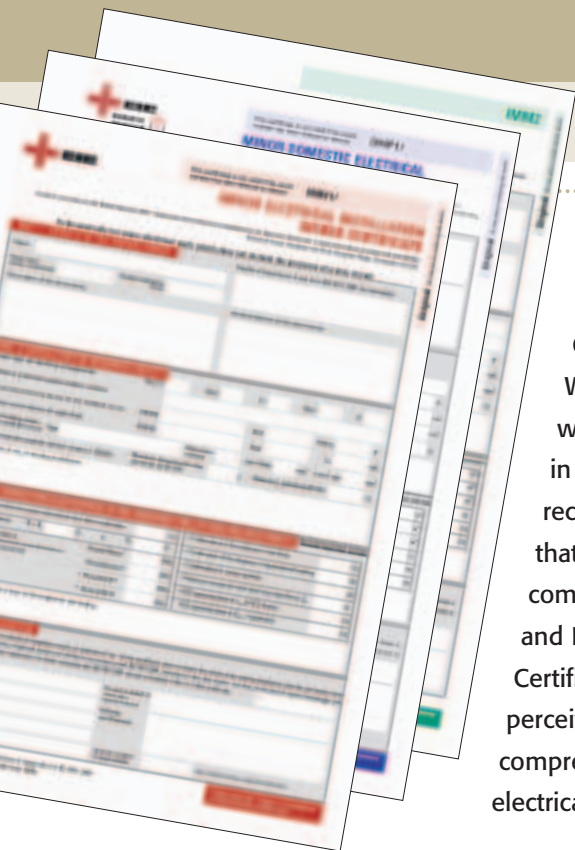


USE AND MISUSE OF THE MINOR WORKS CERTIFICATE



The Minor Electrical Installation Works Certificate (Minor Works Certificate) was first introduced in 1993, in recognition of the fact that the then combined 'Completion and Inspection Certificate' was perceived to be too comprehensive for minor electrical installation work.

Minor work is generally considered to be electrical work that does not include the provision of a new circuit, such as an alteration, addition or extension to an existing circuit. A properly completed Minor Works Certificate is recognized by BS 7671 as providing the necessary certification for such work.

Since its introduction, the Minor Works Certificate has been used extensively but, on occasions, it has also been used inappropriately.

A separate Minor Works Certificate should be issued for each circuit altered, extended, or added to (Regulation 741-01-03 refers). Where installation work falls outside the limited scope of the Minor Works Certificate, an Electrical Installation Certificate or, where appropriate, a Domestic Electrical Installation Certificate, should be issued.

The Minor Works Certificate is available in the 'red' and 'purple' serially-numbered controlled version for NICEIC Approved Contractors and Domestic Installers respectively, and in the green, uncontrolled version for use by electrical contractors not enrolled with the NICEIC and by NICEIC Approved Contractors and Domestic Installers working outside of the scope of their registration (such as in hazardous areas).

The examples of the correct use and the misuse of the certificate given in the Table are intended to guide contractors and recipients alike.

Most importantly, the Minor Works Certificate may be used only where the work involves an alteration or an addition to an existing single circuit and where the work does not entail the provision of a new circuit.

A separate Minor Works Certificate must be issued for each circuit altered or extended. For example, if three plate switches on an upstairs lighting circuit were replaced, then this alteration could be accommodated on a single certificate. However, if two of the switches were on an upstairs circuit and one on a downstairs circuit, then two certificates would be required.

Further guidance on the use of the Minor Works Certificate is given in the NICEIC Inspection, Testing and Certification book.

Replacement of accessories

The replacement of an accessory such as a socket-outlet or a ceiling rose, on a like-for-like basis, may be regarded as maintenance, rather than installation work. However, the NICEIC expects Approved Contractors and Domestic Installers undertaking such maintenance work to carry out the essential inspection and testing to ensure that, before being put into service, the replacement accessory is safe to use. As a minimum, tests to confirm that shock protection has been provided are essential.

These essential tests are earth fault loop impedance (the value of which needs to be checked against the characteristics of the protective device), polarity and, where an RCD is provided for shock protection, the correct operation of the RCD. Where reasonably practicable, circuit resistance (R_1 and R_2 , or R_{21}) and insulation resistance tests should also be carried out. The measured values obtained from such tests should be recorded.

It is the responsibility of the Approved Contractor or Domestic Installer to make an assessment of each particular situation and to decide whether or not it is reasonably practical to undertake all the relevant tests prescribed in BS 7671 for installation work. Where for any reason, one or more of the tests are not carried out, the Approved Contractor or Domestic Installer is advised to give, on the record of the work, brief details of the technical reasons for omitting those tests.

A record of the replacement of the accessory, including the results of inspection and testing, should be issued for the benefit of both the person ordering the work and the contractor.

The Minor Works Certificate is the most appropriate form available from the NICEIC for providing such a record, but other suitable means of recording the information (such as on a Works Order) are not precluded.

NICEIC Area Engineers will wish to sample the records of the replacement any accessories, in whatever form those records are kept.

ACCEPTABLE AND NON-ACCEPTABLE USE OF THE MINOR ELECTRICAL INSTALLATION WORKS (MINOR WORKS) CERTIFICATE

Ref	Examples of electrical work	Acceptable use yes/no	Comment
A	Additional lighting point (luminaire and/or switching) on a single existing circuit.	✓	The Minor Works Certificate may be used provided the existing circuit protective device is suitable for protection of the modified circuit, and other safety provisions are adequate
B	Additional socket-outlet on a single existing radial or ring circuit	✓	The Minor Works Certificate may be used provided the existing circuit protective device is suitable for protection of the modified circuit, and other safety provisions are adequate
C	New circuit for lighting	✗	The Minor Works Certificate must not be used even where the new circuit feeds only one lighting point
D	New radial or ring circuit for socket-outlets and other accessories such as connection units	✗	The Minor Works Certificate must not be used even where the circuit feeds only one socket-outlet or other accessory
E	New radial circuit for fixed equipment	✗	The Minor Works Certificate must not be used even where the circuit feeds only one item of fixed equipment
F	New circuit (lighting, power etc.) connected to an existing protective device	✗	The Minor Works Certificate must not be used
G	Replacement of an individual item of switchgear, including a control switch, in a like-for-like manner for a single circuit	✓	
H	Replacement of an individual item of switchgear, including a control switch or a protective device, not in a like-for-like manner (for example, the replacement device has different characteristics)	✗	The Minor Works Certificate must not be used
I	Replacement of main switchgear, incorporating protective devices, for more than one circuit	✗	The Minor Works Certificate must not be used
J	Replacement of an accessory, such as a socket-outlet or a ceiling rose, on a like-for-like basis	✓	Although such replacement may be regarded as maintenance work, a record of the relevant safety tests undertaken may be recorded on the Minor Works Certificate, though other forms of recording such results are not precluded
K	Installation of main equipotential bonding	✓	
L	Upgrading of main equipotential bonding	✓	
M	Installation or upgrading of supplementary equipotential bonding	✓	
N	Replacement of a distribution cable, for a single circuit, damaged, for example, by fire or rodents or impact etc.	✓	On condition that the replacement cable has identical specifications and follows the same route as the damaged cable. Where more than one circuit is connected via a distribution board to the distribution circuit, the Minor Works Certificate is not suitable for test results
O	Re-fixing, re-lidding existing wiring systems	✓	On condition that the circuit's protective measures are unaffected
P	Adding mechanical protection to existing equipment	✓	On condition that the circuit's protective measures and current-carrying capacity of conductors are unaffected
Q	A combination of the above items which may individually warrant the use of the certificate	✗	The use of the certificate for certifying collectively more than one item, which individually may warrant the use of the Minor Works Certificate, is not acceptable
R	Modifications to more than one circuit	✗	A single Minor Works Certificate must not be used for modifications to more than one circuit. (One Minor Works Certificate must be issued for each circuit altered or extended).
S	Periodic, or other, inspection of an installation	✗	A Periodic Inspection Report must be used
T	For electrical safety aspects of electrical installation work associated with fire detection and alarm systems	✓	Where appropriate, a Minor works Certificate may be used
U	For electrical safety aspects of electrical installation work associated with emergency lighting systems	✓	Where appropriate, a Minor works Certificate may be used
V	For electrical installation work carried out by others	✗	
W	Portable appliance inspection and testing	✗	

Note: This table does not represent an exhaustive list, but shows by example the limited scope of the Minor Works Certificate