ELECTRICAL ASSESSMENT CERTIFICATE

BS 7909 SMALL/SIMPLE SYSTEMS UNDER 6kVA

This Certificate, showing the results of inspections and tests carried out on the temporary distribution described, should be handed to the event manager. This certificate embodies the requirements of BS 7909 which is the Code of Practice referred to in BS 7671 (The IET Wiring Regulations) for the distribution of electricity at temporary events using pre-assembled equipment. Systems coming under the scope of BS 7909 may tested in accordance with the requirements of that Standard instead of BS 7671.

	Certificate ref. No.:
Part 1: Description of the activity being covered and supply characteristics	
1. Event:	2. Location or venue:
3. Date of inspection and test:	4. Supply: Ring main ☐ Other outlet ☐ (type)…… Maximum anticipated load: _____ A or watts (delete as appropriate)

Part 2: System details and checks		
5. Has all the equipment supplied been checked to ensure it is within a valid test period? (Select appropriate boxes by double clicking on square and selecting 'checked')	☐ Portable equipment ☐ Cables ☐ Mobile units ☐ Other (Describe): ……..	
6. Have RCDs in distribution equipment been checked using the 'T' button?	Yes ☐	No ☐
7. Are all final circuits protected by an RCD with an operating current (marked as $I_{\Delta n}$ on the RCD itself) of 30 mA (or 0.03 A)?	Yes ☐	No ☐
8. Has the supply been checked to ensure correct polarity and earth continuity?	Yes ☐	No ☐
9. Has the visual inspection been carried out to check that equipment and cables are secure and safely positioned, connectors are fully mated and nothing has been damaged during the fit-up?	Yes ☐	No ☐
10. Has a selection of final circuits been checked for polarity and earth continuity?	Yes ☐	No ☐
11. Specify any deviations from BS 7909 or the design, or other significant information:		

Part 3: Declaration	
I certify that the temporary electrical distribution system described above has been set-up in accordance with the recommendations of BS 7909:2011 and inspection and testing has been completed. To the best of my knowledge and belief, the system is safe and suitable for the intended purpose.	
Name:	Responsibility on event:
For and on behalf of:	
Signature:	Date:

Guidance on setting up temporary systems

1. Checking the source of supply

The socket-outlet which will provide power for the system should be checked. It should be in good condition and not cracked, damaged, loose or damp, or show signs of overheating. Provided it is in good condition it should be tested to check for correct polarity and earth fault loop impedance.

2. Checking equipment

As equipment is selected for use, it should be visually checked for damage and the evidence of valid formal inspection and test should be checked. Damaged equipment or that lacking such evidence should not be used. It is the users responsibility to ensure that equipment selected for use is safe – this means actually looking over it to ensure it has not got damaged in transit and has a label indicating it is still within a valid period following an inspection/test.

3. Inspecting the completed temporary electrical system

Once a temporary system is set-up, it should be checked to ensure that connections are correct, cables are routed safely and correctly, equipment is safely positioned and that nothing is likely to cause damage, or be damaged.

4. Testing the system and RCDs

After connection to the supply, several representative tests using a plug-in tester should be made at final circuit socket-outlets to ensure that polarity is correct and earth fault loop impedance is still satisfactory.

The test or “T” button on RCD(s) should be operated in order to prove disconnection.

5. Operating the system

The event or activity should only proceed when the temporary electrical system has passed all the required checks and is confirmed as safe for use. Any equipment found to be faulty at inspection or during use should be removed from service and labelled as faulty with an indication of the problem.

If at any time the installed electrical supply fails or in some way shows that it is unsafe or not suitable for use, work should be stopped and the conditions re-assessed. If there are indications that the system is unsafe for use, the advice of a suitably skilled person should be sought.

6. Changes to the system

The person responsible for the temporary electrical system should ensure that if changes to the temporary electrical system are required, the relevant circuits should be isolated and the following actions should be carried out.

a) Disconnect the parts of the distribution where changes are to be made.

b) Visually inspect any new equipment needed prior to connection.

c) Re-assess the risks and apply corrective actions, if required.

d) Set-up in the new arrangement.

e) Check it is safe to reconnect the temporary electrical system to the supply.

f) Power should be restored and the system tested as required and confirmed as functioning correctly before work is resumed.