualifications, skill and experience as are necessary for the proper performance of the services. Competent person scheme registration, inclusive of qualified supervisor assessments where applicable, and engineer qualifications are to be made available upon request by the client.

- 2.3 Proof of all calibration of all testing equipment, inclusive of torque equipment and safe isolation equipment checks as required by the manufacturer, shall be provided and updated throughout the contract upon request. Internal processes shall satisfy competent person scheme requirements.

Engineers must possess and utilise when undertaking any electrical works, a safe isolation kit incorporating:

- Proving unit and voltage indicators (GS38 compliant)
- Suitable locking off equipment
- Suitable durable signage

Engineers should also be in possession of suitable equipment to enable them to verify the continuity of conductors inclusive of main protective bonding conductors.

- 2.4 Engineers should adhere to the guidance as laid out in the Electrical Safety First – ‘Guidance on the Management of Electrical Safety and Safe Isolation Procedures for Low Voltage Installations’ best practice guide.

Note where replacement of a distribution board/consumer unit is to be undertaken, the system must be de-energised in line with safe working practices. This may incorporate the need to remove the distributors main supply fuse. Where this is the case, the local distribution network operator or electricity supplier, must be contacted to confirm who is permitted to undertake the task in line with the Electrical Safety, Quality and Continuity Regulations. In most cases there will be a requirement to instruct an authorised third party. If permission is given to a service provider to undertake the task, confirmation of the instruction must be obtained in writing and submitted to the client for verification purposes.

- 2.5 Qualified Supervisors operating on the contract must be afforded sufficient time to undertake the quality management aspect of their role; evidence of such tasks will be issued to the client upon request. The service provider’s own supervision and quality control protocols must be maintained and evidenced to the client upon request, to ensure levels of supervision are adequate.

- 2.6 The service provider should consider the following factors before attending site:

- Establish whether working during unsociable hours will be necessary and agree any assistance through the client.
- Discuss and agree access issues, equipment, assistance, keys, and feasibility with the client.

Note where a property layout incorporates multiple individually let rooms it must be verified that all rooms can be accessed at the time of works. ‘Operational Limitations’ will not be accepted in this instance and therefore, it

is critical that access is arranged beforehand as to enable issue of documentation and permit the invoicing process to proceed.

Note meter-cupboards must also be accessed where distribution circuits (sub-mains) form part of the installation subject to works.

- Review any available installation certificates, diagrams, charts or tables. These are to be provided, where available, by the client.
- Ensure risk assessments and method statements are completed and ensure all engineers and sub-contractors are aware and working to the approved documents.
- Give consideration to key services that may be affected by the inspection and testing process and liaise with the client with regards to a contingency plan. The service provider should obtain details for any specialist service providers that may be required in the event of an issue arising i.e. warden call systems etc.
- Obtain and digest any additional specification information (i.e. kitchen/bathroom installation requirements) as issued by the client. Any queries should be raised and addressed before any works commence.

2.7 When attending site, the skilled person (electrically) must:

- Verify that a dedicated electrical meter exists for the property subject to works. This in particular, where a communal supply for landlord arrangements is to be subject to inspection. Following investigation and confirmation that such a dedicated supply does not exist, the service provider is to advise the client immediately by phone and/or email as agreed with the client and complete any relevant documentation as required by the client i.e. exemption form.
- Familiarise themselves with earthing arrangements and the layout of the installation inclusive of distribution circuits (sub-mains).
- Conduct a site-specific risk assessment to identify any health and safety concerns.
- Confirm that the installation is energised. Where this is not the case, the relevant client representative must be informed immediately by phone and/or email as agreed with the client. Where an 'off-peak' system is not energised at the time of works, the inspection and testing process as agreed with the client for this part of the electrical system, is to be implemented and the relevant details recorded on the associated work records; further information is covered in section 4 and 5 of this document.

Note it is strongly recommended that a maximum of two Electrical Installation Condition Reports shall be undertaken within any 8-hour working period. If, dependent upon property type, the service provider feels additional Electrical Installation Condition Reports can be undertaken within this time frame, the client must be advised beforehand.

Note meter-cupboards must also be accessed where distribution circuits (sub-mains) form part of the electrical installation subject to inspection and testing.

Note where an individual room or similar that forms part of an electrical installation is due to be let to a tenant/occupier, a Visual Condition Report is

to be undertaken by a skilled person (electrically) to confirm safety of the property.

It must be verified beforehand that the entire electrical installation (covering all areas and rooms) has been subject to a full Electrical Installation Condition Report within the previous 5-year timeframe. Where this is not the case a full Electrical Installation Condition Report on the entire electrical installation (covering all areas and rooms) must be undertaken.

Alternately, where the electrical installation has been subject to a full Electrical Installation Condition Report within the previous 5-year timeframe, however concerns are raised upon the Visual Condition Report, then a full Electrical Installation Condition Report may need to be undertaken on the entire installation to verify safety and should be discussed with the client before proceeding with works.

3 Initial Visual Inspection on Undertaking an Electrical Installation Condition Report

- 3.1 The inspection of an electrical installation and all testing, shall be undertaken in line with the requirements and guidance given within the current edition of IET Requirements for Electrical Installations BS 7671 and Guidance Note 3. This is inclusive of inspection and testing of all distribution (sub-main) and final circuits with the supply both de-energised and energised. 'Off peak' installations, where applicable, are considered to form part of the electrical installation that is to be subject to the inspection and testing process.
Note where an 'off-peak' system is not energised at the time of works, the inspection and testing process as agreed with the client for this part of the electrical system, is to be implemented and the relevant details recorded on the associated work records; further information is covered in section 4 and 5 of this document.
- 3.2 See section 5 of this document for specific 'Agreed Limitations' further outlining requirements regarding the inspection element of the Electrical Installation Condition Report.
- 3.3 On undertaking the initial visual Inspection when commencing an Electrical Installation Condition Report, if any visual classification code C1 (immediately dangerous) observations are identified, the inspection is to stop and the required remedial action carried out to mitigate the classification code C1 (immediately dangerous) observation. Following rectification, the remainder of the process can proceed.
- 3.4 The Distribution Network Operator (DNO) and energy provider's equipment, shall be visually inspected for signs of exposed live parts, damage or evidence of current overheating (not historical). Where safety concerns are observed, the DNO/ energy provider should be informed from site and the client informed immediately by phone as well as in writing with images provided. The information, inclusive of any job reference numbers, shall be recorded on the associated work records.
- 3.5 The service provider shall undertake appropriate checks in relation to the following manufacturer product recalls for miniature circuit breakers (MCB). These can be found by following the link:

www.electricalsafetyfirst.org.uk/product-recalls/?f_productTypes=Circuit+Breaker

Where it is identified one of the affected manufactured product brand and type MCB's is present, the service provider shall undertake the relevant checks, note this on the report and apply relevant classification coding in accordance with the Electrical Safety First Best Practice Guide 4. Where affected MCB's are identified, they are to be replaced immediately and the client shall be notified in writing with images provided.

- 3.6 Existing cables installed within trunking or conduit containment are to be visually inspected where practicable, to verify adequacy of cable support in the event of fire.
- 3.7 Accessible loft spaces will be inspected to verify condition of any installed electrical equipment and to confirm circuit reference methods if impacted by thermal insulation. Where applicable, investigation maybe required to ascertain if cables are suitable for the installation method and findings are to be recorded to confirm if they are indeed adequate for continued use or, if remedial actions are required. Where a loft space is to be fully accessed, this should be done taking into account any health and safety specific considerations.
- 3.8 Fixed electrical appliances provided by the client are to be captured as part of the EICR process and verified as being safe for continued use. This will entail both inspection and testing of the appliances as required.

4 Installation Testing Requirements

- 4.1 When undertaking testing of an existing electrical installation, all distribution and final circuits are to be tested with the supply both de-energised and energised. Agreed limitations may be applied to the process as detailed within this document. The following tests as applicable are to be undertaken by the service provider with results logged accordingly:

1. Continuity of circuit protective conductors
2. Continuity of main protective bonding conductors
3. Continuity of ring final circuit conductors
4. Insulation resistance
5. Polarity
6. Earth electrode resistance (if required)
7. External earth fault loop impedance
8. Prospective fault current
9. Earth fault loop impedance
10. Verification of phase sequence (if required)
11. Testing of RCD's (inclusive of functional test)
12. Testing of AFDD's (visual inspection and functional test where applicable)
13. Functional testing of circuit breakers, isolators and switching devices
14. Verification of voltage drop (if required)

Note where an 'off peak' electrical system forms part of the electrical installation subject to inspection and testing, all of the tests outlined above are to be undertaken where possible. In reality, this is likely to mean that only inspection and testing with the supply de-energised can be carried out.

In all cases, the engineer should satisfy themselves that based on the inspections and range of tests carried out, that the 'off peak' system is safe for continued use.

Note the tests need not necessarily be carried out in the order shown.

Note some of the tests may not need to be undertaken where the information can be obtained by enquiry or calculation.

- 4.2 Upon installation of new electrical circuitry, requirements for initial verification testing as laid out in the current editions of BS 7671 and IET Guidance Note 3 must be satisfied in the required order.
- 4.3 Fixed electrical appliances provided by the client are to be captured as part of the EICR process and verified as being safe for continued use. This will entail both inspection and testing of the appliances as required.

5 Reporting and Certification

- 5.1 Testing with both the electrical supply de-energised and energised must be completed before any reporting and certification is issued to the client unless part of the installation testing has been excluded as an 'agreed limitation' i.e. 'off peak' system.
- 5.2 All completed reporting and certification must be issued to the client within 10 working days following completion (non-urgent). Any reports and /or works undertaken due to an issue giving rise to a health and safety risk (urgent) are to be completed with reporting and certification to be issued immediately.
- 5.3 All reporting and certification will be in PDF format and the naming convention of the file must be as agreed with client.
- 5.4 (1) Where all remedial works are to be undertaken on the same day as the Electrical Installation Condition Report, the outcome of the Electrical Installation Condition Report is to be issued as 'Satisfactory' with all identified and rectified classification code C1, C2 and FI (further investigation required) items recorded, preferably on a separate page. It must be clear to a third party such items have indeed been rectified (note not inclusive of classification code C3) and what code was applied to the item.

Where remedial works have been undertaken and warrant additional certification due to their nature, it is essential that the Client is in receipt of all documentation inclusive of the Electrical Installation Condition Report and where applicable, Electrical Installation Certificate or Minor Electrical Installation Works Certificate(s).

Minor repairs undertaken may be simply noted on the Electrical Installation Condition Report where additional certification is not warranted. This may include:

- Replacement of accessories
- Replacement of single items of switchgear (in a like for like manner only)
- Fault finding (not extending to replacement of cables).

(2) Where, due to their nature, remedial works are undertaken on a subsequent visit, where the outcome of the Electrical Installation Condition Report is 'Unsatisfactory' it will be issued as such along with relevant certification evidencing that all identified classification code C1, C2 and FI (further investigation required) observations have been rectified.

It must be clear that all classification code C1, C2 and FI (further investigation required) observations have been rectified.

Where remedial works have been undertaken and warrant additional certification due to their nature, it is essential that the client is in receipt of all documentation inclusive of the Electrical Installation Condition Report and where applicable, Electrical Installation Certificate or Minor Electrical Installation Works Certificate(s).

Any other minor repairs undertaken during the process may be simply noted on the Electrical Installation Condition Report where additional certification is not warranted. This may include:

- Replacement of accessories
- Replacement of single items of switchgear (in a like for like manner only)
- Fault finding (not extending to replacement of cables).

5.5 Building control notification documentation must also be issued to the client either directly from the authority or service provider as agreed.

5.6 All address(s) on the report or certificate shall preferably include the following detail:

- Street name / number
- Block number (where required)
- District (if applicable)
- Town
- County
- Postcode

It is essential that the property subject to works is traceable based on the address details recorded.

5.7 All reports/certificates shall record the client's head office as client address. Input should be as follows:

Marmion House, Lichfield St, Tamworth, B79 7BZ

5.8 The occupier of the property will be titled as applicable from the following:

- 'Tamworth BC' Tenant
- 'Tamworth BC' Void
- 'Tamworth BC' Communal Area

5.9 The purpose of an Electrical Installation Condition Report shall be worded as follows:

- *‘To check the electrical fixed wiring within the property for safety of continued use, and to highlight any non-compliances with the current BS 7671 regulations’*

This may be elaborated further to indicate if this is following a change of tenancy or upon request for another reason i.e. insurance purposes.

5.10 The extent of an electrical installation covered by the report shall be worded as follows:

‘This report covers the inspection and testing of the fixed electrical wiring system within the named property, with the exception of any agreed or operational limitations as documented’.

5.11 The extent of any installation work covered by an Electrical Installation Certificate or Minor Electrical Installation Works Certificate must identify explicitly what works have been carried out and what the certificate specifically covers.

5.12 Agreed client limitations **that may be applied** to an Electrical Installation Condition Report shall include the following:

- 100% of the electrical installation is to be visually checked externally and as a minimum, 20% of electrical accessories shall be opened for inspection. The sample size may be increased dependent upon findings.
- ‘Off peak’ systems which have not had ‘live’ testing undertaken due to the installation not being energised at the time of the inspection, are to be subject to a thorough visual inspection, including within appliances themselves, with all circuits subject to the relevant ‘dead’ tests as detailed in BS 7671 and Guidance Note 3. In all cases, the engineer should satisfy themselves, that based on the inspections and range of tests carried out, that the ‘off peak’ system is safe for continued use.

The following operational limitations are likely to occur throughout the duration of a contract and will require consideration. **In the event that any of the items below do apply they are to be recorded as an ‘operational limitation’ and not an ‘agreed limitation’ and the reasons for application given.**

- Distribution network operator’s fuse information shall be obtained in every case where practically possible. If the distribution network operator cannot provide the required information, the fuse characteristics shall be written as ‘LIM’ within the Electrical Installation Condition Report.
- For circuits supplying large or integrated appliances, the final point of testing shall be considered as the control switch or spur and not the socket outlet behind the appliance. This shall be to minimise damage to floor areas by moving of appliances and prevent

damage to appliances during testing. In this instance an R2 test shall be undertaken to verify that an appliance is adequately earthed, and a visual check of the relevant outlet made if possible, i.e. a cooker outlet that can be visibly seen in some cases even with the cooking appliance in place **(tenanted properties only)**.

- As described in IET Guidance Note 3 **if required** Line to Neutral Insulation Resistance testing shall be omitted as part of the testing carried out in order to minimise risk of damage to sensitive equipment **(tenanted properties only)**.
- Some accessories may be inaccessible, and each individual case should be listed as an operational limitation and the reason as to why this is the case **(tenanted properties only)**.

Agreed limitations as above maybe documented on an additional page of the report, with the following input applied on page 1; 'See page X for applied agreed limitations'.

Note it must be made clear which of the limitations have indeed been applied as not all will be applicable on every installation.

Note lack of access to any parts of the installation due to clutter are to be brought to the client's attention immediately, and guidance sought on how to proceed. Details of the client instruction should be recorded on the Electrical Installation Condition Report.

Note the fixed wiring of central heating controls and electric vehicle charging circuits are to form part of the inspection and testing process and should not be excluded as a limitation.

Note the fixed wiring (AC) of photovoltaic systems (PV), is to form part of the inspection and testing process. The fixed wiring is to be tested to the furthest point of isolation (AC) with a visual inspection undertaken beyond the point of isolation to verify the system is safe for continued use.

Note in communal areas, specialist installations inclusive of lifts and fire alarms, shall not be considered as part of the electrical fixed wiring of the property and shall be tested up to the point of local isolation only. A visual inspection beyond the point of isolation will be required, so to ensure that no immediate dangers exist, and that where required, cables are adequately supported from premature collapse in the event of a fire.

- 5.13 Service providers wishing to agree any other standard client limitations should send these to the client for authorisation prior to commencement on site. The client may defer to their technical advisor to respond.
- 5.14 The name of the client representative who has approved 'agreed limitations' is Barry Curtis [Senior Compliance Officer] who can be named on the Electrical Installation Condition Report.
- 5.15 On an Electrical Installation Condition Report, the summary of the condition of the installation shall provide a clear summary of the installation having considered for example:

- Adequacy of earthing and bonding
- Suitability of switchgear
- Type and condition of wiring systems
- Serviceability of equipment including accessories
- The extent of any wear and tear or any other deterioration
- Changes in the use of the building
- Where 'off peak' systems have not had 'live' testing undertaken; in this scenario a clear statement should be made advising the client that it should be arranged for 'live' testing to be undertaken.

Minimal descriptions such as 'poor' and 'satisfactory' condition are considered unacceptable.

- 5.16 Where the next inspection date is inputted, this is to state time frame in years along with the statement 'or change of tenancy' (domestic only). Reasoning for the given timeframe is to be clearly stated.
- 5.17 On an Electrical Installation Certificate or Minor Electrical Installation Works Certificate, the 'Comments on the Existing Installation' should make reference to any deficiencies observed in the existing installation which do not affect the safety of the new work. Example's maybe deterioration and minor defects. Reference may be made to the relevant Electrical Installation Condition Report undertaken on the property.
- 5.18 Where possible, Electrical Installation Certificates shall record on them the serial numbers of the associated Electrical Installation Condition Report and building control reference number where applicable. This may be recorded in the 'Schedule of Additional Records' section of the certificate.
- 5.19 Where possible, Minor Electrical Installation Works Certificates shall record on them the serial numbers of the associated Electrical Installation Condition Report and building control reference number where applicable. This may be recorded in the 'Comments on Existing Installation' section of the certificate.
- 5.20 Where fire detection is installed, all appropriate certification shall be issued to satisfy both BS 7671 and BS 5839 Part 6 (current editions) requirements. Fire detection certification should state the correct grade and type of system installed. The description should be clear, and all applicable fields ticked as required. Note, in many cases, some tests will not be undertaken in accordance with manufacturer instruction and this should be clearly stated in the 'variations' section of the certificate.
- 5.21 Primary supply overcurrent protective device information should be recorded as 'limitation' on all reports and certification where actual information cannot be obtained. Rating based on labelling should not be assumed.
- 5.22 Where primary supply overcurrent protective device is unknown, comment on the condition of any supply conductors with CSA of 16mm or less is required where deemed adequate for continued use.
- 5.23 Where the main earthing conductor for the installation is not sized in accordance with table 54.7 of the current edition of BS 7671, and has been verified as adequate by means of calculation, this is to be stated on the report/certification as applicable.

- 5.24 Comment is to be made on the condition of any main protective bonding conductors not sized in line with the current edition of BS 7671 yet deemed adequate for continued use.
- 5.25 Maximum demand must be recorded where additions or alterations are made to an existing installation.
- 5.26 Where distribution circuits (sub-mains) apply, the details for this circuit will be applied on the top line of the schedule of test results, unless the certificate or report type allows for an alternate method to record sub-main details.
- 5.27 Where applicable U, line to line voltage, shall be recorded as 400 Volts with U_o, line to earth voltage, recorded as 230 Volts.
- 5.28 Preferably 100 percent maximum earth fault loop impedance (Z_s) values as per the current edition of BS 7671 shall be inputted, unless, manufacturer specific data is used.
- 5.29 Disconnection times in line with current edition of BS 7671 are to be applied.
- 5.30 Circuit designation is to accurately reflect installation layout. Where multiple lighting and socket circuits apply, these are to be specifically referenced i.e. upstairs lighting circuit, downstairs lighting circuit etc.
- 5.31 Types of wiring and reference methods are to be accurately stated.
- 5.32 Line-Neutral insulation resistance testing should be undertaken in-line with IET Guidance Note 3 and should only be omitted where circuits or equipment are vulnerable to test voltage. Details of such equipment is to be recorded in the relevant fields on the report/certificate. It would not be expected that this test would be omitted for newly installed works documented on an Electrical Installation Certificate or Minor Electrical Installation Works Certificate. If vulnerable equipment is encountered and the test is omitted, this must be recorded giving reasoning as to why on the certification. Insulation resistance test voltages are to be stated on the report/certificate in the applicable field.
- 5.33 Where applicable all RCD modules are to be clearly identified on the Schedule of Test Results.
- 5.34 Where applicable all spare ways are to be clearly identified on the Schedule of Test Results.
- 5.35 Preferably the power rating of any electrical shower is to be recorded in brackets next to the circuit title on the Schedule of Test Results.
- 5.36 Ring final circuit end to end values are to be verified as consistent based on conductor CSA. Where parallel paths impact testing outcomes this is to be identified and stated.
- 5.37 RCD operating times are to be applied to all circuit specific boxes.
- 5.38 Designation of distribution board/consumer unit should accurately reflect how it is identified on site where applicable.

- 5.39 Full serial numbers or traceable asset references of testing equipment are to be recorded.
- 5.40 Fixed electrical appliances provided by the client are to be captured as part of the EICR process and verified as being safe for continued use. This will entail both inspection and testing of the appliances as required.

6 Remedial Works Following an Electrical Installation Condition Report

- 6.1 The classification codes and examples as outlined in the Electrical Safety First Best Practice Guide No.4 shall be referred to for guidance:
- All works identified as classification code '**C1**' – 'Danger Present, Risk of Injury. Immediate Remedial Action Required' shall be rectified or safely isolated out on the same day whilst the skilled person (electrically) is in attendance.
 - All works identified as classification code '**C2**'- 'Potentially Dangerous. Urgent Remedial Action Required' shall be rectified on the same day whilst the skilled person (electrically) is in attendance, where possible.
 - All works identified as classification code '**C3**'- 'Improvement Recommended' are to be logged on the report.
 - All works identified as classification code '**FI**'- 'Further Investigation Required' shall be addressed the same day whilst the skilled person (electrically) is in attendance, where possible.
- 6.2 Where any observations are identified concerning specialist equipment such as fire alarms and door entry systems, the client is to be informed immediately who will arrange for the relevant service provider to attend and address. Any visual classification code C1 (immediately dangerous) observations on this equipment should be isolated and made safe with immediate effect by the service provider.
- 6.3 When installing electrical equipment, this should be done in line with best practice and manufacturer instructions should be taken into account. Advised torque settings by the manufacturer are to be adhered to.
- 6.4 Any identified enclosure IP4X breaches are to be remedied regardless of IPXXD compliance, and, any other entry points around the enclosure are also to be remedied.
- 6.5 Where encountered upon an Electrical Installation Condition Report and where readily accessible (i.e. not located at height or in a locked, secure location), distribution board/consumer unit spare way blanking units that are not securely fitted and durable are to be replaced with such a type that can only be removed with use of a tool. Replacement types should be confirmed as suitable by the manufacturer.
- 6.6 Where a distribution board/consumer unit is to be replaced, surge protection devices are to be installed as required by regulation 443.4 of BS 7671. In all other cases, a risk assessment as detailed in regulation 443.5 of BS 7671 is to be undertaken to ascertain if protection against transient overvoltage is required. Such protection in individual domestic installations is not required unless specifically agreed with the client.

- 6.7 Where a distribution board/consumer unit is to be replaced, RCCB and main switch component ratings should be considered taking into account overload protection.
- 6.8 Where a distribution board/consumer unit is to be replaced, final circuits are to be protected by individual Type A RCBO's as a minimum.
- 6.9 Where it is identified that any cables are undersized based on installation method, for example, due to routing under/through thermal insulation, investigation maybe required to ascertain if the cables are adequate for continued use; findings are to be recorded on the report, to confirm if they are indeed adequate for continued use, or, if remedial actions are required.

Note where a loft space is to be accessed, this should be done taking into account any health and safety specific considerations.

- 6.10 Any damaged accessories are to be repaired/replaced inclusive of pendant light fittings where single insulation is on show which is accessible to touch and could lead to strained cable terminations.
- 6.11 Where existing downlights are not installed in accordance with table 1 of Electrical Safety First Best Practice Guide 5 in relation to fire rating, these are to be replaced with adequately rated fittings as recommended in the guide.
- 6.12 Where the fire resistance of a property is impaired, due to openings of the building fabric that are related to the electrical installation, i.e. following the installation of trunking/conduit, such openings are to be adequately fire-stopped.
- 6.13 Upon inspection it is to be verified that adequate labelling is in situ in the correct locations where applicable, as laid out in the current version of BS 7671.

Where upon inspection it is found that required labelling is absent, the service provider is to record as an observation or fit as required. As a minimum, a next inspection recommendation label and circuit schedule are to be fitted with any absent labelling recorded and coded accordingly on the report.

Note any absent labelling that would warrant a classification code C2 observation must be rectified by the service provider.

Note where new electrical installation work is being carried out, the full requirements of BS 7671 in relation to labelling should be satisfied.

- 6.14 Any 'DIY' installation work identified that doesn't comply with the current version of BS 7671 and is dangerous/potentially dangerous, is to be disconnected and made safe.

Note service providers are not to remove any of the installed equipment – only isolate and the client should be informed immediately of any actions required. Consideration should be given where disconnection of such installations would cause disruption for the tenant and guidance should be sought from the client on how to proceed i.e. supplies to chest freezers etc.

- 6.15 Fixed electrical appliances provided by the client are to be captured as part of the EICR process and verified as being safe for continued use. This will entail both inspection and testing of the appliances as required. Where an appliance is identified as being unsafe, remedial action must be undertaken.

7 On-Going Monitoring

- 7.1 Service providers are to act upon written instructions from the client and are to pass such information to the specified sub-contractor (if applicable) as necessary, and act as the sub-contractor's agent in this respect. Service providers acting in this capacity also accept responsibility for all quality, inspection, management information and subsequent delivery and invoicing that would apply to the supply.
- 7.2 The client intends to instruct a consultant/quality control inspector to conduct various inspections of the electrical works undertaken as part of this specification. The consultant/quality control inspector shall carryout desktop checks and will conduct physical inspections of works undertaken.
- 7.3 The service provider is required to undertake quality control inspections undertaken in-house on works that form part of the applicable works programme, by directly employed engineers and sub-contractors. These inspections are to be evidenced upon request.
- 7.4 Any remedial works required as a result of any deficiencies discovered by the inspector, will be the service provider's responsibility to remedy and will be carried out at the service provider's own cost e.g. non-compliant certification being issued, poor workmanship on site etc (only where confirmed service provider liability following investigation).
- 7.5 Inspection findings will be issued and discussed with both client and service provider as required. All required actions are to be executed in good time as agreed with the client, with sufficient evidence provided; in many cases this will be via the consultant/quality control inspector on-line portal that will house all quality control records.

8 General Preliminaries

- 8.1 Service providers will ensure that, where necessary, protection shall be provided for all occupier belongings e.g. dustsheets, over shoes etc. Rubbish will be cleared away as work progresses and all debris and packaging will be removed from site.
- 8.2 All damage to the furniture, fittings or other equipment of the building or premises, to the premises themselves or those adjoining shall be made good at the service provider's expense to the entire satisfaction of the client (only where confirmed service provider liability following investigation).
- 8.3 On completion, the service provider will clean all areas affected by the works ensuring it is fit for immediate occupation, to the entire satisfaction of the client.

9 Finishing Works

- 9.1 All redundant items and cabling relating to the existing system, are to be removed where practicable and any holes/damage to the building, made good to the satisfaction of the client. Contract schedule of rates shall be referred to in order to ascertain whether the making good forms part of the rate being applied for or, whether the cost is to be claimed for in addition to the specific rate.
- 9.2 All finishing works shall be of a quality level acceptable to the client, any works identified as not meeting this standard will be put right at the service provider's expense and offered back to the client for final inspection.
- 9.3 Upon completion of any electrical installation works, careful consideration must be given to the requirements for fire-stopping, where required. Openings should be adequately fire-stopped, so that the fire resistance of the property is not impaired.

10 No-Access Procedure

- 10.1 The Council will undertake an inspection of the fixed electrical installations once every five years with a record of the inspection being held against the property file. Any remedial works identified within the inspection report will be actioned through the Response Repairs contract in accordance with the technical requirements set out within this document.
- 10.2 A programme of inspections will be maintained within the Council's Asset Management IT system, this will be used to capture details of previous and planned inspections and will be used to automatically generate future inspections on a 5-year cycle.
 - 10.3.1 An appointment will be made in writing 42 days before an electrical inspection becomes due. Where an appointment is inconvenient the tenant will be permitted to make an alternative appointment, but this should be before the fifth anniversary of the previous electrical inspection certificate.
 - 10.3.2 Where an appointment is not kept by the tenant a further appointment will be made, the target date for the second appointment would be prior to the fifth anniversary of the previous electrical inspection certificate.
 - 10.3.3 The missed appointment process will repeat for a further occasion; on the third missed appointment the contractor will pass the matter back to the Council.
- 10.4 After three missed appointments the Assets Team will liaise with the Tenancy Sustainment team with a view to commencing proceedings against the tenant for breach of their tenancy terms and conditions. Initially this would be done by way of a letter informing the tenant of their obligations under the terms of their tenancy agreement. Where access is still not made available this would be escalated to the issue of a Notice of Seeking Possession and ultimately the matter would be referred to the Court to enforce the tenancy conditions. As there is no specific legislation at this time that requires electrical inspections in Council properties it is likely that any legal action would be based on breaches of tenancy although legal opinion would be obtained on a case by case basis to determine the most appropriate course of action.

11 Recharges

- 11.1 The Council will remedy any defects found during the course of an electrical inspection. Such defects will be dealt with in line with the Council's Housing Repairs Policy.
- 11.2 Where defects are identified as being as a result of tenant misuse, abuse or DIY installation/alteration the works will be subject to a recharge as set out in the Housing Repairs Policy.

12 Communication and Information

- 12.1 The importance of ensuring electrical safety in homes will be clearly communicated to residents through use of the Council's website and future updates to the Council's Housing Repairs Policy.
- 12.2 The aim is to promote electrical safety in the same way as gas safety and so far as possible to adopt the same approach to servicing and access.



Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Electrical Installations and Inspections Policy	
Date Conducted	September 2021	
Name of Lead Officer and Service Area	Barry Curtis Assets	
Commissioning Team (if applicable)	N/A	
Director Responsible for project/service area	Paul Weston	
Who are the main stakeholders	Tenants and premises	
Describe what consultation has been undertaken. Who was involved and what was the outcome	Technical consultation with external specialist and compliance auditor.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)	Reliance on current legislation	
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input checked="" type="checkbox"/>
	Existing	<input type="checkbox"/>

	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

This is a technical policy procedure relating to electrical installations and inspections and sits alongside other similar documents to support the Council's approach to managing risk in its premises.

Who will be affected and how?

This will affect Council tenants and those who work in or visit Council premises, it is designed to ensure their safety in relation to electrics.

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

Housing Repairs Policy
Tenancy Agreements
Other compliance policies

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender

			reassignment
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of carer responsibilities
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk
Council Housing Tenants	The main impact of this policy will be on Council Housing tenants. Obtaining access to properties is likely to be the key area	Measures are in place through the Housing Repairs contract(s) to address access to tenant's homes. The same measures as used for other essential programmes such as Gas Servicing (tried and tested) will be employed in the delivery of

	of risk.	the works covered within this policy. These process should ensure that we are able to accommodate the requirements of all tenants.

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered onto Covalent			

Date of Review (If applicable)

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