

ELECTRICAL FIXED WIRE TESTING POLICY

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EIA Required?	<input type="checkbox"/>
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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. SHG recognises that periodic testing of fixed electrical installations is essential in meeting those responsibilities.

1.2 This policy seeks to explain SHGs approach to managing electrical safety and maintaining fixed electrical installations.

1.3 This policy should be read in conjunction with the Electrical Fixed Wire Testing Procedure.

2 SCOPE

2.1 The scope of this policy seeks to explain SHGs approach to managing electrical safety and maintaining fixed electrical installations through the delivery of a periodic testing regime in line with the recommendations set out in BS:7671:2018 Requirements for Electrical Installations and the IET Guidance Notes 3: Inspection and Testing.

2.2 This policy applies to all fixed electrical installations within all buildings and properties that SHG has a maintenance and repair responsibility for, this includes rented residential dwellings, common areas of blocks, temporary accommodations sites, community buildings and offices.

3 BACKGROUND

3.1 Fixed electrical installations should be regularly tested and inspected as they can deteriorate due to a number of factors such as damage, wear, tear, corrosion, excessive loading, aging and environmental issues. There may also be incidences of unauthorised electrical alteration being carried out by, or on behalf of the tenants. They should therefore be tested and inspected at regular intervals to check whether they are in a satisfactory condition for continued use. Unsatisfactory electrical installations could lead to hazards such as fire and electrical shock.

3.2 This policy is designed to ensure that SHG takes all reasonable and practical steps to eliminate, minimise and manage risks of electrical hazards to its tenants and properties and to also ensure SHG's compliance with the regulations.

4 OUR OBLIGATIONS

- To ensure fixed electrical installations within all buildings and properties under SHG control are properly maintained so that they remain in a safe condition and operate efficiently.
- To ensure that SHG meets all its statutory and regulatory obligations in respect of electrical safety, in particular with regards to the IET Wiring Regulations 18th Edition BS 7671:2018.
- To implement and maintain a periodic fixed electrical installation testing regime at a frequency in line with BS: 7671:2018 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.
- To ensure that appropriate and timely action is taken in the event of an unsatisfactory testing result.
- To ensure that complete and accurate evidence is retained of testing and of any remedial works carried out.
- To ensure that all testing and remedial works are carried out by suitably qualified and competent electricians.
- To put in place quality assurance and performance management arrangements to ensure that SHG meets its obligations.

5 STATEMENT OF INTENT

5.1 SHG will implement and maintain a periodic fixed electrical installation testing regime to ensure that a test is carried out no later than 5 years from the previous test. The inspection and test will amongst other things:

- Reveal if any electrical circuits or equipment are overloaded
- Find any potential electric shock risks
- Identify any defective electrical work
- Highlight any lack of earthing or bonding

5.2 Inspection and testing will be scheduled based on the interval recommended by the electrician on the current condition or installation report but never at an interval greater than 5 years.

5.3 In addition to the scheduled regime an inspection and test will be carried out as part of the void works before any property is re-let. An inspection and test will also be carried out on the day of any Mutual Exchange to any property remaining within the control of SHG.

5.4 Where access is required to a tenant's home for a periodic inspection and test we will commence the process of access a minimum of 2 to 3 months before the test due date. The process is stringent and rigorous and allows SHG to apply to the magistrate's court under

Section 239 of the Housing Act for a warrant to force entry should access not be achieved.

5.5 Upon completion of an inspection and test, remedial works or electrical rewire SHG will obtain from the contractor the relevant paperwork, duly completed and also signed by an Electrical Qualifying Supervisor.

Description of Work	Certificate or Report to be issued
Periodic inspection and test	Electrical installation Condition Report (EICR)
Renewal of accessories like for like, Installation of accessories to an existing circuit	Minor Electrical Works Certificate
Complete or partial rewire Installation of a new circuit Replacement consumer unit	Electrical Installation Certificate

5.6 All condition report and installation certificates will be saved on the SHG Electronic Document Record Management System (EDRMS)

5.7 All Electricians undertaking any electrical works on behalf of SHG will as a minimum hold the following qualifications:

- NVQ level 3 Electrical Installation or recognised equivalent
- City & Guilds 2382-18 Level 3 Award in Requirements for Electrical Installations BS7671:2018
- City & Guilds 2391 or 2394 & 2395 Inspection and testing

5.8 Where a test deems that the electrical installation is not satisfactory then timely action will be taken to bring the installation up to a satisfactory standard. In some instances, this may require a full or partial rewire. SHG will endeavour to complete all necessary work before the current inspection expiry date.

5.9 SHG will employ the services of an external compliance auditing company to carry out a minimum of a 5% audit on all periodic tests carried out.

5.10 Compliance with the periodic testing regime will be reported to the Senior Management Team and Board on a monthly basis.

This is our commitment to ensuring 100% compliance.

6 CERTIFICATION

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

6.2 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

6.3 Each EICR must be completed clearly and all boxes must be populated.

6.4 Upon completion of the inspection and test the electrician will make a decision, 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 year.

6.5 SHG will obtain from the contractor an electronic copy of all completed EICRs and they will be saved on the SHG Electronic Document Record Management System (EDRMS). The contractor must also retain a copy for no less than 5 years.

6.6 Where the contractor issues an unsatisfactory EICR SHG must ensure that a Minor Electrical Installation Certificate or Electrical Installation Certificate is subsequently obtained and saved on EDRMS as evidence that the installation has been made satisfactory.

7 KEY ROLES AND RESPONSIBILITIES

7.1 The periodic inspection and testing regime is managed by the Customer Safety Team, the staff responsible for delivery include:

- Head of Customer Safety
- M&E Manager
- Customer Safety Co-Ordinator
- Customer Safety Assistant

7.2 The Head of Customer Safety has overall responsibility and accountability for ensuring that the periodic inspecting and testing regime is delivered in line with this policy.

7.3 The M&E Manager is responsible for monitoring progress of the inspection and testing regime on a day to day basis to ensure that it remains on schedule. They will ensure that corrective action is implemented to address any deviance from schedules and will also ensure that any potential delivery failures are highlighted to the Head of Customer Safety in a timely manner. They will also be responsible for day to day contractor management.

7.4 The Customer Safety Co-Ordinator will maintain the IT systems used to manage and monitor testing regime delivery. They will implement and maintain rigorous procedures to ensure properties are progressed through the access stages to ensure access is gained before renewal date. They will liaise frequently with the contractor to obtain timely updates on test completion.

7.5 The Customer Safety Assistant will support the Customer Safety Co-Ordinator in maintaining the IT systems used to manage and monitor testing regime delivery. They will be proactive in attempting to contact tenants where we experience access issues. They will ensure copies of EICRs and other electrical certificates and reports are saved to EDRMS.

7.6 Responsibility and accountability for ensuring a test is carried out at every change of occupancy (i.e. voids and Mutual Exchange) lies with the R1st Team, namely the Operations Manager and Electrical Trade Manager. They will also ensure that all relevant certificate is saved on EDRMS.

8 TRAINING

8.1 All Electricians undertaking any electrical work on behalf of SHG will as a minimum hold the following qualifications:

- NVQ level 3 Electrical Installation or recognised equivalent
- City & Guilds 2382-18 Level 3 Award in Requirements for Electrical Installations BS7671:2018
- City & Guilds 2391 or 2394 & 2395 Inspection and testing

8.2 The Customer Safety Team will maintain a record of all electricians carrying out periodic testing and rewires and their qualification details.

9 COMPLIANCE PERFORMANCE

9.1 Compliance with the periodic inspection and testing regime is reported monthly to the Senior Management Team and the Board.

9.2 SHG will employ the services of an external compliance auditing company to carry out a minimum of a 5% audit on all periodic tests carried out.

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 policy will be monitored and reviewed in line with the Policy Review Group schedule to ensure that the policy reflects current regulation, guidance and operating practices.

11.2 Ownership of the policy lies with the Head of Customer Safety within the Customer Safety Team.

11.3 Any queries with the policy should be forwarded to the Service Performance Co-Ordinator on 0161 474 4558.