

Confirmation of Electrical Completion

(Form G3 for use with BS 7909, Code of practice for temporary electrical systems for entertainment and related purposes)

This Certificate summarises the individual completion certificates for each subsection of the temporary distribution described. It confirms that the temporary electrical system and its sub-systems associated with the event detailed below have been set-up, inspected and tested appropriately to ensure that they are safe and suitable for use. This form should be handed to the event manager. A copy should be available for the owner of the electrical supply which feeds the temporary system. It should be accompanied by the number of Completion Certificates and Schedules of Test Results as stated in row 4.

Part 1: Details of event

¹ Event: _____

² Location or venue: _____

³ Planned period of existence of the event:

Start date: _____ Planned removal date: _____

⁴ Number of Certificates attached: _____

Part 2: Schedule of sections

Sub-system	Person Responsible	Organization	Certificate reference

Part 3: Confirmation

As the Senior Person Responsible, I confirm that the temporary electrical systems, as outlined in the schedule above, are safe and suitable for the purposes required by this event.

Signed: _____

For & on behalf of: _____

Print name: _____

Date: _____

Distribution:

SPR to retain a copy.

Copy to be provided to Event Manager for retention.

Other: _____

IMPORTANT CLIENT INFORMATION

This safety certificate (Form G3) has been issued to confirm that the Temporary Electrical System (TES) to which it relates has been designed, constructed, inspected and tested in accordance with British Standard 7671 (the IET Wiring Regulations) and BS 7909 (the code of practice for temporary distributions at events).

You should have received an "original" Certificate and the contractor should have retained a duplicate. If you were the person ordering the work, but not person who has overall responsibility for the event, you should pass this certificate, or a full copy of it including the schedules, immediately to the person with responsibility for the event.

The "original" Certificate should be retained in a safe place and be shown to any person who has due cause to inspect or undertake further work on the TES in the future, it may also be required in the event of an investigation occurring. The Construction (Design and Management) Regulations require that, for a project covered by those Regulations, a copy of this Certificate, together with schedules, is included in the project health and safety documentation.

NOTES FOR THE PERSON COMPLETING THIS FORM

A Completion Certificate, supported by a Schedule of Test Results, should be produced for each new temporary system set-up, or when the system is altered significantly (BS 7909 G.3.7). As a minimum there should be a Completion Certificate for temporary systems connected to each separate source of supply. Where an event is extensive or complex enough to require more than one Completion Certificate, this Confirmation of Electrical Completion should be provided by the senior person responsible to indicate that the temporary electrical system has been set-up, inspected, tested and is safe and suitable for use at the event (BS 7909 Figure G.3).

Completion Certificates, Schedules of Test Results and Confirmation of Electrical Completion can be produced as paper or electronic documents.

It is possible that a single source of supply might have several temporary distributions connected to it, for instance a source might be connected to an ISU that in turn supplies three entirely different temporary distributions each of significant complexity. In this case the design might require, or the person responsible might decide, that each distribution from the ISU warrants a separate Completion Certificate, with a further Completion Certificate that deals with the part of the temporary distribution from the source to the ISU.

Guidance on filling in a Confirmation of Electrical Completion

- a) **Part 1**
(1 to 4): Enter details of the event as appropriate.
- b) **Part 2**
This allows a row for each section of a temporary system or sub-system. Under the column "sub-system", enter the name of the section covered by the corresponding Completion Certificate. Enter the name of the Person Responsible in the next column, and where appropriate enter the organization assembling this section. Provided this sub-system is safe and suitable, enter the Completion Certificate reference number in the final column.
- c) **Part 3**
This is where the safety and suitability of the temporary electrical system is formally confirmed. The Senior Person Responsible signs the confirmation and ensures that the appropriate distribution of documents is carried out.