

## **SCOTTISH GOVERNMENT STATUTORY GUIDANCE ON ELECTRICAL INSTALLATIONS AND APPLIANCES IN PRIVATE RENTED PROPERTY**

### ***Key Points***

- A new duty to carry out electrical safety inspections comes into force on 1 December 2015.
- There are two parts to the electrical safety inspection, (1) an inspection of installations, fixtures and fittings and (2) a record of testing of appliances provided by the landlord.
- The tenant must be given a copy of the inspection when it is done. A new tenant must be given a copy of the most recent inspection before the tenancy begins.
- Landlords should ensure that inspections are carried out by a competent person – there is guidance on what standard is expected here – but a landlord can carry out appliance testing if they have undertaken appropriate training.
- The minimum standard is that an electrical safety inspection is carried out every five years – but testing can be carried out more frequently.
- The new duty applies to new tenancies that begin on or after 1 December 2015. It applies to existing tenancies from 1 December 2016. So landlords will have up to one year to organise inspections of the homes they let.
- Regular inspection of installations, fixtures and appliances is best practice and some landlords will have arranged inspections before the law changes. The current standard format for inspections was introduced on 1 January 2012, and inspections completed from that date can comply with the repairing standard.

**This is a revised version of the guidance published in February 2015 on the new duty for electrical safety inspections in private rented housing. The revision is intended to improve clarity and technical accuracy, and includes some examples of completed forms, but does not make any changes to what landlords are expected to do. This guidance is published on the website of the First-tier Tribunal for Scotland Housing and Property Chamber at <https://www.housingandpropertychamber.scot/>**

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## **Introduction**

1. This statutory guidance is part of the Scottish Government Advice Pack for Private Landlords. It is issued under sections 13(4A) and 19B(4) of the Housing (Scotland) Act 2006. Regard must be had to this guidance in determining whether a house meets the repairing standard in relation to installations for the supply of electricity and in relation to electrical fixtures, fittings and appliances. Regard must also be had to it in determining who is competent to carry out an electrical safety inspection. This guidance takes effect from 1 December 2015.

## **Landlord's Responsibilities**

2. Private landlords in Scotland are required by law to ensure that a rented house meets the repairing standard at the start of a tenancy and throughout a tenancy. One part of the repairing standard is that –

- The installations in the house for the supply of electricity,
- Electrical fixtures and fittings, and
- Any appliances provided by the landlord under the tenancy

Are in a reasonable state of repair and in proper working order.

More information about the repairing standard and the other elements that need to be met is available in the Advice Pack for Private Landlords.<sup>1</sup>

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<sup>1</sup> The Advice Pack is available online at <https://www.housingandpropertychamber.scot/www.scotcourtsribunals.gov.uk>

“Reasonable state of repair” is not defined in the legislation. But broadly it reflects that the condition of the equipment is what a reasonable person would expect taking the circumstances into account. Equipment that is not safe for use would not be in a reasonable state of repair.

The Repairing Standard also requires:

- That a house should have satisfactory provision for detecting fires and for giving warning in the event of fire or suspected fire. A smoke alarm installed from 3 September 2007 onwards should be wired from the consumer unit, so should be included in a check of electrical safety.
  - That a house should have provision for giving warning if carbon monoxide is present in a concentration that is hazardous to health.<sup>2</sup>
3. Landlords should bear in mind that there are other standards that may need to be met in addition to the repairing standard:
- The Tolerable Standard (statutory minimum standard for all housing) requires that the electrical wiring and associated components and fittings in a house are adequate and safe to use.<sup>3</sup>
  - Houses in Multiple Occupation (HMOs) must meet physical standards set by the licensing local authority. Electrical safety is covered in sections 4.10.5-21 of the Scottish Government guidance for local authorities on licensing of HMOs.<sup>4</sup>
  - Any new electrical installation work should meet Scottish building regulations and may require a building warrant.<sup>5</sup>
4. The risk of fire and shock can be reduced by ensuring the electrical installations and appliances are safe. According to Scottish Government statistics, 69% of all accidental fires in Scottish homes (more than 3,400 annually) are caused by electricity. Independent research carried out by Electrical Safety First also indicates that private tenants are more likely to be at risk of electric shock or fire than owner occupiers.

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<sup>2</sup> This is a current requirement under building regulations if a new carbon-fuelled is installed and will be required for all private rented homes with such an appliance, or a flue from such an appliance, from 1 December 2015. See statutory guidance at <https://www.housingandpropertychamber.scot/>

<sup>3</sup> Statutory guidance on this part of the tolerable standard is available online at <http://www.scotland.gov.uk/Publications/2009/03/25154751/15>.

<sup>4</sup> Statutory Guidance for Scottish Local Authorities on Licensing of Houses in Multiple Occupation is available online at <http://www.scotland.gov.uk/Topics/Built-Environment/Housing/privaterent/government/laguidancepdf>.

<sup>5</sup> Guidance on whether domestic electrical work requires a building warrant is available online at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/publications/glf2>.

5. Landlords are required to –
  - Ensure that regular electrical safety inspections are carried out by a competent person, and
  - Have regard to this guidance issued by Scottish Ministers on electrical safety standards and competent persons.
6. The landlord's duty includes any common parts of the building that the landlord has a responsibility for maintaining (solely or with others), and if the disrepair to the common part adversely affects the tenant. This could include, for example, common lighting in a tenement close. The landlord should take reasonable steps to ensure that any facilities in common areas are safe. It may not be possible for the landlord to inspect or carry out work on these facilities where they are maintained or controlled by another owner, a factor or the local authority. In these circumstances the landlord should contact that person and ask for assurance that the common facility is safe.
7. The First-tier Tribunal for Scotland Housing and Property Chamber can enforce the duty to carry out electrical safety inspections.

### ***Purpose of Electrical Safety Inspection***

8. The purpose of an electrical safety inspection is to –
  - Confirm, so far as reasonably practicable that the electrical installation, fixtures, fittings or appliances are in a satisfactory condition for continued service, and
  - Identify any work which relates to electrical installations, fixtures, fittings or appliances which needs to be done to ensure that they are in a satisfactory condition for continued service, a reasonable state of repair and in proper working order.
9. The electrical safety inspection has two separate elements:
  - An Electrical Installation Condition Report (EICR) on the safety of the electrical installations, including a visual inspection of fixtures and fittings, plus a fixed electrical equipment test, and
  - A Portable Appliance Test (PAT) on portable appliances.

### ***Electrical Installation Condition Report***

10. An EICR must be completed by a suitably competent person. "Competent person" means a skilled person (electrically) as defined in amendment 3 of BS7671. This means that they must be:
  - Employed by a firm that is a member of an accredited registration scheme operated by a recognised body

- A self-employed member of an accredited registration scheme operated by a recognised body, or
- Able to complete the checklist at Annex A of this guidance.

In Scotland, this will usually mean that they are a registered with NICEIC, a member firm of the Electrical Contractors' Association of Scotland (SELECT), or a member of the National Association of Professional Inspectors and Testers (NAPIT). For additional guidance see Annex A.

11. BS7671 provides forms for recording an EICR (see Annex B).

12. The EICR must cover –

- Installations for the supply of electricity,
- Electrical fittings, including –
  - The consumer unit(s)
  - Switches
  - Socket outlets
  - Light fittings,
  - Any visible wiring, and
  - Any areas where electrical equipment may be installed, for example lofts with supplies to renewable energy sources.
- Visual inspection of fixed electrical equipment, including –
  - Fixed electrical heating equipment e.g. storage or panel heaters,
  - Electric showers and over/under-sink water heaters
  - Boilers and other heat producing equipment, and
  - Hard-wired smoke and fire detectors.

13. The person carrying out the inspection must complete the EICR which must be legible and clearly set out –

- The date of the inspection
- The full address of the house inspected
- The name and address of the landlord or their agent
- The name and address of the person carrying out the inspection
- Evidence that person completing the inspection report is a suitably competent person (see Annex A)

- A description of each installation, fixture and fitting inspected, and its location in the house<sup>6</sup>, and
  - Any defect identified
14. Any electrical installation, fixtures, fittings or equipment which fails to pass electrical safety inspection must be replaced or repaired immediately to comply with the repairing standard
  15. Any element of the electrical installations, fixtures, fittings or equipment which is classified in an EICR under code C1 (danger present) or C2 (potentially dangerous) must be rectified to comply with the repairing standard.
  16. Code C1 means that anyone using the installation is at risk and remedial work should be carried out by a competent person immediately. If it is practical to do so, the competent person should make the installation safe on discovery of the dangerous condition.
  17. Wherever practicable, items classified as C1 should be made safe on discovery. Where this is not practical the owner or user should be given written notification as a matter of urgency. Where an item is classified as C2 this is a potentially dangerous situation and urgent remedial action is required.
  18. Any element of the electrical installation classified in an Electrical Installation Condition Report as FI (further investigation required) should be investigated as soon as practically possible as such investigation may reveal a dangerous or potentially dangerous condition.
  19. An EICR will recommend any remedial action required in order to ensure that the electrical installation is in a satisfactory condition for continued service, but any work which is undertaken must be recorded separately. This can be done by recording the work completed on a Minor Electrical Installation Works Certificate and providing a copy of that to the person ordering the work, which is recommended for all actions to remedy a defect. If remedial work includes replacement of a fuse box (known in the electrical industry as a consumer unit) an Electrical Installation Certificate should be provided.
  20. For more information about electrical installation testing and the classification codes, see Electrical Safety First's Best Practice Guide.<sup>7</sup>

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<sup>6</sup> Note that the EICR includes details of the location of the consumer unit and main switch, but not that of other switches or socket-outlets, light fittings etc. which are likely to be present in every room, but this is sufficient detail to meet the requirement of the legislation.

<sup>7</sup> Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations (ESF Best Practice Guide no. 4), <http://www.electricalsafetyfirst.org.uk/electrical-professionals/best-practice-guides/>.

## ***Electrical Installation Certificate***

21. In some cases a landlord may have a copy of an Electrical Installation Certificate rather than an EICR. For example –

- New build properties should be provided with an Electrical Installation Certificate,
- An Electrical Installation Certificate should be provided when a house is fully rewired.

An Electrical Installation Certificate includes a recommendation for the next periodic inspection. For a private rented property, IET guidance is that the recommended period is five years.

22. A landlord who has an Electrical Installation Certificate for a property can provide this in place of an EICR to comply with this guidance, provided that the date of next inspection indicated on the certificate has not elapsed

## ***Portable Appliance Testing***

23. The EICR covers installations and visual inspection of fixed electrical equipment, a PAT covers appliances. For the purpose of the PAT, “appliances” means movable electrical equipment.

24. A PAT test must be completed by a suitably competent person. For the purpose of the PAT test this means either –

- A skilled person (electrically) as set out in paragraph 10 above, or
- A person (including the landlord) who has completed appropriate training as a PAT tester (see Annex C).

25. The PAT test can be completed with a PAT tester device. Electricians may not hold one of these, but they will have a set of test equipment that allows them to undertake the full range of testing required by BS7671 which is capable of carrying out electrical safety tests on appliances that would verify no danger exists in the event of an appliance fault.

26. A PAT test requires a label for each appliance tested. IET provide forms for providing a record of appliances that have been tested (see Annex D).

An appliance that was purchased new less than one year before the date of the test does not require to be included in that PAT test. An untested new appliance does not alter (i.e. reduce) the required minimum inspection frequency outlined in paragraph 30 below. An appliance that was purchased second hand should be included in that PAT test. If there is any doubt about the condition or age of an appliance or the date of purchase it should be included in the test. If an appliance is new it should be included in the record of the PAT test record and the date that its first test is due clearly recorded.

27. Appliances include –

- Electrical white goods (such as refrigerators and washing machines),
- Electrical brown goods (such as televisions and DVD players),
- Electric fires that are not fixed in place,
- Kitchen appliances, such as toasters and kettles,
- Hand held electrical equipment, such as hairdryers, and
- Any other appliances provided by the landlord that are not permanently connected to the electrical installation.

Portable appliances generally have a cable and a plug. There is often uncertainty about whether certain items of equipment should fall within the remit of inspection and testing of the fixed wiring or that of the portable appliance testing. For the avoidance of doubt, all portable appliances and fixed equipment provided by the landlord should be inspected and, if required, tested. If any fixtures are not specifically included in the remit of the EICR they should be included in the PAT.

28. Any appliance which fails to pass a Portable Appliance Test must be replaced or repaired immediately to comply with the repairing standard.
29. The duty to carry out electrical safety inspections does not apply to appliances that belong to tenants, only to appliances provided by the landlord.

***Frequency of Inspection***

30. Landlords should ensure that electrical safety inspection are carried out –
- Before a tenancy starts, and
  - During the tenancy, at intervals of no more than 5 years from the date of the previous inspection.
31. The electrical safety inspection does not have to be completed *immediately* before a new tenancy begins or every time a new tenancy starts, as long as an inspection has been carried out in the period of 5 years before the tenancy starts.
32. The electrical safety inspection must be recorded in an EICR and a PAT report.
33. The minimum standard to comply with the legislation is that an inspection must be carried out at least every 5 years, but this does not preclude more frequent testing where appropriate.
34. Tenants cannot be required to pay for or contribute towards the cost of an electrical inspection, unless ordered to do so by the First-tier Tribunal for Scotland.



35. If a landlord cannot carry out an inspection because they do not have right of access to all or part of the property, or lack any other necessary right, they are not in breach of their duties in relation to the repairing standard, provided that they have taken reasonable steps to acquire that right.

### ***Combining a separate PAT test with the EICR***

36. The date for retesting appliances is usually set during the PAT test and will usually be more frequent than five years. If the PAT test is not carried out by the electrician at the same time as the EICR, the electrician should confirm that the appliance testing report is complete and up to date. The electrician does not have to re-perform the PAT test if the re-test date has not passed/expired and there is a record of the appliances and having been tested and stickers confirm. If there are any appliances that need tested this can be done at the time of the inspection but it is not necessary to retest appliances that have an up-to-date test.

### ***Inspection Records***

37. The landlord must receive and keep a copy of the EICR and PAT report for six years. A copy of the most recent EICR and PAT report must be given to a person who is to become a tenant before a tenancy starts. If an inspection is carried out during a tenancy a copy relating to that inspection must be given to the tenant.

### ***When the Duty Applies and Transitional Rules***

38. Any tenant under a new tenancy commencing on or after 1 December 2015 must be provided with a copy of an EICR before the tenancy commences.
39. Any tenant under an existing tenancy at 30 November 2015 must be provided with a copy of an EICR by 1 December 2016 unless their tenancy ends before that date.
40. An EICR<sup>8</sup> completed by a competent person between 1 January 2012<sup>9</sup> and 30 November 2015 is acceptable, whether or not it is accompanied by a PAT test record.
41. However, to be acceptable all EICRs<sup>10</sup> completed on or after 1 December 2015 must have a PAT record attached to it that shows their description and location and a certificate for any remedial work that has been done.

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<sup>8</sup> Or an Electrical Installation Certificate – see paragraphs 21-22 of the guidance.

<sup>9</sup> The EICR forms were introduced by Amendment 1 to BS 7671:2008 (IET Wiring Regulations 17th Edition), which came into effect on 1 January 2012.

<sup>10</sup> Or an Electrical Installation Certificate – see paragraphs 21-22 of the guidance.

## **Good Practice**

42. The following guidance is not part of a landlord's statutory duty but is recommended as good practice.
43. Fitting one or more RCDs (Residual Current Devices) into the consumer unit can protect a tenant against electric shock and reduce the risk of electrical fires. An RCD is a sensitive safety device that switches off electricity automatically if there is a fault. RCDs offer a level of personal protection that ordinary fuses and circuit-breakers cannot provide. For some properties the absence of an RCD may result in a C1 or C2 classification and if so must be remedied to comply with the repairing standard.
44. Before providing portable appliances to tenants, a landlord should check that each appliance has at least the CE Mark, which is the product manufacturer's claim that it meets all the requirements of European Union legislation. Appliances with additional safety marks, such as the British Standard Kitemark or the BEAB Approved Mark tend to provide greater assurance of electrical safety. The landlord must verify that any secondhand equipment is safe. This will require relevant inspection and testing to be carried out.
45. Care should also be taken to avoid counterfeit electrical products. Counterfeit electrical goods almost always contain incorrect or faulty parts that can overheat or break just days after purchase, increasing the risk of fire or electric shock. If electrical products are purchased online follow the advice given by Electrical Safety First at <http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/safe-shopping/>.
46. Where electrical equipment is provided, tenants should always be told to read and follow the equipment manufacturer's instructions. Copies of the instructions should be left in the property so the tenants can refer to them as and when required.
47. If a tenancy lasts more than a year, it is good practice to carry out annual visual inspections to detect any damage, deterioration, wear and tear, signs of overheating, loose fixings, or missing parts that may lead to danger. Landlords' visual checks should include checks on –
  - Fuse boxes (consumer units) for signs of damage,
  - Light switches and electrical sockets for any signs of damage or overloading,
  - Cables to make sure that they are safe and are not damaged,
  - Electrical appliances for signs of damage and deterioration and to confirm that plugs and cables are secure, and

Additionally, landlords should test that the following devices operate when their integral test button is pressed at time intervals as specified by the manufacturer of the equipment –

- Residual Current Devices (quarterly check)<sup>11</sup>
- Smoke or heat detectors
- Carbon monoxide detectors

Electrical Safety First provides a Landlord's Interim Checklist which can be used to record a visual inspection. This is available free online at <http://www.electricalsafetyfirst.org.uk/guides-and-advice/for-landlords/>.

48. Landlords and tenants should also regularly check that any electrical appliances in the house are not subject to any current product recall notices or safety alerts. A significant number of recalls for electrical appliances occur because the items are at risk of catching fire or causing electrocution. It is good practice to register products at the address of the landlord or the letting agent to ensure that recall paperwork is actioned. Alternatively, landlords can check a free list of products that have recently been recalled by manufacturers which is provided by Electrical Safety First and is available free online at: <http://www.electricalsafetyfirst.org.uk/product-recalls/>
49. Landlords can register appliances to ensure that they receive notice of any recalls. This can be done through <http://www.registermyappliance.org.uk/> or <http://eeesafe.com/register-appliances/>.

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<sup>11</sup> The integral test button does not always guarantee that a residual current device would break the circuit in a fault situation, so it is also good practice to ask an electrician to test it with a tester which simulates a fault.

## **ANNEX A: Competent Person**

An EICR must be completed by a suitably competent person. Regulation 16 of the Electricity at Work Regulations 1989 requires persons to be competent to prevent danger and injury. The HSE publication HSR 25 provides guidance on this.

The landlord is responsible for ensuring the person completing an EICR is suitably competent. Using a firm that is a member of an accredited registration scheme operated by a recognised body will give some degree of confidence that this has been achieved. In Scotland, this will usually mean that they are a registered with NICEIC, a member firm of the Electrical Contractors' Association of Scotland (SELECT), or a member of the National Association of Professional Inspectors and Testers (NAPIT).

These organisations provide online tools for finding local members.

SELECT [SELECT Find a contractor](#)

NICEIC <http://www.niceic.com/Page/SearchContractors>

SELECT and NICEIC are approved by the Scottish Government as scheme providers for Certification of Construction (Electrical Installations to BS 7671). This scheme allows suitably qualified and assessed electrical contractors to confirm that the work they do complies with all relevant regulations.

NAPIT <http://www.napit.org.uk/member-search.aspx>

Landlords can take membership of these organisations as evidence of competence.

Alternatively, a landlord should seek evidence of competence and have regard to the details provided. A competent person (other than a member of NICEIC, SELECT or NAPIT) should be able to confirm all of the points listed in the checklist form provided on the following page.

## SCOTTISH GOVERNMENT STATUTORY GUIDANCE ON ELECTRICAL INSTALLATIONS AND APPLIANCES IN PRIVATE RENTED PROPERTY

**Evidence of competence to carry out an Electrical Installation Condition Report for the purposes of assessing the safety of electrical installations, fittings and fixtures in private rented property.**

Checklist for Electrician	Check*
I am a member of a professional body	
I have public liability insurance (£2 million minimum is recommended)	
I have employers' liability insurance (£2 million minimum is recommended), unless the business has no employees	
I have professional indemnity insurance (£0.25 million is recommended for contractors undertaking electrical installation condition reporting)	
I have completed appropriate assessed training on current version of BS7671 within the past 5 years	
I can provide: <ul style="list-style-type: none"> <li>• copies of wholesaler bills made out to entity trading, <i>or</i></li> <li>• a company registration number, <i>or</i></li> <li>• a Unique Tax Reference (UTR)</li> </ul>	
I can provide copies of trade qualification or equivalent	
I can provide a copy of a written health and safety policy statement for the business	
I have completed Electrotechnical Certification Scheme (ECS) Health & Safety Assessment within the past 3 years	
I have been granted, or am eligible to be granted at least Approved Electrician grade.	

\* The electrician should tick each item in this list to confirm that it applies.

I certify that I can provide the above listed evidence of competence.

Name \_\_\_\_\_

Firm/Trading Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## ANNEX B: Electrical Installation Condition Report (EICR)

Forms for recording electrical safety inspections are provided in BS 7671 (Requirements for Electrical Installations), published by the Institution of Engineering and Technology.

An Electrical Installation Condition Report (EICR) in the forms set out in Appendix 6 of BS 7671 which is completed by a competent person will meet the requirements of section 19B(2) of the Housing (Scotland) Act 2006 for a record of the electrical safety inspection of an installation.

<b>Statutory Requirement</b> Housing (Scotland) Act 2006, section 19B(2)	<b>Where recorded in EICR form or associated schedules</b> BS 7671 Appendix 6
The date of the inspection	EICR section B
The address of the house inspected	EICR section C
The name and address of the landlord or their agent	EICR section A
The name and address of the person carrying out the inspection	EICR section G
Evidence that person completing the inspection report is a suitably competent person	See Annex A of this guidance – this requirement is met if the form is prepared by a person registered with NICEIC or a member firm of SELECT, or a member of NAPIT
A description of each installation, fixture and fitting inspected, and its location in the house	EICR sections C, D, I and J and schedule of test results – the location of switches or socket-outlets, light fittings etc. which are likely to be present in every room is not required
Any defects identified	EICR section K
Any remedial action taken	Any remedial works must be covered by a Minor Electrical Installation Works Certificate  If a consumer unit has been replaced there must be an Electrical Installation Certificate

An illustrative example of the EICR form which landlords should expect to receive follows for reference; this should be accompanied by an inspection schedule and a schedule of test results.

## Illustrative example of completed EICR form (page 1 of 2)

### ELECTRICAL INSTALLATION CONDITION REPORT

<b>SECTION A. DETAILS OF THE CLIENT / PERSON ORDERING THE REPORT</b> Name ..... Address .....	
<b>SECTION B. REASON FOR PRODUCING THIS REPORT</b> <i>REGULAR INSPECTION OF RENTED PROPERTY (DOMESTIC)</i> Date(s) on which inspection and testing was carried out <i>20/7/15</i>	
<b>SECTION C. DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT</b> Occupier ..... Address ..... Description of premises Domestic <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (include brief description) <input type="checkbox"/> ..... Estimated age of wiring system <i>20</i> years Evidence of additions / alterations Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not apparent <input type="checkbox"/> If yes, estimate age <i>6</i> years Installation records available? (Regulation 621.1) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date of last inspection <i>NOT KNOWN</i> (date)	
<b>SECTION D. EXTENT AND LIMITATIONS OF INSPECTION AND TESTING</b> Extent of the electrical installation covered by this report <i>EXTERNAL VISUAL INSPECTION OF ALL ACCESSIBLE EQUIPMENT - INTERNAL INSPECTION OF CONSUMER UNIT AND SAMPLE ITEMS ON EACH CIRCUIT. ALL CIRCUITS TESTED.</i> Agreed limitations including the reasons (see Regulation 634.2) ..... Agreed with: ..... Operational limitations including the reasons (see page no.....) ..... The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671: 2008 (IET Wiring Regulations) as amended to <i>AMD 3: 2015</i> . It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.	
<b>SECTION E. SUMMARY OF THE CONDITION OF THE INSTALLATION</b> General condition of the installation (in terms of electrical safety) <i>GENERALLY GOOD STANDARD - REMEDIAL WORKS REQUIRED TO CONNECTIONS CURRENTLY BEHIND LUMINAIRE IN DOWNSTAIRS W.C. RECOMMEND PROVISION OF ADDITIONAL PROTECTION BY RCD FOR ALL FINAL CIRCUITS</i> Overall assessment of the installation in terms of its suitability for continued use <u>SATISFACTORY</u> / UNSATISFACTORY* (Delete as appropriate) *An unsatisfactory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified.	
<b>SECTION F. RECOMMENDATIONS</b> Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I / we recommend that any observations classified as 'Danger present' (code C1) or 'Potentially dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further investigation required' (code FI). Observations classified as 'Improvement recommended' (code C3) should be given due consideration. Subject to the necessary remedial action being taken, I / we recommend that the installation is further inspected and tested by <i>19/7/20</i> (date)	
<b>SECTION G. DECLARATION</b> I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section D of this report.	
Inspected and tested by: Name (Capitals) ..... Signature ..... For/on behalf of ..... Position ..... Address ..... Date .....	Report authorised for issue by: Name (Capitals) ..... Signature ..... For/on behalf of ..... Position ..... Address ..... Date .....
<b>SECTION H. SCHEDULE(S)</b> .....schedule(s) of inspection and .....schedule(s) of test results are attached. The attached schedule(s) are part of this document and this report is valid only when they are attached to it.	



## Illustrative example of completed EICR form (page 2 of 2)

SECTION I. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS					
Earthing arrangements	Number and Type of Live Conductors		Nature of Supply Parameters	Supply Protective Device	
TN-C <input type="checkbox"/>	a.c. <input checked="" type="checkbox"/>	d.c. <input type="checkbox"/>	Nominal voltage, U / U <sub>0</sub> <sup>(1)</sup> 230 V	BS (EN) 1361	
TN-S <input checked="" type="checkbox"/>	1-phase, 2-wire <input checked="" type="checkbox"/>	2-wire <input type="checkbox"/>	Nominal frequency, f <sup>(1)</sup> 50 Hz	Type II	
TN-C-S <input type="checkbox"/>	2 phase, 3-wire <input type="checkbox"/>	3-wire <input type="checkbox"/>	Prospective fault current, I <sub>p</sub> <sup>(2)</sup> 1.2 kA	Rated current 80 A	
TT <input type="checkbox"/>	3 phase, 3-wire <input type="checkbox"/>	Other <input type="checkbox"/>	External loop impedance, Z <sub>e</sub> <sup>(2)</sup> 0.19 Ω		
IT <input type="checkbox"/>	3 phase, 4-wire <input type="checkbox"/>		(Note: (1) by enquiry (2) by enquiry or by measurement)		
Confirmation of supply polarity <input checked="" type="checkbox"/>					
Other sources of supply (as detailed on attached schedule) <input type="checkbox"/>					
SECTION J. PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT					
Means of Earthing		Details of Installation Earth Electrode (where applicable)			
Distributor's facility <input checked="" type="checkbox"/>		Type .....			
Installation earth electrode <input type="checkbox"/>		Location .....			
		Resistance to Earth .....			
Main Protective Conductors					
Earthing conductor		Material Cu csa 16 mm <sup>2</sup>	Connection / continuity verified <input checked="" type="checkbox"/>		
Main protective bonding conductors (to extraneous-conductive-parts)		Material Cu csa 10 mm <sup>2</sup>	Connection / continuity verified <input checked="" type="checkbox"/>		
To water installation pipes <input checked="" type="checkbox"/>		To gas installation pipes <input checked="" type="checkbox"/>	To oil installation pipes <input type="checkbox"/>	To structural steel <input type="checkbox"/>	
To lightning protection <input type="checkbox"/>		To other <input type="checkbox"/> Specify .....			
Main Switch / Switch-Fuse / Circuit-Breaker / RCD					
Location UNDERSTAIRS CUPBOARD		Current rating 15.0 A	If RCD main switch		
BS(EN) 60541-3		Fuse / device rating or setting N/A A	Rated residual operating current (I <sub>Δn</sub> ) mA		
No of poles 2		Voltage rating 230 V	Rated time delay ms		
			Measured operating time(at I <sub>Δn</sub> ) ms		
SECTION K. OBSERVATIONS					
Referring to the attached schedules of inspection and test results, and subject to the limitations specified at the Extent and limitations of inspection and testing section					
No remedial action is required <input type="checkbox"/> The following observations are made <input checked="" type="checkbox"/> (see below):					
OBSERVATION(S) Include schedule reference, as appropriate					CLASSIFICATION CODE
INADEQUATE (< 1 MΩ) INSULATION RESISTANCE - LIVE CONDUCTORS TO EARTH: CCI 2					C2
CONNECTIONS IN BLOCK BEHIND BUT OUTSIDE LUMINAIRE IN DOWNSTAIRS WC					C2
POOR ELECTRICAL CONNECTION BEHIND LUMINAIRE IN DOWNSTAIRS WC - SIGN OF HEATING/BURNING AT CONNECTION AND ON ADJACENT TIMBER JOIST					C2
ABSENCE OF ADDITIONAL PROTECTION BY RCD FOR SOCKET-OUTLET IN PROPERTY					C3
ABSENCE OF ADDITIONAL PROTECTION BY RCD FOR CABLES CONCEALED IN BUILDING FABRIC					C3
<p>One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.</p> <p>C1 – Danger present. Risk of injury. Immediate remedial action required</p> <p>C2 – Potentially dangerous - urgent remedial action required</p> <p>C3 – Improvement recommended</p> <p>FI – Further investigation required without delay</p>					



## Form of inspection schedule with EICR (page 1 of 2)

### CONDITION REPORT INSPECTION SCHEDULE FOR DOMESTIC AND SIMILAR PREMISES WITH UP TO 100 A SUPPLY

**NOTE:** This form is suitable for many types of smaller installation, not exclusively domestic.

OUTCOMES	Acceptable condition	✓	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A
<b>ITEM NO</b>	<b>DESCRIPTION</b>										<b>OUTCOME</b> (Use codes above. Provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in Section K of the Condition Report)			
<b>1.0</b>	<b>DISTRIBUTOR'S / SUPPLY INTAKE EQUIPMENT</b>													
1.1	Condition of service cable													
1.2	Condition of service head													
1.3	Condition of distributor's earthing arrangement													
1.4	Condition of meter tails - Distributor/Consumer													
1.5	Condition of metering equipment													
1.6	Condition of Isolator (where present)													
<b>2.0</b>	<b>PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS (551.6; 551.7)</b>													
<b>3.0</b>	<b>EARTHING / BONDING ARRANGEMENTS (411.3; Chap 54)</b>													
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)													
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)													
3.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)													
3.4	Confirmation of earthing conductor size (542.3; 543.1.1)													
3.5	Accessibility and condition of earthing conductor at MET (543.3.2)													
3.6	Confirmation of main protective bonding conductor sizes (544.1)													
3.7	Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2)													
3.8	Accessibility and condition of other protective bonding connections (543.3.2)													
<b>4.0</b>	<b>CONSUMER UNIT(S) / DISTRIBUTION BOARD(S)</b>													
4.1	Adequacy of working space/accessibility to consumer unit/distribution board (132.12; 513.1)													
4.2	Security of fixing (134.1.1)													
4.3	Condition of enclosure(s) in terms of IP rating etc (416.2)													
4.4	Condition of enclosure(s) in terms of fire rating etc (421.1.201; 526.5)													
4.5	Enclosure not damaged/deteriorated so as to impair safety (621.2(III))													
4.6	Presence of main linked switch (as required by 537.1.4)													
4.7	Operation of main switch (functional check) (612.13.2)													
4.8	Manual operation of circuit-breakers and RCDs to prove disconnection (612.13.2)													
4.9	Correct identification of circuit details and protective devices (514.8.1; 514.9.1)													
4.10	Presence of RCD quarterly test notice at or near consumer unit/distribution board (514.12.2)													
4.11	Presence of non-standard (mixed) cable colour warning notice at or near consumer unit/distribution board (514.14)													
4.12	Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15)													
4.13	Presence of other required labelling (please specify) (Section 514)													
4.14	Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (421.1.3)													
4.15	Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.2)													
4.16	Protection against mechanical damage where cables enter consumer unit/distribution board (522.8.1; 522.8.11)													
4.17	Protection against electromagnetic effects where cables enter consumer unit/distribution board/enclosures (521.5.1)													
4.18	RCD(s) provided for fault protection - Includes RCBOs (411.4.9; 411.5.2; 531.2)													
4.19	RCD(s) provided for additional protection - Includes RCBOs (411.3.3; 415.1)													
4.20	Confirmation of indication that SPD is functional (534.2.8)													
4.21	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)													
4.22	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)													
4.23	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)													

## Form of inspection schedule with EICR (page 2 of 2)

OUTCOMES	Acceptable condition	✓	Unacceptable condition	State C1 or C2	Improvement recommended	State C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A
ITEM NO	DESCRIPTION										OUTCOME (Use codes above. Provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in Section K of the Condition Report)			
5.0	<b>FINAL CIRCUITS</b>													
5.1	Identification of conductors (514.3.1)													
5.2	Cables correctly supported throughout their run (522.8.5)													
5.3	Condition of insulation of live parts (416.1)													
5.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)													
	● To include the integrity of conduit and trunking systems (metallic and plastic)													
5.5	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation (Section 523)													
5.6	Coordination between conductors and overload protective devices (433.1; 533.2.1)													
5.7	Adequacy of protective devices: type and rated current for fault protection (411.3)													
5.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)													
5.9	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)													
5.10	Concealed cables installed in prescribed zones (see Section D. <i>Extent and limitations</i> ) (522.6.202)													
5.11	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (see Section D. <i>Extent and limitations</i> ) (522.6.204; )													
5.12	Provision of additional protection by RCD not exceeding 30 mA:													
	● for all socket-outlets of rating 20 A or less, unless an exception is permitted (411.3.3)													
	● for supply to mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)													
	● for cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203)													
	● for cables concealed in walls / partitions containing metal parts regardless of depth ( 522.6.203)													
5.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)													
5.14	Band II cables segregated / separated from Band I cables (528.1)													
5.15	Cables segregated / separated from communications cabling (528.2)													
5.16	Cables segregated / separated from non-electrical services (528.3)													
5.17	Termination of cables at enclosures - Indicate extent of sampling in Section D of the report (Section 526)													
	● Connections soundly made and under no undue strain (526.6)													
	● No basic insulation of a conductor visible outside enclosure (526.8)													
	● Connections of live conductors adequately enclosed (526.5)													
	● Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)													
5.18	Condition of accessories including socket-outlets, switches and joint boxes (621.2 (III))													
5.19	Suitability of accessories for external influences (512.2)													
5.20	Adequacy of working space/accessibility to equipment (132.12; 513.1)													
5.21	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.2)													
6.0	<b>LOCATION(S) CONTAINING A BATH OR SHOWER</b>													
6.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30 mA (701.411.3.3)													
6.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)													
6.3	Shaver sockets comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3)													
6.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2008 (701.415.2)													
6.5	Low voltage (e.g. 230 volt) socket-outlets sited at least 3 m from zone 1 (701.512.3)													
6.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)													
6.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)													
6.8	Suitability of current-using equipment for particular position within the location (701.55)													
7.0	<b>OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS</b>													
7.1	List all other special installations or locations present, if any. (Record separately the results of particular inspections applied.)													

## Form of schedule of test results with EICR (page 1 of 1)

[illegible]

## **ANNEX C: PAT test training**

A landlord, or other person, is considered competent to carry out a PAT test if they have successfully completed relevant training.

Organisations offering training courses include -

The Scottish Association of Landlords provide training through their sister organisation, Landlord Accreditation Scotland. The course is run by Quick Test (<http://www.pat-test-training.co.uk/>).

The Electrical Contractors' Association of Scotland (SELECT) (<https://www.select.org.uk/training/>, select 'All Courses and Dates', and search for 'portable appliance testing')

NICEIC ([http://www.niceic.com/contractor/training/scotland-training/portable-appliance-testing-\(pat\)](http://www.niceic.com/contractor/training/scotland-training/portable-appliance-testing-(pat)))

EAL ([www.eal.org.uk](http://www.eal.org.uk)) offer the following course: EAL Level 3 Award in the In Service Inspection and Testing Of Electrical Equipment (PAT) (QCF). Further details are provided in the following link: <https://eal.org.uk/record/2644-eal-level-3-award-in-the-in-service-inspection-and-testing-of-electrical-equipment>.

## **ANNEX D: Portable Appliance Testing Report**

The EICR must be accompanied by a description of each appliance inspected, and its location in the house. Please ensure that forms are completed legibly.

The Institution of Engineering and Technology (IET) publishes a Code of Practice for In-service Inspection and Testing of Electrical Equipment (4<sup>th</sup> Edition, 2012). This publication provides useful guidance on all aspects of portable appliance testing including the classification of equipment types; inspection and testing procedures; training requirements for those overseeing and/or carrying out the inspection and testing and record keeping.

The code of practice also contains, in Appendix V, the following model forms for in-service inspection and testing:

- V.1 Equipment register – where all portable appliances in a property are listed
- V.2 Equipment formal visual and combined inspection and test record
- V.3 Equipment labels – to show clearly whether an item of equipment has passed or failed, the inspection and testing to which it was subjected
- V.4 Repair register
- V.5 Test instrument record.

Copies of forms V.1 and V.2 should be attached to the EICR.

An earlier draft of this guidance referred to model forms downloadable from the IET website.<sup>12</sup> Please note that the online version of these forms online has been superseded by a more recent edition and we anticipate that IET will be adding these to their website shortly.

An example of a completed PAT form follows for reference.

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<sup>12</sup> BS 7671:2008 forms, <http://electrical.theiet.org/wiring-regulations/forms/index.cfm>

### Illustrative example of completed PAT form (page 1)

[illegible]



# Illustrative example of completed PAT form (page 2)

Form V.2 Equipment formal visual and combined inspection and test record						
Inspector (Note 1)	Name:		Client: (Note 2)			
	Organization:					
	Date:					
Item	Note	Item 1	Item 2	Item 3	Item 4	
Equipment ID No.	3	0004	0021	0023	0035	
Description	4	RODGE/PROBE	WASHING MAC	KETTLE	POWER SUPPLY	
Construction Class	5	I	I	I	II	
Type (S, IT, M, P, H, F)	6	S	S	P	IT	
Location	7	KITCHEN	KITCHEN	KITCHEN	LIVING RM	
Frequency	Formal Visual Insp.	8	1 YEAR	1 YEAR	1 YEAR	1 YEAR
	Combined Inspection & Test	9	5 YEARS	5 YEARS	5 YEARS	N/A
Make	10	BADGER	WILDE	COLD POINT	XPECT	
Model		ABC 123	XPD 701	FHT 451	NUM 111	
Serial No.		HDL 41772	XM 257509	11793551	ABD 201124	
Voltage (V) (if different from 230 V)	11	—	—	—	—	
Rating (watts or A)	12	1600 W	2200 W	280 W	20 W	
Fuse (A)	13	13	13	3	3	
Condition of: (✓ or ✗)	Socket-outlet	14	✓	✓	✓	✓
	Plug	14	✓	✓	✓	✓
	Flex	14	✓	✓	✓	✓
	Body	14	✓	✓	✓	✓
	Other (please state)	14	N/A	N/A	N/A	N/A
Test Results	Continuity (Ω)	15(i)	0.05	0.05	0.04	N/A
	Insulation Resistance (MΩ)	15(ii)	>200	>200	>200	N/A
	Polarity ✓ or ✗	15(iii)	✓	✓	✓	N/A
	Function ✓ or ✗	15(iv)	✓	✓	✓	✓
	Other (please state)	15(v)	N/A	N/A	N/A	N/A
Suitable for environment (Y or N)	16	Y	Y	Y	Y	
Comments	17	N/A	N/A	N/A	N/A	
Suitable for continued use (Y or N)	18	Y	Y	Y	Y	
Initials	19	W/M	W/M	W/M	W/M	



**Note:** (✓) indicates pass, (✗) indicates fail, (N/A) not applicable, (N/C) not checked

## **ANNEX E: Glossary**

### **Advice pack for private landlords**

The Scottish Government document, “The Repairing Standard – An Advice Pack for Private Landlords”, includes general advice on the repairing standard and advice on smoke and fire detectors. It is available online at <https://www.housingandpropertychamber.scot/>

### **Approved electrician**

Approved electrician is a grade recognised the Scottish Joint Industry Board for the Electrical Contracting Industry.

See <http://www.sjib.org.uk/sjib-grade-ecs-cards/grading-definitions/approved-electrician/>

### **BS 7671**

British Standards BS 7671 (the IET Wiring Regulations) sets the standards for electrical installation in the UK and many other countries. The IET co-publishes the Regulations with the British Standards Institution (BSI). The third amendment to BS 7671:2008 was published in January 2015.

### **Common areas (common parts)**

A common area or a common part is an area or part of a building that is owned in common by the owners of separate parts of the building. In Scotland, the owners of individual homes within a block or tenement usually have common ownership of parts of the building such as closes and roofs. In the Housing (Scotland) Act 2006, the definition of a house includes “any part of the living accommodation (including its structure and exterior) which is, and any common facilities relating to it which are, owned in common with others.”

### **Competent person**

See Annex A of this guidance.

### **Consumer unit**

Consumer unit is the name used in the electrical industry for what home owners usually call the fuse box.

### **Electrical appliances**

For this guidance, “appliances” means portable electrical equipment. See paragraph 23 and examples at paragraph 27. Items of non-portable electrical equipment are treated as fixtures.

### **Electrical Contractors' Association of Scotland (SELECT)**

SELECT is a trade association for the electrotechnical industry in Scotland.



**Electrical fixtures and fittings**

See paragraph 12 of this guidance.

**Electrical installation condition report (EICR)**

See Annex B of this guidance.

**Electrical installations**

Electrical installations cover all aspects of the supply, distribution and use of electrical power in the house from the consumer unit (where the electric supply connects to the wiring in the house) to the point of use at the switch or socket-outlet.

**Electrical Installation Certificate**

A safety certificate issued by a suitably competent person when they complete any new electrical work, or changes to existing electrics. The certificate confirms that the work has been designed, built, inspected and tested to the UK standard BS 7671. The certificate should include a schedule of inspections and schedule(s) of test results

**Electrical safety first**

Electrical Safety First is the trading name used by the charity Electrical Safety Council (Registered Charity Scotland No. SC039990) since March 2014.

**Electrical safety inspection**

The electrical safety inspection is a periodic check of installations, fixtures, fittings and any appliances provided by the landlord. Private landlords are required to carry out an electrical safety inspection at least once every five years.

**Electrotechnical certification scheme (ECS)**

Electrotechnical Certification Scheme is the identification and competence card scheme for electricians.

**First-tier Tribunal for Scotland Housing and Property Chamber**

The First-tier Tribunal for Scotland Housing and Property Chamber is an independent tribunal with the statutory power to require landlords to carry out work required by the repairing standard.

**In-Service Inspection and Testing of Electrical Equipment (ISITEE)**

ISITEE 4<sup>th</sup> Edition is the IET Code of Practice for inspecting and testing portable and fixed appliances.

**Institution of Engineering and Technology (IET).**

IET is a registered charity which represents the engineering profession.

**Landlord**

In this guidance the landlord is a private landlord.

**Minor electrical installation works certificate**

A safety certificate (see Electrical installation certificate above) used when an addition or alteration is made to your electrics and no new circuits have been added.

**NAPIT**

The National Association of Professional Inspectors and Testers (NAPIT) is a membership scheme for operators in the building services and fabric sector.

**NICEIC**

NICEIC is a voluntary regulatory body for the electrical contracting industry.

**Periodic inspection**

See electrical safety inspection.

**Portable appliance test (PAT)**

The PAT is a test of any moveable appliances. A PAT is required for appliances provided by the landlord. The technical name for a PAT test is In-Service Inspection and Testing of Electrical Equipment (ISITEE). The ISITEE guidance covers both appliances and the inspection and testing of fixed current-using electrical equipment

**Reasonable state of repair**

See paragraph 2 of this guidance

**Repairing Standard**

The repairing standard is the statutory minimum standard for private rented housing.

**Residual current device (RCD)**

See paragraph 43 of this guidance.

**SELECT**

See Electrical Contractors' Association of Scotland above.

**Tenancy**

The repairing standard applies to any tenancy of living accommodation for human habitation except (a) a Scottish secure tenancy or a short Scottish secure tenancy (i.e. a social rented tenancy) (b) a tenancy of a house subject to a demolition or closing order which is retained or purchased by a local authority for use as housing accommodation, (c) a tenancy of a house which is comprised in specified agricultural holdings tenancies, (d) a tenancy of a house on a croft, or (e) a tenancy of a house on a holding to which the Small Landholders (Scotland) Acts apply.

## **Wiring Regulations**

BS 7671. Also known as the IET Wiring Regulations