**Specification for Electrical Installation Condition Reports for**

**Derwentside Homes Limited**

1. **GENERAL INSTRUCTIONS**
2. **Contractor Registration**

All Contractors and Sub-Contractors carrying out work either directly or indirectly must be registered as Approved Contractors with the NICEIC or ECA, (Copy of the company registration to be submitted prior to start of contract).

1. **Specification**

The Contractor shall comply with all the requirements of this Specification

1. **National Standards**

The Contractor shall at all times adhere to the requirements of relevant UK National standards – typically British Standards and in particular BS 7671:2008+A3:2015 Requirements for Electrical Installations. The Contractor shall adhere to best practice as described in guides issued by the IET (previously the IEE) and NICEIC in particular the IET Guidance Note 3 Inspection and Testing 7th Edition and Electrical Safety First Best Practice Guide 4 (Issue 4).

1. **Site Inspection**

It is considered essential that all Contractors visit the site before tendering. Contractors will be deemed to have carried out a full site survey to identify the extent of works, hazards and site location in order to submit a realistic tender.

1. **HAZARDS AND RISK ASSESSMENT**
2. **Contractor’s Responsibility**

Contractors are responsible at all times for the safety and well being of their staff, DHL tenants and their visitors when working in Derwentside Homes properties. It is the Contractor’s responsibility to ensure that adequate discovery of and understanding of the hazards present in and around the DH property in which they will be working is achieved. Reference must be made to the relevant UK National Standards relating to Health and Safety. The Contractor is also to take account of the activities of other contractors who may be working in the vicinity of their own work area and if necessary liaise with these contractors. The Contractor shall comply with the requirements of Derwentside Homes’ Health and Safety guides.

1. **Asbestos**

The Contractor shall take all necessary precautions to ensure their works and operations are fully compliant with The Control of Asbestos Regulations 2012 and shall inspect the Derwentside Homes’ Asbestos Register relevant to the area or building before carrying out any works associated with the building. If the Contractor discovers previously unknown asbestos in the area in which work is being carried out, work should stop immediately and Derwentside Homes’ Contract Administrator should be informed. Access to the Asbestos Register can be obtained through the Contract Administrator.

1. **Electrical Safety**

The Contractor shall at all times adhere to the requirements of the Electricity at Work Regulations 1989, Health and Safety at Work Act 1974 and BS 7671:2008+A3:2015 when undertaking this work.

1. **Warning Signs**

The Contractor shall be responsible for ensuring that adequate warning notices are displayed at each entry point, confirming the status of each site area and warning tenants when appropriate unauthorised personnel from entering the area.

1. **Access Equipment, Hoisting and Materials Handling**

The Contractor shall be responsible for ensuring that all equipment is used in a proper and safe manner and compliance with all codes issued by the Health and Safety Executive.

1. **STAFFING** 
   1. **Electrical Personnel**

All Periodic Inspection and Testing shall be undertaken by a skilled person or persons, competent in such work (Regulation 621.5).

Derwentside Homes will require a copy of the C&G 2391 or C&G 2394-5 certificates of all Electrical Personnel engaged on this Contract.

* 1. **Personal Identification**

All Contractors and Sub-Contractors must carry means of identification (ID) displaying the company name, company telephone number and current photograph of the bearer, the name and title of the bearer. Personnel without appropriate ID will not be allowed to remain on site. Derwentside Homes will not be liable for any delay, loss or expense occurred as a result.

* 1. **Sub Contract or Agency Staff**

The Contractor shall not employ agency or subcontract for any part of the works described in this specification, except with the specific prior agreement of Derwentside Homes’ Contract Administrator.

1. **PERFORMANCE OF THE CONTRACT**

The Contractor shall take account of all the information contained in and referred to by this Specification in performing the Contract.

1. **SPECIFICATION FOR PERIODIC ELECTRICAL INSPECTION AND TESTING** 
   * 1. **Access, Programming of Works and Progress Meeting**

Contractors shall include within their tender rates for the requirement to arrange all necessary access to properties. This may include postal appointments, telephone appointments or which means that the contractor deems acceptable. **No** additional costs shall be made by Derwentside Homes for any missed appointments, failure to gain access or abortive calls for whatever reason under this contract.

A programme of the sequence of works shall be provided by the Contractor and the Contractor must allow in their tender the full costs associated with the agreed programme as detailed within the specification.

Prior to commencement on site, the Contractor may be requested to complete a sample of Inspection and Testing and shall allow for attending a pre-contract meeting with the Derwentside Homes’ Electrical Services Manager/M & E Coordinator and allow time to attend fortnightly progress meetings.

The pre-contract meeting will be to discuss the detailed day- to-day arrangements of the Contractor’s safe methods of working, including liaison with the Electrical Services Manager/Electrical Section, prior to each stage of the works.

At the end of each week the Contractor shall email a report to the Electrical Services Manager/M&E Coordinator outlining the progress that has been made during the week.

1. **Method of Inspection and Testing**

The Contractor shall carry out a Risk Assessment and generate a Method Statement of their intended inspection and testing process.

The Contractor shall test the building or areas as detailed in BS7671:2008+A3:2015 Part 6 “Inspection and Testing” and fully in accordance with the requirements in IET Document - Guidance Note 3 Inspection and Testing 7th Edition.

In every case the Contractor shall inspect and test all circuits, test all accessories and luminaires and make all reasonable attempts to identify the full extent of the circuit. Circuits that remain unknown shall be identified as such and as many details as are known shall be recorded on the test sheets.

(Note: An unsatisfactory test result at an Accessory or Luminaire would warrant further *investigation).*

In addition, the Contractor shall make all reasonable attempts to identify causes of circuit faults found, including disconnection of fixed equipment or luminaires as necessary.

It is not practical to inspect every joint and termination in an electrical installation. The Contractor shall inspect every termination within distribution systems and distribution boards to ensure that the connections of the conductors are properly installed and secure.

A sample inspection shall be made of all accessible parts of the electrical installation. The Contractor shall make allowance to inspect the termination points of one accessory and one switch or luminaire per circuit per room.

1. **Electrical Testing Safety Procedures**

In addition to the advice given in the HSE Best Practice Guide ***“Guidance on Safe Isolation*** ***Procedures for Low Voltage Installations”,*** the Contractor shall take account of thefollowing Derwentside Homes’ requirements:

During the period of the electrical testing, the Contractor shall ensure the safety of the electrical installation and persons likely to come into contact with the electrical installation, ensuring that control of the electrical danger within the area of the contract is the responsibility of a Competent Person employed by the Contractor.

The Contractor shall not work on any electrical circuit in which all phase (live and neutral) conductors have not been isolated, except where this is necessary to carry out a particular test or procedure (for example: polarity, earth fault loop impedance and the functional testing of RCDs, RCBOs).

Before commencing work, isolation shall have been carried out by either physically removing the links or fuses and by a locking device securing the isolation in an “off” position.

1. **Switching off supplies**

The Periodic Inspection and Testing procedure will require isolation of all electrical circuits for various periods of time.

When agreeing the programme of circuit isolation with the tenants, the Contractor shall make it clear to the tenants that they require total isolation of the electricity supplies to enable the testing to be carried out correctly and in safety as required by the Electricity at Work Regulations (1989), together with any relevant safety information and approximate timescales.

As the buildings being tested are almost all occupied, the Contractor must make every effort to minimise the disruption to supplies, particularly to essential equipment.

1. **Re- Energisation**

**It is the responsibility of the Contractor to ensure that all circuits are operational on re-energisation.**

All electrical items disturbed by the Contractor during the Inspection and Testing procedure must be reprogrammed, reset or switched to their original position.

1. **Minor Repairs**

No minor repairs will be included as part of the testing and inspection procedure, unless specifically requested by Derwentside Homes’ Electrical Services Manager/M&E Co-ordinator. This shall be valued in accordance with the Schedule of Rates attached to this specification. No guarantee of any work or repairs shall be made under this contract; however Derwentside Homes reserve the right to request works to be carried out, depending upon their own workload.

1. **Major Repairs**

No major repairs will be included as part of the testing and inspection procedure, unless specifically requested by Derwentside Homes’ Electrical Services Manager/M&E Co-ordinator. This shall be valued in accordance with the Schedule of Rates attached to this specification. No guarantee of any work or repairs shall be made under this contract; however Derwentside Homes reserve the right to request works to be carried out, depending upon their own workload.

1. **Electrical Remedial Work**

The Client may require the Contractor to complete electrical remedial work identified from the electrical installation condition report. Any works shall be valued in accordance with the Schedule of Rates attached to this specification. No guarantee of any work or repairs shall be made under this contract; however Derwentside Homes reserve the right to request works to be carried out, depending upon their own workload.

1. **Dangerous Installations**

Where the Contractor determines that the condition or particular circumstances relating to an electrical installation represents immediate danger to his own employees or any other person in the property, the Contractor shall take immediate action sufficient to remove the danger. In the case of a classification Code C1, the Contractor shall contact Derwentside Homes’ Electrical Services Manager/M&E Co-ordinator (Contact Details Provided) to inform them of the dangerous installation and to agree and authorise the necessary subsequent action. This may include temporarily making the area safe by isolating the equipment, installing warning labels etc.

1. **CERTIFICATES & REPORTS**
2. **Record Documentation**

The contractor will provide all the required Certification and Documentation in electronic format via disc/pdf. The delivery of documentation is to be weekly.

1. **Certification / Reports**

In accordance with BS 7671:2008+A3:2015 and IET Guidance Note 3-Inspection and Testing, the Contractor will provide Derwentside Homes’ Electrical Services Manager/M&E Co-ordinator with all required documentation in formats as stated in 2.2.1

**Note: As in IET Guidance Note 3 Inspection and Testing**

A Condition Report Inspection Schedule for Domestic and Similar Premises with up to 100 A Supply (BS7671:2008 Form 7) and Schedule of Test Results (BS7671:2008 Form 4) should accompany the Electrical Installation Condition Report (BS7671:2008 Form 6).

If the Electrical Installation does not fall within this category then the inspector will need to formulate his/her own inspection schedules

1. **Provision of Schedules of repairs/categories**

The contractor shall provide electronic schedules of repairs on an Excel or similar spreadsheet. This shall be by address, with repairs listed by category and works allocated according to the codes used in the attached Schedule of Rates. This shall be made available to the Electrical Services Manager/M&E Co-ordinator on a weekly basis to enable works to be allocated geographically and in accordance with the relevant category and work type.

This requirement shall be in addition to the certificates and documentation listed under this clause, 2.2.

The Electrical Services Manager/M&E Co-ordinator shall make a random sample of reports/schedules to ensure correct understanding of the requirements of this specification.

This spreadsheet is to be approved by the Electrical Services Manager/M&E Co-ordinator prior to commencement of works.