

## INFORMATION AND NOTES FOR RECIPIENTS (form AVE MEIC1)

**THIS CERTIFICATE IS A VALUABLE DOCUMENT.  
IT SHOULD BE RETAINED FOR FUTURE REFERENCE.**

This Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected and tested to conform to the standards laid down in BS 7671 : 2001 (2004) – Requirements for Electrical Installations, IEE Wiring Regulations.

You should have received the *original* Certificate and the contractor will have retained a *duplicate* copy.

**IF YOU WERE THE PERSON ORDERING THE WORK BUT NOT THE OWNER OR USER OF THE INSTALLATION, YOU SHOULD IMMEDIATELY PASS A FULL COPY OF THE REPORT INCLUDING THESE NOTES TO THE OWNER OR THE USER OF THE INSTALLATION.**

This Minor Works Electrical Installation Certificate is intended only for additions or alterations to an installation that do not extend to the provision of a new circuit. Examples include the addition of a socket-outlet or a lighting point to an existing circuit, or relocation of a light switch. This Certificate may also be used for the replacement of equipment such as accessories or luminaries, but not used for the replacement of a consumer unit or similar items. A separate certificate will be issued for each circuit on which minor works has been carried out.

The *original* Certificate should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation. If you later vacate the property, this Certificate will demonstrate to the new owner or user that the works identified in the Certificate conformed to the standards laid down in BS 7671 : 2001 (2004) – Requirements for Electrical Installations, IEE Wiring Regulations, at the 'date inspected' recorded on this Certificate.

Generally, each box will have been completed to confirm the results of a particular inspection or test by a '✓' or measured value. Where a particular inspection or test was 'Not Applicable', 'N/A' will have been entered. Where an inspection or test was impracticable, the entry will read 'LIM' meaning that a 'Limitation' prevented the particular inspection or test procedure from being carried out. Each limitation will have been recorded in section C together with the reason for that limitation.

There should be a notice near the consumer unit indicating the latest date by which a full periodic inspection and test of the installation should be completed. We recommend you engage an Electrical Contractor for this purpose.

Where the installation incorporates a device that can automatically switch off the supply (Residual Current Device) if a fault develops, there should be a notice near the consumer unit stating that the device should be tested quarterly. For your safety, it is important that you carry out the test regularly.

*Our Electrical Contractors have been assessed as having the technical capability to carry out electrical work to conform to the standards laid down in BS 7671 : 2001 (2004) – Requirements for Electrical Installations, IEE Wiring Regulations and all electrical installation work carried out by them is required to conform with those standards.*

Should the person ordering the minor works (the client in section A of this Certificate), have reason to believe that the Certificate issued by the Electrical Contractor does not reasonably reflect the status of the specific circuit within the electrical installation given the limitations defined herein, the person should in the first instance raise the specific concerns in writing with the Electrical Contractor. If the concerns remain unresolved, the client may make a formal complaint to the NICEIC, for which purpose a standard complaint form is available on request.

The complaints procedure offered by the NICEIC is subject to certain terms and conditions, full details of which are available upon application (or visit [www.niceic.org.uk](http://www.niceic.org.uk)). The NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).