



Safe Electric Notice of Hazard & Emergency Works Procedure

Contents

1. Definitions	3
2. Introduction.....	4
3. The Notice of Potential Hazard	4
4. The Emergency Works Notice (to be issued by a ESSB Inspector only)	5
5. Associated Documentation	7
6. Appendix A	8
7. Appendix B	9

1. Definitions

Act	means the Energy (Miscellaneous Provisions) Act 2006 (and any amendment thereto);
Body	means Safe Energy Ireland appointed by the Commission, pursuant to the Act, to act as an Electrical Safety Supervisory Body;
Commission	means the Commission for Energy Regulation as established further to the 1999 Act;
Common Procedure(s)	means those procedures set out under this Criteria Document and approved by the Commission, which shall be interpreted as being part of this Criteria Document and which may be amended from time to time;
Criteria Document	means this Criteria Document which is specified and published by the Commission pursuant to the Act and as may be amended from time to time.
DSO or Distribution System Operator	means any person holding the licence granted under Section 14(1)(g) of the 1999 Act.
Electrical works	means the design, construction, inspection, testing, verification and/or certification of electrical installations.
Emergency Works Notice	means the notice issued by the Body pursuant to Section B.3.4.26 of this Criteria Document.
National Framework of Qualifications	means the framework for qualifications established, and recognised, by the National Qualification Authority of Ireland
Registered Electrical Contractor or REC	means any party who is registered by the Body pursuant to the Act and who has not had their Registration suspended or revoked by the Body.
Regulated Work	means any electrical work which is either a Controlled Work or a Restricted Work, as defined and published by the Commission further to the requirements of the Act.
Regulatory Arrangements	means the requirements set out in, or arising further to the Act, this Criteria Document, the Designation Conditions and any directions/determinations made by the Commission or such other requirements pertaining to these as may be specified by the Commission from time to time, insofar as applicable to the context.
Regulatory System	means the system for the regulation of electrical contractors with respect to safety established by the Commission pursuant to the powers and provisions of Section 4 of the Act and this Criteria Document.
Restricted Work	means any electrical work which is deemed to be a Designated Work in accordance with the requirements of the Act and as defined and published by the Commission.
Safe Electric / Safe Electric Scheme	Electrical Safety Supervisory Body

2. Introduction

While in, or in the vicinity of an electrical installation or while carrying out work in an electrical installation, an ESSB Inspector or a Registered Electrical Contractor or their Representative discovers a safety or noncompliance issue or issues in any such electrical installation or in an existing part of the electrical installation that they are working in,) and where it is not possible to rectify this issue or issues on the day, a Notice of Potential Hazard (NoHz) must be issued to the person responsible for the electrical installation.

3. The Notice of Potential Hazard

Where the Inspector or the Registered Electrical Contractor, further to the Inspection of work, discovers what they consider to be an unsafe installation they shall inform the customer or the person responsible for the premises/installation, by immediately issuing a “Notice of Potential Hazard”. The Inspector or REC shall provide a copy of the Notice of Potential Hazard to the customer.

The Inspector or REC shall also affix the reference number of the Notice of Potential Hazard including a name and contact number upon the unsafe installation together with a clearly visible warning sign.

A- The Notice of Potential Hazard shall specify the following:

- Inform the ESSB as to the reason that the Notice of Potential Hazard has been issued;
- the nature of the unsafe works/installation/situation including the wiring rule breached;
- advice that the installation should not be touched by persons other than a REC;
- whether it is a domestic or non-domestic installation; and,
- advice that the customer should contact a REC as soon as possible in order to ensure that the necessary remedial actions are undertaken.

The Inspector shall inform the ESSB of any such circumstances immediately and the ESSB shall advise the DSO of the relevant details of the situation if necessary.

In addition to a Notice of Potential 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 or part thereof could reasonably give rise to an immediate and serious threat to health and safety should it be, or remain to be, energised, they shall issue an “Emergency Works Notice”.

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. The Emergency Works Notice shall specify the following:

- (i) that, in the view of the Inspector, the works poses an immediate danger to health and safety and the reasons therefor;
- (ii) that the installation has been de-energised in the interests of health and safety and the Inspector is authorised to do so;
- (iii) that an REC should be instructed to carry out emergency remedial works;

- (iv) that 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) that to re-energise the installation against the advice listed above may result in injury or death; and
- (vi) that the DSO is to be immediately notified of the details pertaining to the present situation.

The form of the “Notice of Potential Hazard” and “Emergency Works Notice” shall be common to any Bodies designated and shall be subject to the approval of the Commission. These Notices shall also include statements protecting the Inspector, the ESSB and the Commission from any liability arising from the unsafe situations for which they are issued.

With respect to the above, 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.

Any such actions with regard to this Section shall be further to, and in accordance with, the “Common Procedure No. 5 - Enforcement” of the CRU Criteria Document.

In the event that the ESSB, further to an Inspection carried out, discovers material breaches of the National Rules for Electrical Installations or the Regulatory Arrangements, the ESSB 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.

The Notice of Potential Hazard Form (see Appendix A)

- The White Copy of the Notice of Potential Hazard is to be given to the Person Responsible for the electrical installation.
- The Yellow Copy of the Notice of Potential Hazard should be posted to the ESSB office immediately or no later than two working days from the date of issue.
- On receipt of the yellow copy of the Notice of Potential Hazard the ESSB will send a letter to the person responsible for the electrical installation within 10 working days quoting the NoHz number and date of issue. This letter which will include a copy of the NoHz, will inform the person responsible that the NoHz has been issued in the interests of safety of persons, property and livestock (if applicable).
- Where deemed necessary, the ESSB will send a copy of the NoHz to the HSA.
- The Blue Copy of the NoHz is retained by the Registered Electrical Contractor.

4. The Emergency Works Notice (to be issued by an ESSB Inspector only)

Following an inspection of the electrical installation by the Body, if the Inspector is of the view that, having encountered or being presented with direct evidence that an electrical installation/or part thereof could reasonably give rise to an immediate and serious threat to health and safety should it be, or remain to be, energised, they shall issue an “Emergency Works Notice”.

An Emergency Works Notice should be issued in the following cases (this is not an Exhaustive List):

1. Exposed Live Parts accessible to touch such as:
 - MCBs or Fuse carriers and or blank plate missing from distribution boards leaving access to live parts,
 - Terminations/Connections with no proper barriers or enclosures,
 - Insulation to live conductors missing/damaged,
 - Electrical accessories damaged, with access to live parts.
2. Class 1 equipment/fittings live as a result of a fault.
3. Absence of a Main Protective conductor (Neutralising Link) to an installation,
4. Evidence of excessive heat (such as charring) from electrical cables or equipment causing damage to such cables or equipment or to an installation or its surroundings.
5. Any breach of the National Rules for Electrical Installations where the ESSB Inspector deems there to be a real and immediate danger to Persons, Property and Livestock (if applicable).

The ESSB 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/or part thereof concerned in accordance with Common Procedure No.5 of the CRU Criteria Document. The Emergency Works Notice shall specify the following:

- i. inform the ESSB that, in the view of the Inspector, the works poses an immediate danger to health and safety and the reasons therefor;
- ii. that the installation or circuit has been de-energised in the interests of health and safety;
- iii. that a REC should be instructed to carry out emergency remedial works;
- iv. that the installation or circuit should not be re-energised until such time as remedial works have been carried out by a 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. that to re-energise the installation or circuit against the advice listed above may result in injury or death; and
- vi. that the DSO is to be immediately notified of the details pertaining to the present situation if necessary.

The form of the “Notice of Potential Hazard” and “Emergency Works Notice” shall be subject to the approval of the Commission. These Notices shall also include statements protecting the Inspector, Safer Electric and the Commission from any liability arising from the unsafe situations for which they are issued.

In the event that the ESSB, further to an inspection carried out, discovers material breaches of the National Rules for Electrical Installations or the Regulatory System the Body 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.

With respect to the above the ESSB Inspector, the REC or their representative 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 or part thereof.

The Emergency Works Notice (E.W.N.) Form (see Appendix B)

Copies of the Emergency Works Notice are to be handled as follows:

- The White Copy of the notice is given to the Customer or the person responsible for the electrical installation,
- The Yellow Copy of the notice should be posted to the ESSB office immediately or no later than two working days from the day of issue.
 - On receipt of the yellow copy of the Emergency Works Notice, the ESSB will send a letter to the customer/person responsible for the electrical installation within 10 working days quoting the E.W.N. number and date of issue. This letter will include a copy of the E.W.N. and will inform the customer/person responsible that this notice has been issued in the interests of safety of persons, property and livestock (if applicable).
 - Where deemed necessary, the ESSB will send a copy of the E.W.N. to the HSA. The Blue Copy of the E.W.N. is retained by the ESSB Inspector.

5. **Associated Documentation**

- Procedure: 3.3 – Inspection & Audit
- CRU Criteria Document Version 3.0 – CER/16/001
- Form R35: Notice of Potential Hazard
- Form R36: Notice for Emergency Work
- I.S. 10101 National Rules for Electrical Installations - current edition

6. Appendix A




Electrical Installation Notice of Potential Hazard

Form R35 V2

Issued by: Safe Electric Inspector <input type="checkbox"/> REC or their representative <input type="checkbox"/>		NoHz: XXXXXX
BLOCK CAPITALS ONLY MPRN: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> Address: _____ _____ _____ Occupier: _____ Phone: _____		Inspector (BLOCK CAPITALS ONLY) Name: _____ Inspection O/N: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <hr/> Registered Electrical Contractor (REC) Name of REC: _____ Name of Representative (if different from above): _____ Reg.No: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> Mobile Tel: _____
Installation Type: Domestic <input type="checkbox"/> Non-Domestic <input type="checkbox"/>		
ET101 Rule No Breached _____ _____ _____ _____	Description of Potential Hazard _____ _____ _____ _____	
Comments: _____ _____		
<p style="text-align: center;">I HAVE RECEIVED A COPY OF THIS NOTICE ADVISING ME OF A POTENTIAL HAZARD IN THIS ELECTRICAL INSTALLATION, WHICH MIGHT AFFECT THE SAFETY OF PERSONS, PROPERTY and LIVESTOCK (IF APPLICABLE)</p> Recipient Signature _____ or left in Premises by Signatory: _____ Inspector or REC or their Representative Signature _____ Date: _____		
Emergency Works Notice issued: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>		Please note this Notice may be sent to the HSA if deemed necessary
<p style="color: red;">CUSTOMER INFORMATION</p> <p style="color: red;">This notification of a potential hazard has been issued in the interests of the safety to persons, property and livestock (if applicable). It has been issued by a Safe Electric Inspector or a REC or their representative as he/she has found in your installation serious issues relating to a breach or breaches of the ETCI National Wiring Rules - Current Edition. Note the following:</p> <ul style="list-style-type: none"> ● You should contact a Registered Electrical Contractor as soon as possible in order to ensure that the necessary remedial actions are undertaken ● For a Registered Electrical Contractor (REC) visit www.safeelectric.ie ● You should obtain a Certificate from the Registered Electrical Contractor on completion of the repair 		
<p>Disclaimer</p> 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 wiring concealed or inaccessible. No liability can be attached to the CER, the SSB, the REC or their Representative arising from the conduct of any such inspection, testing or contents of this Notice.		
WHITE - Customer	YELLOW - Safe Electric	BLUE - REC

7. Appendix B

Form R36 V3



Electrical Installation Notice for Emergency Work

EWN: XXXXX

BLOCK CAPITALS ONLY		Inspector (BLOCK CAPITALS ONLY)
MPRN: <input type="text"/>	Name:	
Address:	Inspection O/N: <input type="text"/>	
Occupier: Phone:	Installation Type : Domestic <input type="checkbox"/> Non-Domestic <input type="checkbox"/>	
<p>Details of Emergency Works to be carried out based on the Breach(es) of the ETCI National Wiring Rules - Current Edition are listed below:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<input type="checkbox"/> Circuit/s isolated OR <input type="checkbox"/> Full isolation of the electrical installation	Seal Nos	<input type="text"/>
<p>I HAVE RECEIVED A COPY OF THIS NOTICE REQUESTING EMERGENCY WORKS TO BE CARRIED OUT AND THE INSTALLATION TO BE CERTIFIED</p> Recipient Signature or left in Premises by Signatory: Date: Please note this Notice may be sent to the HSA if deemed necessary.		
<p>CUSTOMER INFORMATION This Emergency Works Notice is issued in the interests of safety of persons, property and livestock (if applicable). It has been issued by a Safe Electric inspector as he/she has encountered and/or been presented with direct evidence that the electrical installation gives rise to an immediate and serious threat to health and safety. <u>Note the following:</u></p> <ul style="list-style-type: none"> ● The installation or part thereof has been de-energised in the interests of health and safety and has been sealed with a safety warning tag on the isolating device to prevent accidental re-energisation of the installation or part thereof and, the Safe Electric Inspector is authorised to do so. ● You should contact a Registered Electrical Contractor as soon as possible in order to ensure that the necessary remedial actions are undertaken; ● The installation or part thereof should not be re-energised until such time as remedial works have been carried out by a REC; ● To re-energise the installation or part thereof against the advice listed above may result in injury or death. ● The DSO is to be immediately notified of the details pertaining to the present situation. <p>SAFE ELECTRIC Contact Details: Address: Unit 9, KCR Industrial Estate, Ravensdale Park, Kimmage, Dublin 12 Telephone: 01 4929966, Email: info@reci.ie , Web: www.safeelectric.ie</p>		
<p style="text-align: center; font-size: x-small;">Disclaimer This Notice of Emergency Work is based on the findings of a party visual inspection and party random sample tests (where deemed appropriate) of the electrical works. It does not take account of any wiring concealed or inaccessible. No liability can be attached to the CER or Safe Electric arising from the conduct of any such inspection, testing or contents of this Notice.</p>		
WHITE - Customer	YELLOW - Safe Electric Office	BLUE - Safe Electric Inspector