Oakfield Heating Ltd

MINOR ELECTRICAL INSTALLATION WORKS RECORD

RECORD NUMBER

Work date:

BLANK SAMPLE - NOT AN ISSUED CUSTOMER RECORD

ISSUING BUSINESS	CUSTOMER / INSTALLATION	ENGINEER / JOB DETAILS
Address: Company no.: Telephone: Email: Engineer:	Name: Address: Telephone: Email:	Engineer: Nation: Job reference: Competence:

Competence:

Nation: Job reference:

Linked record:

VISIT DETAILS

Question	Recorded answer
What work does this record cover?	

CLIENT CONTACT

Question	Recorded answer
Is there a separate client or managing agent for this job?	

ELECTRICAL WORK AND RESPONSIBILITY

Question	Recorded answer
Is this minor work on one existing circuit, excluding a new circuit or a replacement consumer unit or distribution board?	
In what position are you taking responsibility for the electrical work?	
What electrical qualifications, authorisation and applicable registration identify the person responsible?	
Which edition and amendment of BS 7671 did you apply to this work?	
Where on this circuit did you work and what did you alter, add or replace?	
On what date was the alteration completed?	
Were there departures from the stated edition or any permitted exceptions?	

EXISTING INSTALLATION AND CIRCUIT

Question	Recorded answer
What is the reference for the supplying board?	
Where is that board and what type is it?	

ISSUED BY / ENGINEER	RECEIVED BY / CUSTOMER
Print name: Signature:	Print name: Signature:

Receipt acknowledgement: Author acknowledgement:

Record of work and checks entered by the issuing engineer. Complete required manufacturer / scheme documents separately.

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EXISTING INSTALLATION AND CIRCUIT - CONTINUED

Question	Recorded answer
Which circuit number identifies the altered circuit?	
What does that circuit supply?	
What earthing arrangement did you identify, including any relevant supply variant?	
How is fault protection provided on this circuit?	
What earth-fault loop impedance was established at the supplying board? (ohm)	
How did you establish the presence and adequacy of the main earthing conductor?	
Which incoming services or other extraneous conductive parts required main bonding, and what did you find for each?	
What existing defects or conditions affect the alteration or its safe use?	
What cable or wiring system serves the altered section?	
Which installation reference method applies?	
What is the cross-sectional area of the live conductors? (mm2)	
What is the cross-sectional area of the circuit protective conductor? (mm2)	
Does this alteration involve a ring final circuit?	

PROTECTIVE DEVICES

Question	Recorded answer
What product standard identifies the overcurrent device?	
What is the overcurrent device type or tripping characteristic?	
What current rating is marked on the device? (A)	
What is the device breaking capacity? (kA)	
What disconnection time limit did you establish for this circuit? (s)	
What maximum earth-fault loop impedance applies to this circuit? (ohm)	

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PROTECTIVE DEVICES - CONTINUED

Question	Recorded answer
Where did you obtain the applicable time and impedance limits?	
Is an RCD or RCBO protecting this circuit?	
Which product standard is marked on the RCD?	
Which RCD type is fitted?	
What is the RCD's rated load current? (A)	
What is its rated residual operating current? (mA)	
What intentional delay is marked, if any? Give the value and unit.	
Is an arc fault detection device fitted on this circuit?	
Does the installation have surge protection relevant to this circuit?	
Which product standard identifies the SPD?	
What type of SPD is fitted?	
How did you establish the SPD condition or functionality?	

INSPECTION AND MEASUREMENTS

Question	Recorded answer
Which inspections of the altered circuit and related installation did you complete and what were the findings?	
How were the test instruments identified?	
What test-kit or equipment-register reference links these instruments?	
What is the multifunction tester's asset or serial number?	
Identify each instrument used and its function, including serial or asset number and verification status.	
Which protective-conductor continuity quantity was measured?	
What was the measured R1 + R2? (ohm)	

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INSPECTION AND MEASUREMENTS - CONTINUED

Question	Recorded answer
What test voltage did you use for insulation resistance? (V)	
Which conductors were tested separately or linked together?	
What line-to-neutral insulation resistance did you record, where applicable? (megohm)	
What line-to-earth insulation resistance did you record, where applicable? (megohm)	
What neutral-to-earth insulation resistance did you record, where applicable? (megohm)	
What is your assessment of the insulation results for the stated test configuration? Explain unavailable readings.	
How do you assess protective-conductor continuity?	
What was your protective-bonding finding?	
What was your polarity finding?	
What maximum Zs did you establish on the altered circuit? (ohm)	
What disconnection time did you record at the rated residual operating current? (ms)	
What happened when the RCD test button was operated?	
Were any inspection or testing limitations agreed?	
Identify checks that could not be completed, the reasons, their effect and any action taken.	

ELECTRICIAN'S DECLARATION

Question	Recorded answer
What were the client told about this circuit, outstanding work, supporting records and retaining the record?	
Is the inspection and testing complete for the altered circuit?	
What remains outstanding, who has been told and what needs to happen before you can issue the record?	
By signing, do you take responsibility for this alteration's design, construction and verification against the stated BS 7671 edition, including the recorded departures, and confirm that it leaves the existing installation safe?	

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COMPLETION	
Question	**Recorded answer**
What defects or limitations were identified?	
What action was taken or remains outstanding?	
What is your recorded work outcome?	
Who is the engineer completing this record?	
How was receipt of the record acknowledged?	
Who received the record?	

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