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Definitions and Abbreviations:

CER: Commission for Energy Regulation
 REC: Registered Electrical Contractor
 ETCI: Electro-Technical Council of Ireland
 CPES: Common Performance Evaluation System
 FETAC: Further Education and Training Awards Council
 DSO: Distribution System Operator

Audit:

Refers to the review of the procedures and processes carried out by the REC in order to ensure compliance with the requirements placed upon it by the CER Criteria Document, other requirements as specified by the Rules of RECI, and/or the CER, and/or any directions further to a Disciplinary Procedure.

Inspection:

Refers to the inspection of the electrical work carried out by Registered Electrical Contractors (RECs). Such inspections include the following:

- Inspections with respect to Registration
- Announced Inspections and Unannounced Inspections of the work of the RECs
- Inspection further to a complaint received by RECI concerning the work/activities of an REC

Information to RECs

Details of the Audit & Inspection procedure and the Common Performance Marking Scheme (CPES) must be made available to an REC before an Audit & Inspection takes place. The REC must also be advised that he/she must provide copies and/or original if appropriate of requested documentation. He/she must make available an appropriate person from the organisation to answer any questions in relation to the documentation and give details of third parties who may need to be contacted to verify relevant information.

Types of Inspection:

All inspections are carried out against the current ETCI Wiring Rules ET 101:

R Routine monitoring inspection
 A Application inspection
 F Follow up inspection
 C Inspection arising from a complaint
 T Spot inspection
 S Special inspection
 CC Change of Contractor

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1 Annual Inspection & Audit Programme:

- 1.1 RECI shall produce each year an Annual Inspection & Audit Programme.
- 1.2 This programme shall detail the frequency of inspections and the total number of inspections and audits which will be carried out during the following year. Each REC is to be inspected at least once annually.
- 1.3 The Programme shall include provision for planned audits and/or inspections, inspections as a result of complaints and re-visits to check on corrective actions as a result of a previous inspection and/or audits. The Programme shall also provide for unannounced inspections to be carried out.
- 1.4 The programme shall also detail the resources available to RECI to deliver the total number of inspections and audits required.
- 1.5 The programme shall be submitted each year to the Commission for Energy Regulation for approval.
- 1.6 The programme shall demonstrate that it:
 - (a) covers a reasonably representative cross-section of RECs;
 - (b) covers a representative range of installation types;
 - (c) was developed on the basis that each REC must be inspected at least once annually;
 - (d) meets targets specifically set by the Commission for Energy Regulation; and,
 - (e) represents an effective and efficient use of the Body's inspection resources.
- 1.7 The Programme is amended in line with any changes requested by the CER.

The Audit and Inspection frequency as set out in the programme shall be further to the Risk Monitoring System. However as a minimum until the Risk Monitoring System has been in operation for an appropriate period the programme shall provide as follows:

- (a) For full RECs – a minimum of one inspection per annum
- (b) For new RECs –
 - (i) *Where such party has not been previously registered with RECI* – a minimum of one (1) inspection in the first six months shall be carried out. RECI shall not authorise that a new REC may commence to certify works (i.e. have self-certification rights) unless it has first successfully passed one inspection and complied with any requirements specified further to that inspection. In the event that a new REC passes their first inspection, he/she shall then be subject to an additional inspection by RECI, within 6 months of the first inspection.
 - (ii) *Where such party has been previously registered with RECI and/or has the requisite prior experience (as determined by RECI)*, RECI may grant the entitlement to self-certify but shall ensure that a minimum of one (1) inspection is carried out within the first six months of registration.

2. Risk Monitoring System for RECs

- 2.1 The RECI Inspection and Audit Programme is mainly based on each REC being inspected at least once annually.

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2.2 Other factors affecting the risk profile of a REC and which are taken into consideration:

- New REC
- REC not inspected in previous year(s);
- Previous inspection was an audit only;
- Poor inspection results from previous inspections (annual, complaint or any other inspection type)
- REC not returning non-conformance notices arising from previous inspections;
- REC not returning post connection test certificates.

2.3 RECI reserve the right to impose higher registration fees or direct inspection fees/charges on RECs which require a higher level of monitoring (inspection/audit) on the basis of the increased costs associated with such higher levels of monitoring. This shall be subject to the approval of the Commission in accordance with the requirements of the Criteria Document.

3 Inspection and Audit Personnel

3.1 In line with the requirements of the Inspection and Audit Programme, RECI shall ensure that it has sufficient number of qualified individuals for the purposes of carrying out inspections and audits.

3.2 Inspectors and Audit Personnel are selected on the basis of their competence, training, qualifications and experience in line with the requirements of the Criteria Document.

3.3 Inspections, as defined in this document, are only carried out by RECI inspectors.

3.4 Audits, as defined in this document, may be carried out by the inspector or alternatively may be carried out independently of electrical installation inspections by administrative staff.

3.5 The qualifications required for appointment as an Inspector are:

- (a) Technical qualifications not less than those of an electrician (e.g. National Craft Certificate recognised by FETAC or equivalent plus recognised apprenticeship as an Electrician);
- (b) Experience of/responsibility for electrical installation work for not less than three years;
- (c) Fully conversant with the Technical Rules, the Building Regulations, Health and Safety legislation as appropriate, the DSO's "National Code of Practice for Customer Interface" and any such other relevant legislation, standards and documentation as may be specified by RECI or the Commission; and,
- (d) Successful completion of a Safe Pass and Manual Handling Course (and renewals as required); and,
- (e) Qualified on recognised Verification and Certification. The qualification for the recognised Verification and Certification Course shall have been awarded in the three (3) years prior to appointment; and,

Such other qualifications/accreditations, as the Commission may determine, within such timeframe as may be specified.

3.6 With respect to parties carrying out Audits on behalf of the RECI, such personnel should have completed an Audit course run by a Quality System accrediting body.

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4. The Audit & Inspection Report

The Audit & Inspection Report was developed under the Common Performance Evaluation Scheme (CPES). The Report is split into three Forms:

- R07A: Audit Report
- R07B: Inspection Report
- R07C: Inspection Report continuation sheet to record additional breaches.

The Report Forms detail the installation inspected and records any observations and results from individual inspections and/ or audit activities and colour codes awarded if any.

An Audit & Inspection Report shall be completed for each Inspection.

4.1 Audit Report

The Audit shall establish that the REC complies with the Technical Rules and the Regulatory Arrangements.

The Audit Report (R07A – See Appendix 1) is made up of four pages: the top page for the Contractor, the 2nd page for the RECI office, the 3rd page to be retained by the Inspector and the Back page (Non-Conformance Notice) to the REC in case non-conformances have been identified.

4.1.1 Contents

The Audit Procedure involves the review and assessment of the following records and documentation of the REC:

- (a) Test Equipment: Availability, condition and calibration of test instruments and calibration records should be checked. Serial numbers of instruments should be recorded.

Note: When the serial numbers of the REC's test instruments are entered into the data base, the IT system will inform the user if the same serial numbers have already been entered for another contractor. In this case further investigation must be carried out.

- (b) Reference Documents: Check that REC has the current edition of Wiring Rules (including later Amendments) and any other technical documents necessary for work being undertaken.
- (c) Controlled Works Certification: The visiting inspector should have a record of the completion certificates purchased by the REC during the year and the addresses of the installations for which they were used. The inspector should select the installation to be inspected himself from this list rather than accepting whatever installation the contractor proposes. Check that test record sheets are available for each completion certificate and that they are satisfactory. Check that no originals remain in the contractor's file. These should have been submitted to the consumer. Check that post connection copy has been sent to RECI.
- (d) Training: record RECI courses that have been attended since the last inspection.

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- (e) Persons carrying out electrical work: The inspector must confirm the name(s) of the Principal Duty Holder and the Qualified Certifier or Certifiers to update RECI's records. Qualified Certifiers must be checked that they have a valid QC No i.e. they have attended a Verification & Certification course in the last three years. Qualifications of other electricians employed by the REC should be examined.

Notes:

Co-operation with Auditor/Inspector: the REC must make his records available for inspection and facilitate inspection of a suitable installation.

The inspector can examine the contractor's records of completion certificates, test record sheets, qualifications etc at his office. Alternatively it is acceptable for the contractor to bring all his records to the site which is being inspected.

4.1.2 Filling the Audit Report

- (a) The Inspector checks each item of the Audit Form and ticks the relevant "Yes" box if compliant or the colour coded "No" box if not compliant.
- (b) If Audit only because the REC has no installation that can be inspected, the tick-box "Audit Only" is ticked.
- (c) Any non-conformance found is automatically recorded on page 4 of the Audit Report (see Appendix 1A) i.e. the Audit Notice of Non-Conformance. The REC is required to confirm the rectification of the non-conformance(s) within 30 working days.

4.2 Inspection Report

The Inspection Report (Form: R07B – See Appendix 2) is used to document the installation that has been inspected and to record any breach of the E101 wiring rules.

The report is made up of 4 pages: the top page for the REC, the 2nd page for RECI office, the 3rd page to be retained by the Inspector and the back page (Inspection Non-conformance Notice) for the REC in case Inspections breaches have been identified.

4.2.1 Contents

The following main items (and their sub-items as listed on the report form) listed on the Inspection Report should be checked:

- (a) Supply Interface
- (b) Earthing and Bonding
- (c) Earth Arrangements
- (d) Supplementary / Extraneous
- (e) Distribution boards and protection devices
- (f) Wiring system
- (g) Accessories, Fittings & Equipment
- (h) Outcome of random sample testing (*)

- (*) - With **supply isolated** the following tests should be carried out (using a wander lead): continuity of earthing conductor, continuity of main and supplementary bonding. All class

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1 fittings, switch boxes and ceiling roses. Check for fly earths in socket boxes. Test for continuity of ring circuits, test for polarity.

- With the **supply restored** the following tests should be carried out: Fault loop impedance tests on all circuits and readings checked against the readings on the tests record sheet. RCD tests on all RCDs and RCBOs and the tripping times checked against the reading times on the test record sheets.

Note:

Quality of Equipment & Material Used: Wiring Rule 133.1 specifies the requirements for the use of material and accessories in terms of compliance with I.S., EN, IEC or ISO standards. In signing a completion certificate a REC confirms that the materials used in the electrical installation comply with this requirement. The inspectors visual inspection cannot confirm this but the REC should be asked about the quality of materials used and provide back-up documentation if requested. If substandard materials were clearly used the installation and the REC should be subjected to follow-up action.

4.2.2 Filling the Inspection Report

- (a) The Inspection Report contains a list of items to be checked. When proceeding with the inspection of the installation, the inspector ticks the relevant box in each line as a proof that the item has been checked (or not). Each breach of the wiring rules is recorded at the bottom section of the report with the rule number and a description. A continuation sheet (Form: R07C – See Appendix 3) is used when more than 10 breaches have been identified.
- (b) A colour code is assigned to each breach, red for high risk, amber for medium risk and yellow for low risk. The code assignment is carried out as per Procedure 3.5 - Performance Marking and Risk Monitoring.

Note: Any breach in the section “Outcome of Random Sample Testing” will automatically attract a red code.

- (c) Any breach found is automatically recorded on page 4 of the Inspection Report i.e. the Inspection Notice of Non-conformance. The inspector records on the NC Notice the date by which the breaches have to be rectified and ticks the box “Non-Conformance notice issued”.

4.3 Completion of the Audit & Inspection Report

- (a) The Inspector totals the number of colour codes from the Audit and Inspection Reports and records them at the top of the Audit Report Form.
- (b) The Inspector signs both the Audit and Inspection Reports (and the inspection continuation sheet if used) and gets the REC to sign the same forms.
- (c) A copy of the Audit & Inspection Report is given to the REC (Page 1 of Form 7A and Page 1 of Form 7B if an installation inspection took place).
- (d) If Audit Non-Conformances have been identified, the inspector hands over page 4 of the audit report (see Appendix 1A) and reminds the REC to return it dated and signed to RECI office within 30 working days to confirm that the non-conformances have been rectified.
- (e) If Inspection breaches have been identified, the inspector hands over page 4 of the inspection report (see Appendix 3) and reminds the REC to return it dated and signed to RECI office by the date marked on the form to confirm that the listed breaches have been rectified.

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5 Inspection Types

5.1 Routine Monitoring Inspection (R)

- (a) The inspector should inspect, as a minimum, a completed installation “Controlled Works” (i.e. the completion certificate for the installation has been signed by the registered contractor) carried out by the contractor during the year.
- (b) Where possible the installations to be inspected should be selected from the print-out (see (e) below). The contractor should not be allowed to select which installation to visit where this is practical.
- (c) Additional inspections of partially completed installations are recommended. It is accepted that it is generally only possible to record breaches of the Wiring Rules when an inspection is carried out on a completed installation.
- (d) A list of contractors due for R inspections in the inspectors’ area is produced on a monthly basis in the office and sent to the inspector.
- (e) A print-out of completion certificates purchased by the contractor in the previous year, which also shows the addresses of installations where supply was connected by the ESB is also sent to the inspector. This information helps the inspector to evaluate the contractor.
- (f) The REC is given 7 working days notice in writing of an announced inspection.
- (g) The inspector should visit one or more recent installations carried out by the contractor.
- (h) The number of installations inspected will depend on the size and location of the installation.
- (i) If the Inspection cannot be carried out due to cancellation or non-attendance by the REC, the Inspectors fills Form R23 – Short Notice Cancellation or Non-Attendance (See Appendix 8) and sends it to the REC. Details of the cancellation are entered in the RECI data base.

5.2 Application Inspection (A):

- (a) The “A” inspections apply to Applicants.
- (b) The procedure for the use of “A” inspections is detailed in Section 3.2 - Registration Procedure.
- (c) When the REC has an installation ready for inspection, he completes an Inspection Request Form (Form R41 – See Appendix 9) and submits it to the RECI office in conjunction with copies of the relevant test record sheets.
- (d) The inspector completes an Audit & Inspection Report (R7) for each installation inspected.
- (e) When sufficient An applicant assessment form (R12) for the applicant and submits them to the Chief Inspector.
- (c) The inspector also records the serial numbers of the applicant contractor’s test instruments which will be entered on the database. If the same serial numbers have already been entered for another contractor further investigation must be carried out.
- (d) The applicant must have a copy of the current Wiring Rules.

5.3 Follow-up Inspection Procedure (F):

- (a) These inspections are carried out in respect of following up to ensure that remedial work has been satisfactorily completed by the registered contractor.
- (b) The inspections are normally brief i.e. to check items of remedial work identified as necessary in an earlier inspection.

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- (c) It is not the intention in normal circumstances that the installation be completely tested or re-tested when checking completion of remedial work already specified.
- (d) The inspector should notify the contractor of his intention to conduct a follow-up inspection and the contractor should be asked to attend.
- (e) If the contractor does not wish to attend or is not available the inspector should proceed anyway.

5.4 Complaint Inspection Procedure (C):

- (a) This category is confined to inspections required for the processing of consumer, ESB or internal RECI complaints.
- (b) The use of the "C" inspection is described in Section 3.6 – Complaints against Contractors.
- (c) The inspection order number will be issued from the RECI office and the extent of the inspection will depend on the nature of the complaint.
- (d) The contractor should be notified in advance of the intention to inspect the installation and be invited to attend.
- (e) If he/she declines the inspection should proceed.
- (f) If breaches of the Wiring Rules are identified these should be itemised on an Audit & Inspection Report (R7) and submitted to the Chief Inspector.
- (g) If necessary an additional descriptive report should be submitted explaining the circumstances of the complaint and the findings of the inspector.

5.5 Spot Inspection Procedure (T):

- (a) In normal circumstances there should be a reason for wanting to put in place a spot inspection.
- (b) A Request for Approval of Inspection form (R16) should be faxed by the inspector to the RECI office in advance (other than in exceptional circumstances) stating why a spot inspection on that particular contractor is necessary/recommended.
- (c) If the inspection is approved and an order number issued, this should be quoted on the inspector's report.
- (d) The inspector should contact or at least attempt to contact the contractor in advance to inform him/her of his/her intention to inspect the installation(s) in question.
- (e) This condition can be waived in the case of construction sites but the inspector should enquire on site if the electrical contractor is around before commencing his inspection.

5.6 Special Inspection Procedure (S):

- (a) This prefix S is for inspections that do not fall into any other category.
- (b) It will usually apply to an investigation other than resulting from a consumer complaint and may be used, typically, to carry out a more thorough inspection following evidence of problems revealed in a spot inspection or some other such lead.
- (c) S inspection orders are normally initiated by the RECI office but an inspector may request the implementation of a special inspection.
- (d) If an inspection is authorised and put in place the inspectors report sheet should quote the S order number.
- (e) Contractors should normally be notified in advance of a special inspection

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5.7 Change of Contractor (CC):

- (a) This type of inspection is reserved to installations where the original REC cannot or will not complete the works including certification.
- (b) The process is described in Section 3.17 – Change of Contractor Procedure.
- (c) If RECI has approved the change of contractor, the installation should be inspected.
- (d) If the inspector is satisfied that the installation complies with the Wiring Rules, the nominated alternative REC can issue a completion certificate.

6. Notice of Unsafe Works

- (a) Where the Inspector, further to the Inspection of work, discovers what he/she considers to be an unsafe installation that Inspector shall inform the customer or the person responsible for the premises/installation and the REC, by immediately issuing a Hazard Notice (Form R35: Notice of Potential Hazard – See Appendix 5).
- (b) The Inspector shall provide a copy of the Hazard Notice to the customer and the REC.
- (c) The Inspector shall also affix a copy of the Hazard Notice upon the unsafe installation together with a clearly visible warning sign.
- (d) The Hazard Notice shall specify the following:
 - (i) the reason that the Hazard Notice has been issued;
 - (ii) the nature of the unsafe works/installation/situation;
 - (iii) advice that the installation should not be touched by persons other than an REC; and,
 - (iv) advice that the customer should contact an REC as soon as possible in order to ensure that the necessary remedial actions are undertaken.
- (e) The Inspector shall inform RECI head office of any such circumstances immediately and RECI head office shall advise the DSO of the relevant details of the situation.
- (f) In addition to a Notice of Hazard, as referred to above, where the Inspector is of the view that, having encountered or being presented with direct evidence that an electrical installation could reasonably give rise to an immediate and serious threat to health and safety should it be, or remain to be, energised, he/she shall issue an Emergency Works Notice (Form R36: Notice for Emergency Work – Appendix 6).
- (g) The Inspector shall issue an Emergency Works Notice to the customer and the REC and, in so doing, shall arrange for the de-energisation of the installation concerned in accordance with Common Procedure No.5.
- (h) The Emergency Works Notice shall specify that,:
 - (i) In the view of the Inspector, the works poses an immediate danger to health and safety and the reasons therefore
 - (ii) The installation has been de-energised in the interests of health and safety and the Inspector is authorised to do so;

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- (iii) A REC should be instructed to carry out emergency remedial works;
 - (iv) The installation should not be re-energised until such time as remedial works have been carried out by an REC and, further to same and the requirement of Common Procedure No. 1 – Certification, the installation is certified as being in compliance with the Technical Rules;
 - (v) To re-energise the installation against the advice listed above may result in injury or death; and
 - (vi) The DSO is to be immediately notified of the details pertaining to the present situation.
- (i) The Inspector shall at all times act reasonably and prudently in order to protect health and safety with respect to electrical installations inspected by them in the course of their duties whilst having due regard to the consequences of any action to de-energise an installation.
- (j) Any such actions with regard to this Section shall be further to, and in accordance with, the “Common Procedure No. 5 - Enforcement”.
- (k) In the event that RECI, further to an Inspection carried out, discovers material breaches of the Technical Rules or the Regulatory Arrangements, RECI shall, in addition to taking appropriate actions relating to the particular installation concerned and the REC who carried out such works, take reasonable measures, as deemed necessary to ascertain the safety of any previous works that were carried out by that REC.

7 Monitoring of Inspections Results

- (a) The inspector enters off-site the results of the inspection carried into the RECI data base.
- (b) Copies of the Audit & Inspection Reports (Pages 2 of Forms R07A and R07B) are sent weekly to the Chief Inspector together with the Inspector’s Weekly Report (Form R21 – See Appendix 7).
- (c) The Reports are checked for completion, accuracy and for non-conformances / breaches reported. The reports are then filed in the REC’s paper file.
- (d) Where necessary the Chief Inspector writes to the REC regarding breaches of the Wiring Rules identified by the inspector.
- (e) When the Non-Conformance Notice is received from the contractor at RECI office, an F inspection order number is issued to the inspector if it is decided to carry out a Follow-Up Inspection.
- (f) The RECI data base monitors the return of Audit and Inspection Non-conformance Notices. If no feedback is received from the REC by the due rectification date, two reminder letters detailing the outstanding non-conformances and / or breaches are automatically sent to the REC. If there is still no feedback after the two reminders, the REC is informed in a final letter that his/her self-certification rights have been removed.
- (g) If the breaches are of a serious nature, a file will be opened as a RECI complaint and entered on the complaints list for regular follow up and possible disciplinary action.
- (h) If the Inspection is an “Audit Only”, a flag is set in the IT system to the effect that when the REC submits a conformance certificate for processing, the Inspector will be notified and will contact the REC to arrange an inspection of the corresponding installation.

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7. Reports on Inspection and Audit Programme to the Commission for Energy Regulation:

- (a) The Quarterly Safety and Compliance Reports include the Inspections & Audit Programme.
- (b) In addition to comparing the inspection plan with the actual inspections carried out, the report details the number of inspections of each type carried out during the period analysed, the number and type of colour codes issued from Audit non-conformances and Inspection breaches identified and the number of outstanding defects to be rectified.
- (c) Since the inspection data are stored in the RECI data base, any additional report or trend analysis can be generated on request.

Associated Documentation:

- CER Criteria Document CER/13/098 (Version 2.0)
- ET101:2008 – National Rules for Electrical Installations – 4th Edition + Amendments
- CPES Guidance Document
- Form R02: RECI Rules of Registration
- Section 3.3: Registration Procedure
- Section 3.5: Procedure for Performance Marking & Risk Monitoring
- Section 3.6: Complaints Against a Registered Contractor
- Section 3.17: Procedure for Change of Contractor

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Appendix 1

RECI

Safety Supervisory Body - Audit Report

Form R07A Rev: 71

Inspector's Name:		Order No:		Date of Inspection:		/ /	
Name of REC:				Reg. No.:			
Audit Only <input type="checkbox"/>		Audit and Inspection <input type="checkbox"/>		Re-Inspection Required <input type="checkbox"/>			
Total Evaluation Summary (Audit / Inspection)							
Major non-conformance		Serious non-conformance		Non-conformance			
Office Visited:		Yes <input type="checkbox"/> No <input type="checkbox"/>		Comment:			
Test Equipment						Yes	No
Test equipment available for inspection (Sub-Clause C.1.2.19.)							
Test equipment calibrated (Sub-Clause C.1.2.20.) and calibration records available (Sub-Clause C.1.2.21.)							
Type	Qty	Make of Equipment Presented	Serial Number of Equipment Presented				
Insulation/Cont. Tester							
Loop Impedance Tester							
RCD Tester							
Multi-Tester (3x1)							
Reference Documents						Yes	No
Current ET101 Wiring Rules available for inspection (Sub-Clauses C.1.2.22 & 1.2.23.)							
Controlled Works Certification On-Line <input type="checkbox"/> Manual <input type="checkbox"/>						Yes	No / Not Available
(Clauses C.4.3; 4.4 & 4.5, & Common Procedure No. 1)							
Correct certificates issued and returned for all controlled works							
Test record sheets available for inspection and completed:							
Audit Non conformance notice issued:						Yes <input type="checkbox"/> No <input type="checkbox"/>	To be returned to RECI within 30 working day's
Inspection Non conformance notice issued:						Yes <input type="checkbox"/> No <input type="checkbox"/>	Works to be rectified by: / /
Emergency Works and/or Hazard Works Notice Issued:						Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason:
Persons Carrying Out Electrical Work						Responsibilities Fulfilled:	Yes No
Principle Duty Holder:							
(Sub-Clause C.1.2.5.)							
Qualified Certifier/s: (Sub-Clauses C.1.2.7; 1.2.8; 1.2.10 & 1.2.11.)							
QC Number/s:							
Person(s) in attendance at inspection / audit:							
Comments:							

This report is confidential and personal to RECI and to the contractor involved and may not be used by any third party other than the Commission for Energy Regulation. No liability can be attached to RECI arising from the contents of this report.

This Audit has been carried out in accordance with CER Criteria. This report does not confirm that readings found on certificates and test record sheets are correct. It confirms that they have been filled in line with the requirements of ET101 wiring rules

Signature of Inspector: _____ Signature of REC / Representative: _____

Top Page for REC

2nd Page for Office

3rd Page for Inspector

Back Page for REC

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Appendix 1A



Safety Supervisory Body - Audit Non Conformance Notice

Form R07A Rev: 71

Inspector's Name:		Order No:		Date of Inspection:		/ /	
Name of REC:				Reg. No.:			
Audit Only <input type="checkbox"/>		Audit and Inspection <input type="checkbox"/>		Re-Inspection Required <input type="checkbox"/>			
Total Evaluation Summary (Audit / Inspection)							
Major non-conformance		Serious non-conformance		Non-conformance			
Office Visited:		Yes <input type="checkbox"/> No <input type="checkbox"/>		Comment:			
Test Equipment						Yes No	
Test equipment available for inspection (Sub-Clause C.1.2.19.)							
Test equipment calibrated (Sub-Clause C.1.2.20.) and calibration records available (Sub-Clause C.1.2.21.)							
Type	Qty	Make of Equipment Presented	Serial Number of Equipment Presented				
Insulation/Cont. Tester							
Loop Impedance Tester							
RCD Tester							
Multi-Tester (3x1)							
Reference Documents						Yes No	
Current ET101 Wiring Rules available for inspection (Sub-Clauses C.1.2.22 & 1.2.23.)							
Controlled Works Certification On-Line <input type="checkbox"/> Manual <input type="checkbox"/>						Yes No / Not Available	
(Clauses C.4.3; 4.4 & 4.5. & Common Procedure No. 1)							
Correct certificates issued and returned for all controlled works							
Test record sheets available for inspection and completed:							
Audit Non conformance notice issued:						Yes <input type="checkbox"/> No <input type="checkbox"/> To be returned to RECI within 30 working day's	
Inspection Non conformance notice issued:						Yes <input type="checkbox"/> No <input type="checkbox"/> Works to be rectified by: / /	
Emergency Works and/or Hazard Works Notice Issued:						Yes <input type="checkbox"/> No <input type="checkbox"/> Reason:	
Persons Carrying Out Electrical Work						Responsibilities Fulfilled: Yes No	
Principle Duty Holder: (Sub-Clause C.1.2.5.)							
Qualified Certifier/s: (Sub-Clauses C.1.2.7.; 1.2.8; 1.2.10 & 1.2.11.)							
QC Number/s:							
Person(s) in attendance at inspection / audit:							
Comments:							

TO BE RETURNED TO RECI WITHIN 30 WORKING DAY'S

Non Conformance Notice

I confirm that all issues found in the Audit have been rectified.

Name: _____ Signed: _____ Date: _____

Fax/Email or Post this form to RECI at: Unit 9, KCR Industrial Estate, Kimmage, Dublin 12 Fax No: 01 492 9983 Email: info@reci.ie

Signature of Inspector: _____ Signature of REC / Representative: _____

Top Page for REC

2nd Page for Office

3rd Page for Inspector

Back Page for REC

Appendix 2

REC1

Safety Supervisory Body - Inspection Report

Form R07B Rev 7

Inspector's Name:		Order No:		Date of Inspection:		/ /																																																																																																																																																																																																																			
Name of REC:				Reg. No.:																																																																																																																																																																																																																					
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Energised:		Yes <input type="checkbox"/> No <input type="checkbox"/>		ET101 Rules Applicable:		Current Edition <input type="checkbox"/> Previous Edition <input type="checkbox"/> (Clarify reason why used below)																																																																																																																																																																																																																			
Category:		Domestic <input type="checkbox"/> Agri <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/>		Other:																																																																																																																																																																																																																					
Installation Type:		New <input type="checkbox"/> Rewire <input type="checkbox"/> Addition <input type="checkbox"/> Re-Connection <input type="checkbox"/> NGH <input type="checkbox"/> Builders Supply <input type="checkbox"/> Other:																																																																																																																																																																																																																							
Installation Status:		First Fix <input type="checkbox"/> Second Fix <input type="checkbox"/>		Inspection Type:		Visual Only <input type="checkbox"/> Visual & Sample testing <input type="checkbox"/>																																																																																																																																																																																																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>CKD</th> <th>No</th> <th>N/A</th> <th>↓</th> <th>⇒ Ongoing / not checked due to limitations on site (see comments)</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>Supply Interface</td></tr> <tr><td></td><td></td><td></td><td></td><td>Main protective device correct</td></tr> <tr><td></td><td></td><td></td><td></td><td>ESBN interface requirements correct</td></tr> <tr><td></td><td></td><td></td><td></td><td>SSB Seal fitted</td></tr> <tr><td></td><td></td><td></td><td></td><td>Switch Rooms comply with 539.2</td></tr> <tr><td></td><td></td><td></td><td></td><td>Earthing and Bonding</td></tr> <tr><td></td><td></td><td></td><td></td><td>Main protective conductor correct</td></tr> <tr><td></td><td></td><td></td><td></td><td>Main water bonded</td></tr> <tr><td></td><td></td><td></td><td></td><td>Main gas bonded</td></tr> <tr><td></td><td></td><td></td><td></td><td>Structural steel bonded</td></tr> <tr><td></td><td></td><td></td><td></td><td>Correct size cable for bonding</td></tr> <tr><td></td><td></td><td></td><td></td><td>Earth Arrangements</td></tr> <tr><td></td><td></td><td></td><td></td><td>Earth electrode connection accessible and connected</td></tr> <tr><td></td><td></td><td></td><td></td><td>Correct size cable for main earth conductor</td></tr> <tr><td></td><td></td><td></td><td></td><td><u>Supplementary / Extension</u></td></tr> <tr><td></td><td></td><td></td><td></td><td>Metal sinks comply with 544.2.7</td></tr> <tr><td></td><td></td><td></td><td></td><td>Bathrooms comply with 701.544.04</td></tr> <tr><td></td><td></td><td></td><td></td><td>Metal frame walls and ceilings containing wiring earthed</td></tr> <tr><td></td><td></td><td></td><td></td><td>Metal socket/switch boxes earthed</td></tr> <tr><td></td><td></td><td></td><td></td><td>Sleeving provided on earth cables</td></tr> </tbody> </table> </div> <div style="width: 48%;"> <p><i>Note: Checked (CKD) does not confirm compliance with ET101</i></p> <table border="1" style="width:100%; 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Post-Connection:		Earth Loop Impedance: _____ Ω Associated Protective Device _____ Operation of RCDs/RCBOs @30mA _____ ms																																																																																																																																																																																																																							
Rule Number		Breaches Found / Comments																																																																																																																																																																																																																							

Disclaimer: Note - Colour coding to be used as a guide only

This report has been prepared based partly on visual inspection and partly on random sample tests (where deemed appropriate) of the electrical works. It does not take account of any work covered up or inaccessible to the extent of such inspection (which covers all parts of ET1013) and testing (if applicable) the report certifies that the works comply with the National Wiring Rules. This report is confidential and personal to RECI and to the contractor involved and may not be used by any third party other than the Commission for Energy Regulation. No liability can attach to RECI arising from the conduct of any such inspection, testing or contents of the report.

Non conformance notice issued: Yes ☐ No ☐ Works to be rectified by: / /

Signature of Inspector: _____ Signature of REC / Representative: _____ Cont Sheet ☐

[Top Page for REC](#)

2nd Page for Office

3rd Page for Inspector

[Back Page for REC](#)

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Appendix 3

RECI Safety Supervisory Body - Non Conformance Notice Form R07B Rev:7

Inspector's Name:	Order No:		Date of Inspection: / /	
Name of REC:	Reg. No.:			
Installation Visited		Installation Certified: No <input type="checkbox"/> Yes <input type="checkbox"/> Pre <input type="checkbox"/> Post <input type="checkbox"/>		
Name:	MPRN:		1 0	
Address:	Compl. Cert No:			
	Test Sheet Available:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Test Sheet Number:		Seal No:	
Energised:	Yes <input type="checkbox"/> No <input type="checkbox"/>	ET101 Rules Applicable: Current Edition <input type="checkbox"/> Previous Edition <input type="checkbox"/> (Clarify reason why used below)		
Category:	Domestic <input type="checkbox"/> Agri <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/>	Other:		
Installation Type:	New <input type="checkbox"/> Rewire <input type="checkbox"/> Addition <input type="checkbox"/> Re-Connection <input type="checkbox"/> NSH <input type="checkbox"/> Builders Supply <input type="checkbox"/> Other:			
Installation Status:	First Fix <input type="checkbox"/> Second Fix <input type="checkbox"/>	Inspection Type: Visual Only <input type="checkbox"/> Visual & Sample testing <input type="checkbox"/>		

TO BE RETURNED TO RECI BY DATE SHOWN ON AUDIT REPORT

Non Conformance Notice

I confirm that all non-conformances have been rectified and now comply with the current ETCI regulations.

Name: _____ Signed: _____ Date: _____

Email or Post this form to RECI at:
Unit 9, KCR Industrial Estate, Kimmage, Dublin 12

Random Sample Tests Results (based on test sheets provided)			
Pre-Connection:	Continuity of Prot. Conductors: <input type="checkbox"/>	Max Resistance of Protective Conductor: _____ Ω	
	Continuity of Ring Circuits: <input type="checkbox"/>	Min Insulation Resistance: _____ M Ω	Polarity: <input type="checkbox"/>
Post-Connection:	Earth Loop Impedance: _____ Ω	Associated Protective Device: _____	Operation of RCDs/RCBOs @30mA _____ ms
Rule Number	Breaches Found / Comments		

Disclaimer: This report has been prepared based partly on visual inspection and partly on random sample tests (where deemed appropriate) of the electrical works. It does not take account of any work covered up or inaccessible. To the extent of such inspection (which covers all parts of ET101) and testing (if applicable) the report confirms that the works comply with the National Wiring Rules. This report is confidential and personal to RECI and to the contractor involved and may not be used by any third party other than the Commission for Energy Regulation. No liability can attach to RECI arising from the conduct of any such inspection, testing or contents of the report.

Note - Colour coding to be used as a guide only

Non conformance notice issued: Yes ☐ No ☐ Works to be rectified by: / /

Signature of Inspector: _____ Signature of REC / Representative: _____ Cont Sheet ☐

Top Page for REC 2nd Page for Office 3rd Page for Inspector Back Page for REC

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Appendix 5



Electrical Installation Notice of Potential Hazard



Form R35 Version 1

NoHz: XXXXXXX

BLOCK CAPITALS ONLY		BLOCK CAPITALS ONLY	
MPRN:	<input type="text"/>	Inspector's Name:	<input type="text"/>
Address:	<input type="text"/>	Inspection O/N:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Occupier:	<input type="text"/>	REC Name:	<input type="text"/>
Phone:	<input type="text"/>	REC No:	<input type="text"/>
	<input type="text"/>	Mobile Tel:	<input type="text"/>

Reason(s) for issuing the Notice	<input type="text"/>
Nature of the unsafe works/installation/situation	<input type="text"/>
I HAVE RECEIVED A COPY OF THIS NOTICE ADVISING ME OF A DEFECT ON THIS ELECTRICAL INSTALLATION, WHICH MIGHT AFFECT THE SAFETY OF PERSONS OR PROPERTY Recipient's signature: <input type="text"/> or left in Premises by Signature: <input type="text"/> Inspector's signature: <input type="text"/> Date: <input type="text"/>	
Emergency Works Notice issued: YES <input type="checkbox"/> NO <input type="checkbox"/>	
METER NUMBER: <input type="text"/>	METER READING: <input type="text"/>
CUSTOMER INFORMATION This notification of Hazard is issued in the interests of the safety of this premise and the persons therein. It has been issued by an SSB Inspector as he/she considers your installation as unsafe. Note the following: <ul style="list-style-type: none"> ● You should contact an Electrical Contractor as soon as possible in order to ensure that the necessary remedial actions are undertaken ● You must only use a Registered Electrical Contractor (REC) to rectify the installation ● For a Registered Electrical Contractor (REC) visit www.safeelectric.ie ● Obtain a Certificate from the Registered Electrical Contractor on completion of the repair 	
Disclaimer This Notice of Potential Hazard is based on the findings of a partly visual inspection and partly random sample tests (where deemed appropriate) of the electrical works. It does not take account of any work covered up or inaccessible. No liability can attach the SSB arising from the conduct of any such inspection, testing or contents of the Notice.	

WHITE - customer

YELLOW - REC

BLUE - RECI

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Appendix 6



Form R36 Version 1

Electrical Installation Notice for Emergency Work



EWN: XXXXXXX

BLOCK CAPITALS ONLY		BLOCK CAPITALS ONLY	
MPRN: <input type="text"/>		Inspector's name:	
Address:		Inspection O/N: <input type="text"/>	
Occupier:		REC Name:	
Phone:		REC Reg No: <input type="text"/>	
		Mobile Tel:	

Details of Emergency Works to be carried out:

.....

.....

.....

.....

.....

☐ Circuit isolated: Seal No:

OR

☐ Full isolation of the electrical installation

I HAVE RECEIVED A COPY OF THIS NOTICE REQUESTING EMERGENCY WORKS TO BE CARRIED OUT AND THE INSTALLATION TO BE CERTIFIED

Recipient's signature: or left in Premises by Signature:

Inspector's Signature: Date:

CUSTOMER INFORMATION

This Emergency Works Notice is issued in the interests of the safety of this premise and the persons therein. It has been issued by an SSB Inspector as he/she has encountered and/or has been presented with direct evidence that the electrical installation gives rise to an immediate and serious threat to health and safety. Note the following:

- The inspector has isolated the faulty circuit(s) and has applied a seal with a safety warning tag on the isolating device to prevent an accidental re-energisation of the circuit(s).
- Emergency remedial works can only be carried out by a Registered Electrical Contractor (REC) who will be instructed to do so
- The installation should not be re-energised until such time as remedial works have been carried out by a REC
- The installation shall be certified to ensure it complies with the Technical Rules
- To re-energise the installation against the advice listed above may result in injury or death

Disclaimer

This Notice of Emergency Work is based on the findings of a partly visual inspection and partly random sample tests (where deemed appropriate) of the electrical works. It does not take account of any work covered up or inaccessible. No liability can attach to RECI arising from the conduct of any such inspection, testing or contents of the Notice.

WHITE - customer

YELLOW - REC

BLUE - RECI

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Appendix 7



Form R21
Version 2

STAFF INSPECTORS' WEEKLY REPORT

Name _____ Week No. _____ Starting _____

DAY	TIME FROM TO	CONTRACTOR	LOCATION	FILE/REG NO.	RECI ORDER NO.	MILEAGE
MON						
TUES						
WED						
THUR						
FRI						
SAT						

Total _____

Inspectors Signature _____

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FORM R23
VERSION 2

Appendix 8



SHORT NOTICE CANCELLATION OR NON ATTENDANCE (complete box 1, box 2 or 3 and box 4)

1	
Members Name: _____	County: _____
Reg. No. _____	
Inspection Order No.: _____	Scheduled Inspection Date: _____
Date Appointment Made: _____ by Letter <input type="checkbox"/> or Phone <input type="checkbox"/>	

2
CANCELLATION
Date of Cancellation _____ by Letter <input type="checkbox"/> or Phone <input type="checkbox"/>
Stated Reason for Cancellation: _____
Was alternate appointment made at time of cancellation?
Yes <input type="checkbox"/> For (date) _____
Or No <input type="checkbox"/> Reason _____
Has this member cancelled in the past?
No <input type="checkbox"/> Occasionally <input type="checkbox"/> Regularly <input type="checkbox"/>

3
NON ATTENDANCE
Was alternative appointment made? (following the non attendance)
Yes <input type="checkbox"/> For (date) _____
Or No <input type="checkbox"/> Reason _____
Has this member not attended or cancelled in the past?
No <input type="checkbox"/> Occasionally <input type="checkbox"/> Regularly <input type="checkbox"/>

4
Is this a second recent cancellation/non attendance on the part of this member?
Yes <input type="checkbox"/> or No <input type="checkbox"/>
Any other comment _____

Inspectors name: _____ Date: _____

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Appendix 9

Form R41
Version 2

INSPECTION REQUEST FORM

Electrical Contractor/Electrician _____ (Block Letters) Address _____ _____ Phone _____	For Office Use Only Reg/Ref.No _____ Order No. _____ Date Received: _____ Remittance Rec'd € _____ Passed to Inspector: _____
Electrical Contractor <input type="checkbox"/> or Electrician <input type="checkbox"/> (Tick as appropriate)	

INSPECTION DETAILS

(Block Letters)
Name of Consumer _____

Inspection Address _____ Phone _____

Installation Category: Domestic ☐ Commercial ☐ Industrial ☐ Other (Specify) ☐ _____

Type of Premises: (House, Flat, Shop, Office, Factory etc) No. of Bedrooms or Sq.Ft _____

Type of Installation
New ☐ Rewire ☐ Addition ☐ Re-Connection ☐ NSH ☐ Temp Supply ☐ Other ☐ _____

Electricity Supply: 1 Ph ☐ or 3 PH ☐ Metering: Wholecurrent ☐ or C T ☐ Earthing: TN-C-S ☐ or TT ☐

Number of Inspections required _____ (one inspection per meter/consumer/letting at same address)

Installation Completed (date) _____ Inspection Required (date) _____

Remittance Enclosed: € _____ **(Bank Draft/Postal Order/Money Order/Credit Card ONLY)**

Please confirm that the following tests have been completed (Tick and quote test value where appropriate)

	Test Completed (✓)	Test Value
Continuity of Protective & Bonding Conductors		
Continuity of Ring Circuit Conductors (if applicable)		
Resistance of Longest Protective Conductor		Ohms
Minimum Insulation Resistance (for total installation)		M Ohms
Polarity		
<i>The following apply if power is connected:</i>		
Maximum Fault Loop Impedence		Ohms
Verification of Operation of RCD		

I confirm that the above electrical installation has been constructed and completed by me in accordance with ETCI National Wiring Rules and **TEST RECORD SHEETS ARE HELD AND AVAILABLE FOR INSPECTION**

Signed _____ Date _____
Electrical Contractor/Electrician

THIS FORM MUST BE COMPLETED AND SIGNED BY THE ELECTRICAL CONTRACTOR/ELECTRICIAN WHO MUST ALSO BE IN ATTENDANCE AT TIME OF INSPECTION. THIS INSPECTION REQUEST FORM SHOULD BE FORWARDED TO RECI AT LEAST 10 DAYS BEFORE INSPECTION IS REQUIRED

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