

ELECTRICAL FIXED WIRE TEST PROCEDURE

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1 INTRODUCTION

1.1 Stockport Homes Group (SHG) has a duty and a legal responsibility to ensure that all fixed electrical installations within all buildings and properties under its control are maintained so that they are safe for use. To meet those responsibilities SHG is required to deliver a periodic fixed electrical installation testing regime in line with the recommendations set out in BS:7671:2018:A2 2022 Requirements for Electrical Installations and the IET Guidance Notes 3: Inspection and Testing. This states that the maximum period between testing should be no longer than 5 years and should also be carried out at every change of occupancy.

1.2 This procedure details the processes followed by SHG to deliver a periodic fixed electrical installation testing regime in line with the regulations.

1.3 This procedure applies to all properties and buildings that SHG has a maintenance and repair responsibility for, this includes those:

- Owned by SHG.
- Owned by the local authority that SHG have management responsibility for.
- That SHG are responsible for the maintenance of through a contract or tenancy agreement.
- Where there is no formal contract, but SHG has overall control of the building.

1.4 The types of buildings and properties affected are:

- Domestic properties, both single and multi-occupancy.
- Blocks of flats
- Temporary Accommodation Hostels
- Non-domestic premises (e.g., community buildings and offices).
- Any building classed as a workplace under the Health and Safety at Work Act 1974.

1.5 This procedure should be read in conjunction with the Electrical Fixed Wire Testing Policy.

2 CONTRACTOR PROCEDURES

2.1 The periodic testing regime is managed by the SHG Compliance Team and is delivered by appropriately qualified electrical contractors.

2.2 Regular contractor review meetings will be undertaken, and operational processes and practices shall be scrutinised and assessed by the Compliance Team to ensure that the regime is being delivered in line with the agreed contract specification and the relevant recommendations and guidance

2.3 The testing electrician shall complete an Electrical Installation Condition Report (EICR) to record the results of all tests. Each EICR must be checked and signed by an Electrical Qualifying Supervisor before submission to SHG.

2.4 The EICR will contain relevant information relating to the test including:

- Details of the client and installation
- Extent and limitations of the inspection
- Supply characteristics and particulars of the installation
- Schedule of items inspected and tested
- Schedules of circuit details and test results
- Summary of the inspection and test
- Observations and recommendations for actions to be taken
- Signed declaration by the contractor

2.5 Each EICR must be completed clearly, and all boxes must be populated.

2.6 The appointed contractor will work to agreed testing limitations, any operational limitations shall be clearly noted in the corresponding section of the EICR and include justification for the limitation. The limitations allowed by SHG are detailed in Appendix 1.

2.7 Upon completion of the test the electrician will decide, based on the overall condition of the electrical installation, as to when the property should next be inspected, up to an interval of no more than 5 years.

2.8 The contractor will provide SHG with a copy of all completed satisfactory EICRs and they will be saved by the Compliance Team within SHG systems or network. The contractor must also retain a copy for no less than 5 years.

3 FOLLOW UP PROCEDURES

3.1 While testing, if the Electrician deems the electrical installation to be unsatisfactory due to the presence of code 1 faults they are to be addressed or made safe immediately and a satisfactory EICR produced once rectified.

3.2 If the electrical installation is unsatisfactory due to presence of code 2 faults they are to be addressed at the time of the test or where not practical to do so, then a return visit must be arranged before the expiry date of the current certificate and a satisfactory EICR produced once rectified.

3.3 Code 3 faults still allow a satisfactory EICR to be issued however SHG has specified certain code 3 faults that the contractor should address within 20 days of the test and before issuing a satisfactory EICR.

3.4 A list of all code 1 and 2 faults and those code 3 faults SHG request contractors to address is in Appendix 2.

3.5 Contractors are also required to take photographs of all observations reported with the condition report.

3.6 If the Electrician or Electrical Qualifying Supervisor determines that a partial or full rewire is required, the Compliance Team shall be notified immediately, and they will support the contractor in ensuring the rewire is completed before the expiry date of the current certificate. All partial and full rewires are to be completed in line with the SHG rewire specification and be inspected by a SHG Clerk of Works upon completion.

3.7 As part of the test the electrician will test the operation of all smoke, heat, and CO detectors and if necessary, replace the detector head/s to ensure they remain in date. They will also ensure that as a minimum there will be a battery-operated smoke alarm in the hallway and landing and a heat detector in the kitchen.

3.8 In line with the recommendations in BS5839-6:2019 SHG are working towards upgrading the fire alarm system in all existing domestic properties to a grade D1, category LD2 system. The contractor will provide a weekly list to the SHG Compliance Team of all properties found to not have this level of system.

4 ELECTRICIAN QUALIFICATIONS & COMPETENCIES

4.1 All Electricians carrying out electrical testing on SHG properties will be qualified to a minimum of

- NVQ level 3 Electrical Installation or recognised equivalent
- City & Guilds 2382-18 Level 3 Award in Requirements for Electrical Installations BS7671:2018 A2:2022
- City & Guilds 2391 or 239
- 4 & 2395 Inspection and testing

4.2 The contractor delivering the testing regime must also be registered with the NICEIC as an Approved Contractor

4.3 The Compliance Team will maintain a record of all electricians carrying out periodic testing and their qualification details. The electrical contractor will also be requested routinely to provide up to date risk assessments and method statements.

4.4 Recruitment and retention of engineers to be included as an agenda item for contractor review meetings to ensure only competent personnel work on SHG properties. New electricians must not be allowed to work on behalf of SHG until verification as detailed above has been provided and approved by SHG.

5 QUALITY ASSURANCE

5.1 All appointed contractors must have internal processes to enable the quality of work carried out by their Electricians to be checked as necessary. SHG request that the contractors carry out quality of work audits via both onsite and

post inspections of completed works – combined this shall equate a minimum audit rate of 10% of all completed works.

5.2 Each EICR must be checked and signed off by an Electrical Qualifying Supervisor before being issued to SHG.

5.3 SHG will employ the services of an external auditing company to carry out a minimum of a 5% audit monthly of all periodic tests carried out. This could be increased dependant on the findings of the audits.

5.4 In addition, the Compliance Team will carry out a documented daily desktop audit of 5-10% of all completed EICRs.

6 PERFORMANCE MONITORING

6.1 The effectiveness of the delivery and management of the periodic testing regime will be monitored through a Key Performance Indicator (KPI).

6.2 The KPI reports on the percentage of properties and buildings with a valid EICR, i.e. the percentage of properties and buildings which have an EICR which was produced within the period recommended by the previous testing electrician and that the EICR evidences the installation to be in satisfactory condition.

6.3 The KPI result is reported to SLT and Board monthly as part of the Corporate Scorecard. In addition, “Electrical Safety” also forms part of the Compliance Team’s Framework, which is presented to SLT, Audit & Risk Committee and H&S Committee on an annual basis.

7 APPOINTMENT AND ACCESS PROCEDURE

Domestic Properties – i.e., access required to an individual residential property.

7.1 The completion date of the last fixed electrical installation test together with when it is next due is recorded in Servitor Planned within the main Servitor System.

7.2 On an annual basis the Compliance Team compile a list of all properties due their next periodic test within the following financial year. Under no circumstances shall tests be allowed to extend beyond their due date however properties may be brought forward to even out peaks and troughs in the 5-year testing cycle.

7.3 Once the annual programme has been compiled the addresses, customer contact details and test due dates will be shared with the contractor in monthly batches

7.4 The contractor will send an appointment letter to customers with a 1st visit scheduled to take place no less than 11-12 weeks before expiry and the letter should provide at least 10 days’ notice of the appointment.

7.5 If access is not gained on the 1st visit, the following working day, if the tenant has not called to make another appointment, the contractor will schedule in the 2nd visit to take place no more than 5 working days after the first visit and send a letter to the customer with the appointment details.

7.6 If access is not gained on the 2nd visit, the following working day, if the tenant has not called to make another appointment, the contractor will schedule in the 3rd visit to take place no more than 5 working days after the 2nd visit and send a letter to the customer with the appointment details.

7.7 This 3rd visit letter advises the tenant that if access is not gained on this 3rd visit those legal proceedings will be made. At this stage all details of the failed accesses are issued to the Compliance Team to proceed with the Section 239 process.

7.8 The contractor will post a no access card each time there is a failed access attempt indicating the date and time the visit was made and take a photo of the door to time stamp the no access.

7.9 The contractor should also attempt to ring the customer after every missed appointment and as often as possible before the next appointment. If an appointment is made by phone, it should be confirmed by sending a letter unless the letter will not arrive in time for the appointment.

7.10 If access is still not gained on the 3rd visit the contractor will refer the address back to the Compliance Team. The Compliance Team will then attempt to contact the tenant for up to 1 week before they begin proceedings to obtain a warrant to gain access to the property under section 239 of the Housing Act (2004).

7.11 Notification is required in writing and will state that the purpose of the intent to gain entry is specifically to carry out a safety inspection under the HHSRS guidance procedure. The Section 239 notice states the date that an application will be made to the courts for a warrant to gain entry to the property. The gain entry date is also stated.

7.12 At this stage the Compliance Team will also request assistance from the Neighbourhood Housing Officer (NHO) in contacting the tenant and securing access.

7.13 If access is not provided by the tenant on the Section 239 visit, SHG will apply for a court warrant to gain entry to carry out the test. The gain entry visit will be attended to by a member of the Compliance Team, a joiner, an electrician and an NHO. Once access has been gained a courtesy letter is left in the property explaining that the property has been accessed and for what purpose, along with details regarding any lock change carried out.

7.14 Upon receipt of a satisfactory EICR from the contractor the Compliance Team will update the completion of the satisfactory certificate in Servitor Planned with the test completion date and the period until the next test is due (i.e., up to 5 years) and save a copy of the EICR on the SHG systems or network

7.15 Each case will be treated individually to facilitate prompt and efficient access to the property. All steps will be undertaken to ensure that the test and any remedial work required to produce a satisfactory certificate is done before certificate expiry.

Communal areas and buildings – i.e., access not required to an individual residential property

7.16 A list of communal areas and buildings together with the due date of the next periodic test is retained and maintained by the Compliance Team.

7.17 By no later than the 15th of every month the Compliance Team will inform the contractor of all communal periodic test due the following month so that they can arrange for the test to be carried out before the expiry date.

7.18 All electricians will use the master keys provided by SHG to allow access to all areas, therefore no access issues should arise.

7.19 Upon receipt of a satisfactory EICR from the contractor the Compliance Team will their records with the test completion date and the period until the next test is due (i.e., up to 5 years) and saved a copy of the EICR in EDRMS

8 NEW TENANCIES (VOID PROPERTIES) & MUTUAL EXCHANGES

8.1 In line with the BS:7671:2018 A2:2022 Requirements for Electrical Installations and the IET Guidance Notes 3: Inspection and Testing a fixed electrical installation test must be completed at a property at each change of occupancy.

8.2 When a property becomes void the Three Sixty Voids Team will arrange for a test to be carried out either and for a satisfactory EICR to be produced before a new tenant moves in.

8.3 Where a mutual exchange is scheduled to take place, the customers will be advised that they must allow access for an electrical installation test on the day they move into their new property. The Housing Management Team will arrange the appointment with the customer/s and advice Three Sixty who will arrange for an electrician to attend.

8.4 Upon completion of a void or mutual exchange fixed electrical installation test the details will be updated in Servitor Planned. Three Sixty will ensure a copy of the EICR is saved in the SHG systems or network

9 PROPERTY CHANGES

9.1 On a monthly basis the Compliance Team is notified by the Development Team of any property additions and removals, i.e., sold RTB, new build development and property acquisitions.

9.2 When a property is sold through the RTB scheme the Compliance Team will update this in Servitor Planned to ensure a future fixed electrical installation test is not scheduled.

9.3 When new properties are built or acquired and SHG will have a maintenance responsibility the Compliance Team will ensure a property element is created in Servitor Planned so a fixed electrical installation test is scheduled for when next due.

9.4 SHG do not have a landlord responsibility to carry out periodic fixed electrical installation testing to leaseholder or shared ownership properties.

9.5 On a quarterly basis the Compliance Team are issued with an up-to-date list of all communal areas and buildings so that any areas/buildings no longer under SHG management can be removed from the schedule and that any new build or acquired blocks can be added to the schedule.

10 EQUALITY IMPACT ASSESSMENT (EIA)

10.1 An Equality Impact Relevance Screening has determined that a full EIA is not required.

11 OWNERSHIP, MONITORING & REVIEW

11.1 The procedure is owned by the Operations Directorate and will be monitored by the Operations Management Team.

11.2 The procedure will be reviewed in line with the Operations Management Policy and Procedure Review Schedule.

APPENDIX 1

Agreed limitations

SHG allow the following limitations when undertaking inspection and testing to occupied properties only.

Agreed Limitation	Note
Cannot verify the type and size of main fuse.	This should be passed to ENWL for verification
Dead tests have only been carried out to off peak circuits.	Where possible Zs values shall be calculated.
No IR test has been carried out between 'Live' conductors where connected loads cannot be safely removed.	<p>IR test LN-E should be carried out.</p> <p>This is to be limited to circuits where it is not reasonably practical to remove loads only and, in all cases, shall be justified within the EICR.</p>
Cooker circuit tested to 45A switch only as the cooker could not be removed to give access to the connection plate.	N/A
Access to sockets limited due to large furniture/appliances.	N/A
No visual inspection carried out to cables contained within floors, walls or ceilings.	N/A

Operational Limitations

Where the testing electrician encounters limitations outside of his control, and where this does not limit the periodic inspection and testing of the installation to extent that it would be unreasonable to issue a satisfactory condition report, these limitations are to be noted and justified within the Operational Limitations section of the EICR.

Where operational limitations are not justified the contractor will be asked to return at their own cost to undertake the missing inspections and / or testing.

Where operational limitations would result in a significant part or parts of the installation not being inspected and / or tested, guidance should be sort from the SHG Contractor.

APPENDIX 2

Classification Codes

The below outlines what SHG consider to be standard classification codes for defects identified during the periodic inspection and testing of fixed wire installations, however this list is not exhaustive, and it remains the responsibility of the competent person undertaking the inspection and test to correctly identify and code any defects found.

The Ref Code shall be quoted at the start of all observations made in order for SHG to monitor and review they defects that are routinely found and to ensure future planning and investment priorities.

Classification Code	Description	Action required
C1	Immediately Dangerous	Rectify at time of test or make safe. Under no circumstances is a property to be left with a C1 defect.
C2	Potentially Dangerous	Rectify at time of test or arrange a follow-on appointment. C2 defects should be rectified within 10 working days and before the anniversary of the existing certificate.
C3	Not to Current Regulations	Action all items highlighted below within 20 working days from the date of the test.
FI	Further Investigation Required	FI results in an unsatisfactory EICR, follow on works should be appointed in line with a C2 or where the FI is for an unidentified circuit the circuit should be left

REF	CODE	OBSERVATION
		isolated.
C1-01	C1	Exposed live parts that are accessible to touch due to damage or no barriers or enclosures, for example a missing fuse, MCB or RCBO where no blank plate has been fitted
C1-02	C1	Conductive parts have become live as the result of a fault
C1-03	C1	Incorrect polarity
C1-04	C1	live conductors have no (or damaged) insulation
C1-05	C1	A badly damaged accessory resulting in access to live parts

C2-01	C2	Earth fault loop impedance value greater than that required for operation of the protective device within the time prescribed in BS7671
C2-02	C2	The main RCD or voltage-operated earth leakage circuit-breaker on a TT system fails to operate when tested or by the test button
C2-03	C2	Absence of RCD protection for portable mobile equipment that may be used outdoors
C2-04	C2	Absence of RCD protection for socket outlets in a location containing a bath or shower, other than for SELV or shaver socket outlets
C2-05	C2	Socket outlets other than SELV or shaver socket outlets located less than 3m horizontally from the boundary of zone 1 in a location containing a bath or shower
C2-06	C2	Absence of fault protection by RCD where required, such as for socket outlets in an installation forming part of a TT system
C2-07	C2	Circuits with ineffective overcurrent protection (for example, oversized fuse wire in a rewirable fuse)

C2-08	C2	Separate protection devices in line and neutral conductors (for example, double pole fusing)
C2-09	C2	Absence of supplementary bonding where required, such as in a location containing a bath or shower
C2-10	C2	Absence of supplementary bonding unless all extraneous conductive parts of the location are effectively connected to the protective equipotential bonding (MET)
C2-11	C2	Absence of supplementary bonding unless all final circuits of the location comply with the requirements of Regulation 411.3.2 for automatic disconnection
C2-12	C2	Absence of supplementary bonding unless all final circuits of the location have additional protection by means of a 30mA RCD
C2-13	C2	A ring final circuit having a discontinuous conductor
C2-14	C2	A ring final circuit cross connected with another circuit
C2-15	C2	Unsatisfactory electrical connection, such as loose connection showing signs of overheating
C2-16	C2	Unsatisfactory electrical connection, such as termination secured on insulation
C2-17	C2	A protective device installed in a neutral conductor only
C2-18	C2	Inadequate CSA of a main protective bonding conductor where the conductor is less than 6mm ² or where there is evidence of thermal damage
C2-19	C2	Absence of main protective bonding conductor of extraneous conductive parts entering the premises
C2-20	C2	Absence of earthing at a socket outlet
C2-21	C2	Absence of a cpc for a circuit, other than a lighting circuit, supplying Class 1 equipment

C2-22	C2	Absence of a notice warning that lighting have no cpc
C2-23	C2	Absence of a cpc for a lighting circuit supplying items of Class 1 equipment, or connected to metallic switches
C2-24	C2	CSA of the earthing conductor does not satisfy adiabatic requirements (that is, does not comply with Regulation 543.1.1)
C2-25	C2	A gas or oil pipe being used as the means of earthing for the installation
C2-26	C2	A public utility water pipe being used as the means of earthing for the installation
C2-27	C2	Absence of a reliable and effective means of earthing for the installation
C2-28	C2	Unsatisfactory functional operation of equipment where this might result in danger
C2-29	C2	Unsatisfactory electrical connection, such as type, number and/or size of conductors unsuitable for the means of connection
C2-30	C2	Unsatisfactory electrical connection, such as conductor incorrectly inserted or located in terminals
C2-31	C2	Fixed equipment does not have a means of switching off for mechanical maintenance, where such maintenance involves a risk of burns, or injury from mechanical movement
C2-32	C2	Absence of warning notices indicating the presence of an alternative or secondary source of electricity, such as Solar PV or standby generator
C2-33	C2	Immersion heater does not comply with BS EN 60335-2-73 (No built-in thermal cut out)
C2-34	C2	Evidence of excessive heat (such as charring)

C2-35	C2	Fire risk from lamps exceeding the maximum rated wattage
C2-36	C2	Fire risk from incorrectly installed electrical equipment, including incorrectly selected or installed downlighters
C2-37	C2	Unenclosed electrical connection
C2-38	C2	sheath of an insulated and sheathed non-armoured cable not taken inside the enclosure of an accessory, such as a socket outlet or lighting switch where the unsheathed cores are accessible to touch and/or likely to come into contact with metal work
C2-39	C2	Insulation of live conductors deteriorated to such an extent that the insulation breaks away when touched
C2-40	C2	IR of less than 1M Ω between live conductors connected together and earth, when measured at the consumer unit with all the final circuits connected
C2-41	C2	A 'borrowed neutral' on the lighting circuits
	C2	Inadequate IP rating of electrical equipment
C2-42	C2	Mixed branded switchgear components within a consumer unit or distribution board where: - there are signs of thermal damage to component or associated connections - the enclosure/assembly has been modified

C3-01	C3	Absence of RCD protection for a socket outlet that is unlikely to supply equipment used outdoors and does not serve a location containing a bath or shower (NOTE a C2 would apply if the circuit supplied a socket outlet in a location containing a bath or shower in accordance with Regulation 701.512.3)
C3-02	C3	Presence of a consumer unit or switchgear made from combustible material (e.g., plastic)

C3-03	C3	Cables in escape route not adequately supported to prevent premature collapse in the event of a fire (NOTE if in communal areas and not individual dwellings this would warrant a C2)
C3-04	C3	Absence of circuit identification labels
C3-05	C3	Absence of a notice indicating that the installation has wiring colours to two versions of BS7671
C3-06	C3	Socket outlets mounted in such a position as to result in potential damage to socket, plug or flex
C3-07	C3	CPC not sleeved with correct colour coded sleeving
C3-08	C3	Absence of 'Safety electrical connection - Do not remove' notice
C3-09	C3	Absence of cpc in lighting circuits supplying equipment of Class II
C3-10	C3	Absence of quarterly test notice for any RCD
C3-11	C3	Absence of RCD for cables installed at a depth of less than 50mm or are not mechanically protected
C3-12	C3	Absence of RCD protection for circuits of a location containing a bath or shower where supplementary bonding is present
C3-13	C3	Mixed branded switchgear components within a consumer unit or distribution board where: - there are no signs of thermal damage to component or associated connections - the enclosure/assembly hasn't been modified
C3-14	C3	An existing Electric Vehicle charging installation capable of charging a vehicle outside and connected to PME earth

FI-01	FI	Characteristics of electricity supply (such as voltage or external earth fault loop impedance) do not conform to supply industry norms
FI-02	FI	presence of circuits that cannot be readily identified or traced
FI-03	FI	Circuit protective device or other product suspected to be under a safety recall - see https://www.electricalsafetyfirst.org.uk/ product-recalls