

Routine Visual & Operational Check of the Electrical Installation in Rented and Private Dwellings

According to the Landlord and Tenant Act 1985, (England and Wales), section 11 places a duty on landlords to keep in repair and proper working order the Installations in the property for the supply of water gas and electricity and for sanitation.

In order to ensure compliance with the Electricity at Work Regulations 1989 and the continued electrical safety of your property and of your tenants, IET Guidance Note 3 on Inspection and Testing, (Table 3.2), recommends the maximum periods between inspection and testing at least every 5 years for privately rented dwellings. Then for non-rented domestic properties every 10 years. This test is called a periodic inspection and an Electrical Installation Condition Report (EICR) is produced.

However for new or rewired properties, an Electrical Installation Certificate (EIC) should be accepted for installations under 5 years old in privately rented dwellings or 10 years in private dwellings. After which, an EICR should be undertaken, in line with the timescales outlined above.

When a Periodic Inspection is carried out and an EICR is issued, providing that all observation(s) coded, C1, C2 and FI faults, (or action points), are addressed and rectified with supporting certificates of either an Electrical Installation Certificate, (EIC), or a Minor Electrical Installation Works Certificate, (MW), the electrical installation is classed as satisfactory.

The electrician who undertakes this EICR should be a skilled person registered with a Full Scope Electrical Competent Person Scheme who monitor and regularly assess the electrician, to prove their competency and to ensure that they have Public Liability insurance. It is then up to person contacting the electrician to ensure that they have Professional Indemnity insurance.

With an up to date EICR and with all action points cleared it is then recommended that a Routine Visual and Operational Check of the electrical installation is carried out every 12 months and on change of occupancy.

Guidance Note 3 section 3.5 informs us: that the routine check need not be carried out by an electrically skilled person but should be done by someone who is able to safely use the installation and recognise defects.

Supplementary to any electrical testing or to visual and operational checks, the landlord should instruct their tenants to report ASAP any breakages or excessive wear to the electrical installation or accessories so that repairs can be carried out. It should also be noted that the tenants are not to alter any electrical fittings without authorisation, as electrical testing and appropriate certificates are required.

Pre Routine Visual and Operational Check list

Item	Yes/No/NA
1 a Property, (rented), has an EICR, dated within the last 5 years	
b Property, (non-rented), has an EICR dated within the last 10 years	
c New property or complete re-wire with a dated EIC of less than 5 years for rented, or 10 years for private dwelling	
2 All observation codes C1, C2 and FI have been repaired to a satisfactory outcome and appropriate certification to verify this is held	
3 Date of last EICR	
4 Recommended date of next EICR	

Providing the answer to item 1a/b/c (as applicable) and 2 is yes and this Routine Visual and Operational Check is within the dates of item 3 and 4 then this check can commence, if not an EICR should be commissioned.

Please keep this checklist safe for your own records. You may be required to produce it by your insurer, tenant or mortgage provider. You may also be required to produce it in a court of law to help demonstrate that your duty of care has been met.

Landlord or Principal Duty Holder Signature:	Tenant Signature:
Print name: _____ Date: / /	Print name: _____ Date: / /

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Checks to be undertaken

		Yes/NA	Action required*
1	Electrical Intake Position		
a	The suppliers fuse and meter seals are in place		
b	There are no visual signs of burning, overheating or damage and no burning smell at the electrical intake position		
c	The electrical intake position is easily accessible and free from clutter		
d	There are no signs of meter by pass to steal electricity		
2	Consumer unit (fuse box)	Tick/N/A	Action required*
a	There is adequate space around the consumer unit with no combustible materials stored near		
b	There are no noticeable signs of electrical burning at the consumer unit		
c	The consumer unit is correctly labelled for identification of circuits, RCD testing, date of next inspection within 5 or 10 years		
d	There are no blanks or lid missing from the consumer unit		
e	All fuses and circuit breakers appear to be the same product type		
f	Consumer unit appears in a visually satisfactory condition and free from dust and debris, damage and is secure		
g	Functional check of consumer unit main switch and circuit breakers, switch on and off, (ask permission first), to confirm they are working		
3	Residual Current Device (RCD, RCBO, RCCB)	Tick/N/A	Action required
a	30mA RCD(s) are present in the consumer unit or before the consumer unit		
b	I have operated the test button(s) on the RCD(s) during the course of this check and confirm they are switched off (ask permission first)		
c	After consulting the owner/tenant, there is no regular tripping from the RCD and/or circuit breakers to the best of my knowledge†		
4	Main protective bonding	Tick/N/A	Action required *
a	A bonding conductor is securely and correctly connected to the copper water pipe bonding clamp		
b	A bonding conductor is securely and correctly connected to the copper gas/oil pipe bonding clamp		
c	All bonding clamps are secure to gas and or water pipe with BS951 labels connected, if accessible		
5	Fixtures and Fittings	Tick/N/A	Action required*
a	All fittings [light fittings/sockets /switches/outlets/showers/storage heaters etc.] on the premises are tightly secured in their back box, with all screws present		
b	All sockets on the premises are working; advise a socket plug in tester is used		
c	No fittings [light fittings /sockets/switches/outlets/showers/storage heaters etc.] on the premises show signs of burning or damage		
d	There are no signs of uncertified modification/alteration(s) to the electrical installation by the tenant or others		
e	The tenant has been informed to report any breakages and excessive wear to the landlord as soon as it is noticed†		
6	Electrical Appliances	Tick/N/A	Action required *
a	All portable electrical appliances supplied by the landlord have been visually inspected and tested in line with the risk assessment carried out by the property duty holder		
b	The tenant is advised to have their own electrical appliances tested†		
c	The tenant has been made aware of the danger posed by overloading the sockets and understands that it is their responsibility to use all appliances safely†		
7	Additional Checks smoke and carbon monoxide detectors	Tick/N/A	Action required *
a	Smoke alarm fitted on every floor and all alarms sound when test button pressed		
b	Carbon monoxide detectors fitted where solid fuel burning appliance installed, alarm sounds if able to test		

With reference to Guidance Note 3 the above list is a guide only, the list is not exhaustive.

Any action points to be addressed, or issues that warrant further inspection by a competent, registered electrician, use another sheet if necessary

- 1.
- 2.
- 3.
- 4.
- 5.

This Routine Visual and Operational Check of the electrical installation is satisfactory if no action is required

* If you have identified that action is required, we strongly recommend you contact a competent, registered electrician, which can be found at: www.electricalcompetentperson.co.uk

† Ticking this box will not constitute a valid check unless your tenant(s) sign to confirm.

N.B. If your house is occupied by multiple tenants - a lead tenant should be identified to sign this document. In the event of the lead tenant vacating the property - existing tenants are required to make the landlord aware so that an updated checklist can be completed and issued.

The latest version of this document is available to download from www.homesafetyguidance.co.uk/downloads.aspx
This checklist was created with support from NAPIT - www.napit.org.uk