

New Electrical Installations Certification Procedure

When is a new electrical installation certificate required?

There are 3 distinct areas where an Electrical Installation Certificate is to be issued:

- 1. New** – This box should be ticked only if the whole installation has been installed as new, or if a complete rewire has been undertaken.
- 2. 'An addition'** (to an existing installation). This box should be ticked if an existing installation has been modified by the addition of one or more new circuits.
- 3. 'An alteration'** (to an existing installation). This box should be ticked where one or more existing circuits have been modified or extended, or items such as distribution boards and switchgear have been replaced.

Guardian would strongly recommend that NICEIC Registered Approved Contractors only are used for new electrical installations. This provides a measure of safety assurance and confidence to the client, that work has been undertaken to professional engineering standards. Additionally, clients should not forward payment to contractors until certification has been received consistent with any of the foregoing 3 instances.

Electrical Installation Certificate - Document submission

Online submission is our preferred option, (by either the client or contractor) as all documents are traceable throughout the process, and stakeholders are automatically notified of changes, once they have been completed by our Reports Dept. This will ensure records remain; current, accurate, and consolidated with a version history of change.

Options for submission of EIC

- Using the online EIC if logon details have been issued to client or contractor, please request further logon details as required.
- Fax: 0114 240 2171
- Email: traq-it@guardianelectrical.co.uk
- Post: Unit 4 Rotunda Business Centre, Thorncliffe, Sheffield, S35 2PG.....attn. of the Reports Department.

Costs

Each new Electrical Installation Certificate received will incur a charge of £9.75 + Vat. The certificate will be reviewed, archived as a pdf and integrated into the dynamic documentation system as required. This will ensure records remain; current, accurate, and consolidated with a version history of change.