

SAMPLE

NATIONAL RULES FOR ELECTRICAL INSTALLATIONS



**Periodic Inspection Report
for an Electrical Installation**

BOOK OF 10

SAMPLE

GUIDELINES FOR PERIODIC INSPECTION REPORT

SCOPE

The report is intended to identify the condition of the fixed electrical installation. Note that fixed appliances e.g. night storage heaters, electric cookers are not part of the fixed installation. It is important that the person ordering the test is aware of this fact and the tester should take reasonable steps to record that this particular information has been given to the person ordering the inspection. Cables concealed within trunking and conduits within the fabric of the building or underground cannot in most circumstances be inspected. This fact is recorded on the report. On page four observations and recommendations are made based on a combination of visual inspection and electrical measurements (see part 6, National Rules for Electrical Installations, current edition).

PROCEDURE

All sections of the report must be completed. The layout of the form is intended to facilitate a standard approach to inspection. Please note all instructions carefully. On pages two and three any of the numbered questions answered "NO" must be referred to the comment section of the report. It is permissible in larger installations to use sampling methods for inspecting switches, sockets, etc. It is important however to ensure that an adequate ratio and sampling method is used in order that an accurate report may be written. The comment section should always state if this system has been used and the ratio inspected.

Consideration should be given to using clear and unambiguous recommendations in the comment section of the report keeping in mind that in most circumstances the section in question may be read by a non-technical person. Where additional comments need to be made please use numbered continuation sheets.

RECOMMENDATIONS FOR REMEDIAL WORKS

Following the periodic inspection of the installation a schedule of defects, damage, deterioration and potentially dangerous non-compliances shall be provided together with recommendations for remedial works. On page four of the report a numbering system is used to indicate to the person(s) responsible for the installation the action recommended. The numbering system is as follows: (1) Requires urgent attention, (2) Requires improvements, (3) Requires some attention, (4) Does not comply with current National Rules for Electrical Installations. Note that using (4) does not necessarily imply that the electrical installation inspected is unsafe. It is most important that this number system is used for all reports. Where there are serious defects in the electrical installation consideration should be given to additional notification to the person responsible for the installation using registered mail. The frequency of periodic inspection and testing shall be determined by the type of installation, its use and operation, the frequency of maintenance and the external influences to which it is subjected.

DISTRIBUTION OF THE REPORTS

The original report (white copy) is intended for the person ordering the inspection. The duplicate copy (yellow) should be retained by the electrical contractor responsible for the report.

Date _____

Periodic Inspection Report for an Electrical Installation

PR No: _____

REGISTERED CONTRACTOR DETAILS :

Name _____

Address _____

Reg No. _____



Installation Approx Age _____

INSTALLATION DETAILS:

Occupant Name/Trading as _____

Address _____

Occupant In Attendance ? Yes No

PLEASE CIRCLE ANSWERS OR TICK BOXES AS APPROPRIATE

Installation Category? Domestic Commercial Industrial Other (specify) _____

Reason for Inspection? Insurance Inspection Safety Audit If Other (specify) _____

Extent of Installation covered by this report? Entire Installation* YES NO (see partial inspection details below)

* N.B. Cables concealed within trunking and conduits within the fabric of the building or underground have not been inspected unless stated otherwise.

If partial inspection Specify what part the report refers to _____

TYPE OF SYSTEM EARTHING : TNCS, TT, TNS, IT

Installation voltage Single Phase Three Phase L 1. L 2. L 3. L 1-L2 L2-L3 L 3-L1

Max prospective S/C current ____ A Main Isolation** and overcurrent device type ? NONE SWITCH FUSE MCB MCCB

Nominal rating _____ A ** If a main RCD is used as a main isolating device the following details are required Rated current I_n _____ A

Tripping current I_{Δn} _____ mA



Periodic Inspection Report for an Electrical Installation

PR No:

N.B. Any Questions answered "no" must be referred to in the comment section of this report. ALL QUESTIONS MUST BE ANSWERED
PLEASE TICK BOX AS APPROPRIATE

1. Have all electrical outlets / accessories been inspected? Yes No
2. Are all outlets / accessories undamaged? Yes No
3. Are all live parts covered? Yes No

EARTHING/BONDING DETAILS

4. If TNCS is main protective conductor connected?
Yes No N/A
5. If present is it the correct size? Yes No N/A
6. Earth Electrode Inspection Chamber? Yes No
7. If yes... Is earth electrode visible? Yes No
8. If yes... Is protective tape used? Yes No
9. If visible is the earthing conductor the correct size? Yes No
10. Is all main equipotential bonding correct? Yes No N/A
11. All supplementary bonding correct & connections verified?
Yes No N/A
12. Protective Earthing sleeved where appropriate? Yes No N/A
13. Polarity+earthing of all switches/outlets correct? Yes No
14. All metallic switches / outlets earthed? Yes No

DISTRIBUTION BOARD/S

15. Labelled correctly? Yes No
16. Located correctly? Yes No
17. Sub circuit isolation & overcurrent device type?
Fuse Mcb
18. Are all devices correctly rated for S/C & O/L?
Yes No
19. Circuit sequence correct for P , N , +E? Yes No
20. RCD's

Circuit description	Tripping current	Longest tripping time
Sockets	30 mA	ms
Electric Shower	30 mA	ms

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PR No:

GENERAL

21. Correct cable colours used at the time of installation? Yes No
22. Are cables in good condition? Yes No
23. Cables correctly selected? Yes No
24. Correct routing of cables in attic area? Yes No N/A
25. Cables correctly installed where visible? Yes No
26. All excessive heating effects from luminaires avoided? Yes No
27. Correctly selected accessories & switches? Yes No
28. Are they in a good condition? Yes No
29. Are they correctly located? Yes No
30. Are they suitable for their environment? Yes No

QUALITY OF WORKMANSHIP:

Very Good Satisfactory Poor

SUMMARY TEST DATA

Min Insulation Resistance _____ MΩ

Max Resistance of protective conductor _____ Ω

Max fault loop impedance _____ Ω and type and size of associated protective device

Type _____ Size _____

TEST INSTRUMENT SERIAL NUMBERS :

Continuity Tester _____

Insulation Resistance Tester _____

Loop Impedance Tester _____

RCD Tester _____

DECLARATION

I/We the undersigned are responsible for the inspection and testing of the electrical installation described on page 1. of this report.

I/We confirm to the best of my /our knowledge that tests and observations made on pages 1, 2, 3, 4, & _____ represent an accurate assessment within the limits specified, of the condition of the electrical installation.

Inspected and tested by (Signed) _____

(BLOCK CAPITALS) _____

This report is issued and signed by the person responsible for the inspection of the installation concerned. This report should be used only for the domestic and small commercial installations. The CER or Safe Electric is not responsible for the electrical installation or for the accuracy of the information given on the report.

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Periodic Inspection Report for an Electrical Installation

OBSERVATIONS AND RECOMMENDATIONS (tick boxes as appropriate)

PR No: _____

(Note subject to the limitations specified on Page 1 of this report)

NO REMEDIAL WORK IS REQUIRED

THE FOLLOWING OBSERVATIONS ARE MADE

REF NO.	COMMENTS (USE NUMBERED CONTINUATION SHEETS IF NECESSARY)	Recommendations As detailed below ●

SAMPLE

● One of the following numbers, as appropriate, is allocated to each of the observations made above to indicate to the person(s) responsible for the installation the action recommended.

- (1) REQUIRES URGENT ATTENTION
- (2) REQUIRES IMPROVEMENTS
- (3) REQUIRES SOME ATTENTION
- (4) DOES NOT COMPLY WITH CURRENT NATIONAL RULES FOR ELECTRICAL INSTALLATIONS*

*THIS DOES NOT NECESSARILY IMPLY THAT THE ELECTRICAL INSTALLATION INSPECTED IS UNSAFE.

On the basis that all observations requiring "urgent attention" have been completed without delay, I/We recommend that this electrical installation is further inspected and tested after an interval of not more than months / years. (N.B. Future national requirements may modify the specified time interval in question)

Signed..... Certifier No..... Date.....
(BLOCK CAPITALS)