

# UK Forms Add-On

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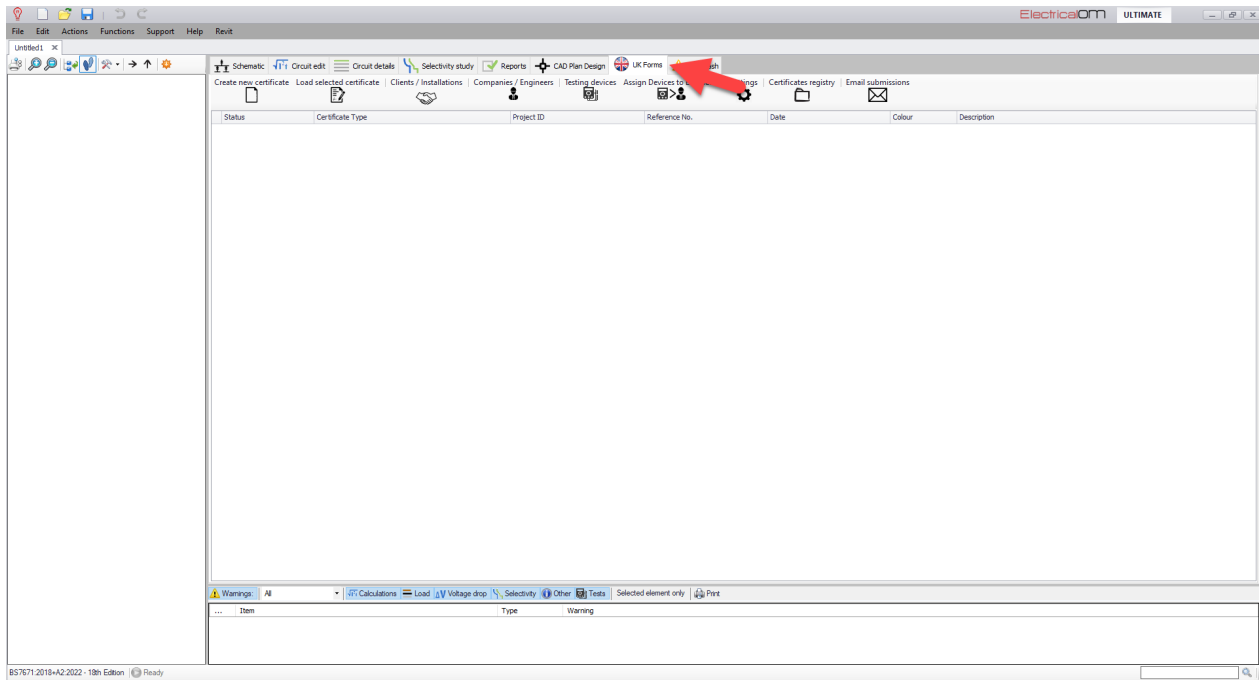
## Introduction

UK Forms add-on module of ElectricalOM enables the user to create various inspection and testing certificates. Users can create their own database which may include clients, project sites, companies, engineers, testing equipments, etc., and create a registry for certificates.

UK Forms add-on module requires to be purchased separately from the core ElectricalOM software either during initial purchase, or later from our [Add-On Modules](#) page. In order to purchase UK Forms add-on module later, you need to log in to your ElectricalOM account, and follow the procedure detailed on our [Purchase Add-ons](#) page.

The screenshot displays the ElectricalOM website interface. At the top, there are logos for MORECSOFT | ElectricalOM and AUTODESK. The navigation bar includes links for ElectricalOM, News, 18th Edition, UK Training, Pricing, Support, and Contact Us. A dropdown menu is open under 'Pricing', with 'Add-on Modules' highlighted. Below the navigation, there is a section for 'CAD Plan Design Add-on' with a description and an 'Order Now' button. Two video thumbnails are shown: 'Automate the electrical design with CAD Plan Design add-on' and 'Watch how you can import drawings in CAD Plan Design Add-on'. At the bottom, there is a banner for 'Autodesk Revit @ Synchronization tool - Available only for ElectricalOM Ultimate'.

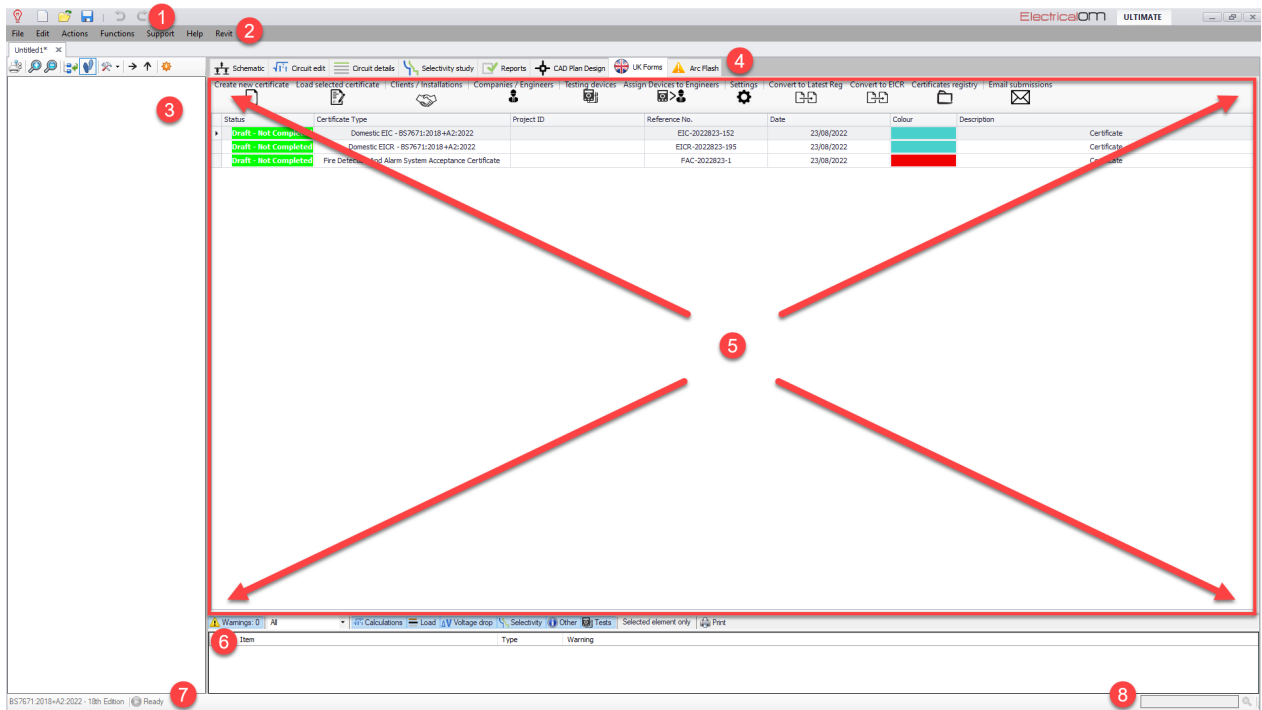
After the purchase, there is no need to download any additional files. The add-on will automatically be added to your modules tab once you deactivate and activate your licence.



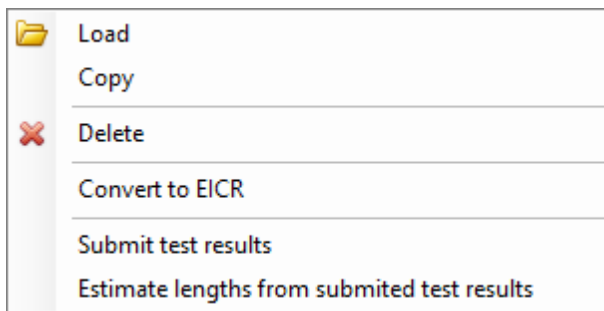
## ElectricalOM Workspace

The main screen is divided into different areas which serve different specific functions; some are purely informative, some are where the user inputs data, and some are for navigation purposes. Main screen areas are listed and also shown below:

1. **Quick Access Toolbar:** This toolbar includes shortcut buttons for basic functions.
2. **Menu Bar:** This bar includes various menu tabs.
3. **System Tree Section:** This section shows the system designed as a tree representation.
4. **Module Selection Bar:** This bar includes various module tabs.
5. **UK Forms Add-on Module:** This is the main screen of UK Forms add-on module where all the certificates are listed for the active project.
6. **Warnings Section:** Warnings related with the system being designed will be shown here.
7. **Status Bar:** This area indicates some software settings being used for calculations.
8. **Search Box:** User can run a text based search by typing in a keyword in this box.



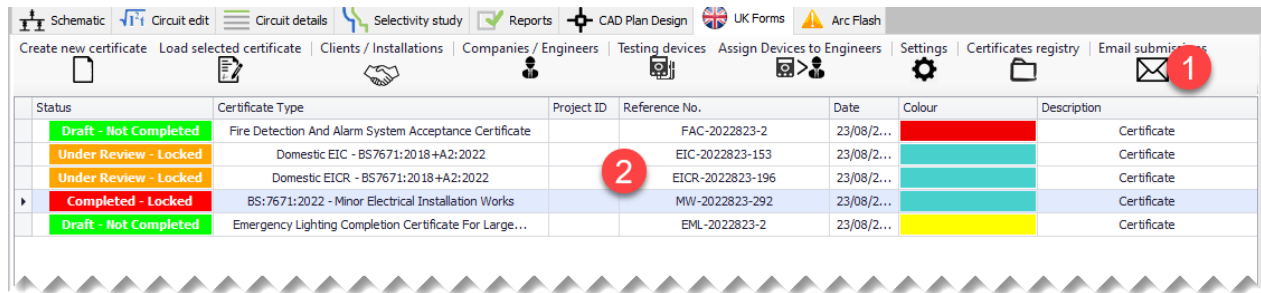
The right-click menu of UK Forms add-on module will only appear if there is at least one certificate listed on the main screen list. Right-click menu accommodates both basic functions like Load, Copy, Delete, and specific functions like Convert to EICR/ECR, Submit test results, and Estimate lengths from submitted test results. These functions will be described in [Right-click Menu](#) section.



It should be noted that the right-click menu will execute selected function for the selected certificate only. Selected certificate is indicated by a small arrow and highlighted with a pale blue colour. For example, if the last certificate is required to be deleted, then, it needs to be selected prior to selection of delete option from the right-click menu.

Status	Certificate Type	Project ID	Reference No.	Date	Colour	Description
Draft - Not Completed	Domestic EIC - BS7671:2018+A2:2022		EIC-2022823-152	23/08/2022	Light Blue	Certificate
Draft - Not Completed	Domestic EICR - BS7671:2018+A2:2022		EICR-2022823-195	23/08/2022	Light Blue	Certificate
Draft - Not Completed	Fire Detection And Alarm System Acceptance Certificate		FAC-2022823-1	23/08/2022	Red	Certificate

## UK Forms Main Screen

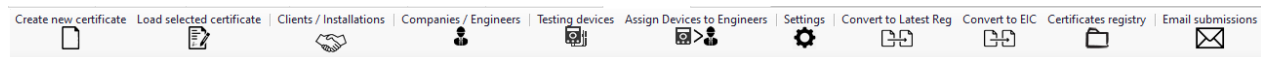


Status	Certificate Type	Project ID	Reference No.	Date	Colour	Description
Draft - Not Completed	Fire Detection And Alarm System Acceptance Certificate		FAC-2022823-2	23/08/2...	Red	Certificate
Under Review - Locked	Domestic EIC - BS7671:2018+A2:2022		EIC-2022823-153	23/08/2...	Teal	Certificate
Under Review - Locked	Domestic EICR - BS7671:2018+A2:2022		EICR-2022823-196	23/08/2...	Teal	Certificate
Completed - Locked	BS:7671:2022 - Minor Electrical Installation Works		MW-2022823-292	23/08/2...	Teal	Certificate
Draft - Not Completed	Emergency Lighting Completion Certificate For Large...		EML-2022823-2	23/08/2...	Yellow	Certificate

UK Forms module main screen consists of:

1. *Main Toolbar*: This toolbar accommodates buttons associated with certificate activities, database, and global settings. It is a dynamic toolbar and will display buttons related with the selected certificate, so, it may not display all of the buttons mentioned all the time. For further details about main toolbar please see, [Main Toolbar](#) section.
2. *Certificates List*: This list will display all the certificates created and saved within the current project file. See [Certificates List](#) for further details.

### Main Toolbar



The functions represented by buttons on the main toolbar are global functions and any changes and/or modifications will be applied to all certificates and they are not project dependent.

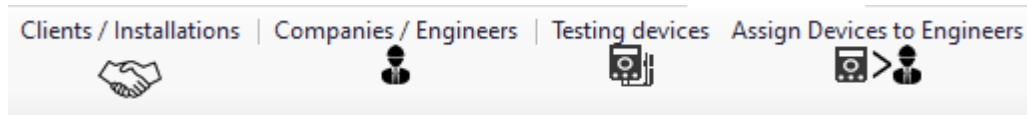
Main toolbar buttons are used to (from left to right) :

- [Create a new certificate](#)
- [Load a selected certificate](#)
- [Display Clients window](#)
- [Display Companies window](#)
- [Display Test Devices window](#)
- [Display Default Engineer Instruments window](#)
- [Display Settings window](#)
- [Convert an old certificate to the latest version](#)
- [Convert an EICR/EIC to EIC/EICR](#)
- [Display Certificates Registry window](#)
- [Display Submissions Status window](#)

## Creating a Database

We are going to look at database prior to certificates. It is better to have the data in hand before creating a certificate.

Buttons on the main toolbar shown below are associated with database creation. Each button will initiate a window which you can define entries to the relevant list.



It is possible to create a database while creating a certificate, however, it is advisable to create your database beforehand. This way you can just use the drop-down lists and finalise the creation of a certificate without spending too much time. For this reason, we will start our UK Forms manual by going through database creation first.

UK Forms database can store following data on a single file (from left to right):

- *Clients and Client installations*
- *Companies and Company Engineers*
- *Test devices*
- *Test device assignments*

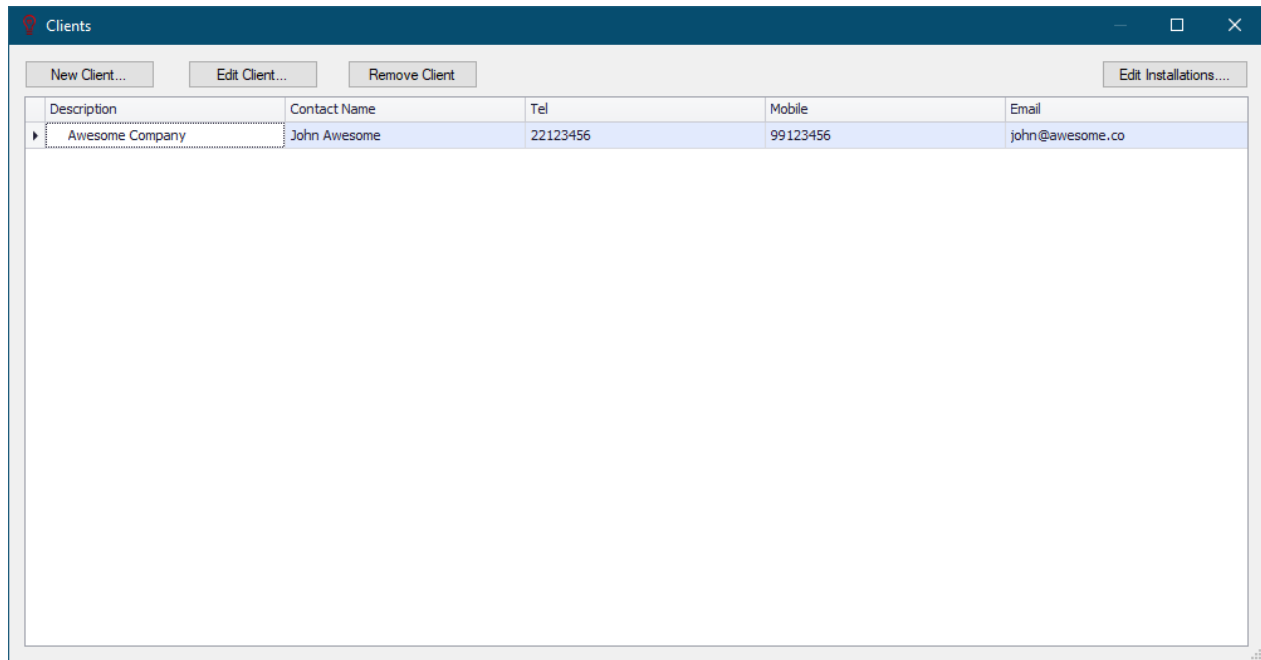
After all these data is created and stored, they will be available for all certificates created.

In some cases, it is useful to store database on a location where it can be accessible all the time. This can be a network drive or a cloud based storage location. By default, ElectricalOM's UK Forms add-on will save the database in a local folder on the current PC. Users can modify this location using Global Settings' [Database Tab](#).

### Creating Clients and Installations

Clients/Installations button will initiate Clients window which is shown below.

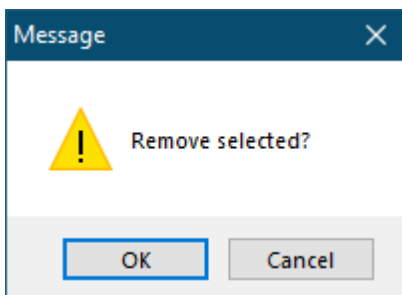




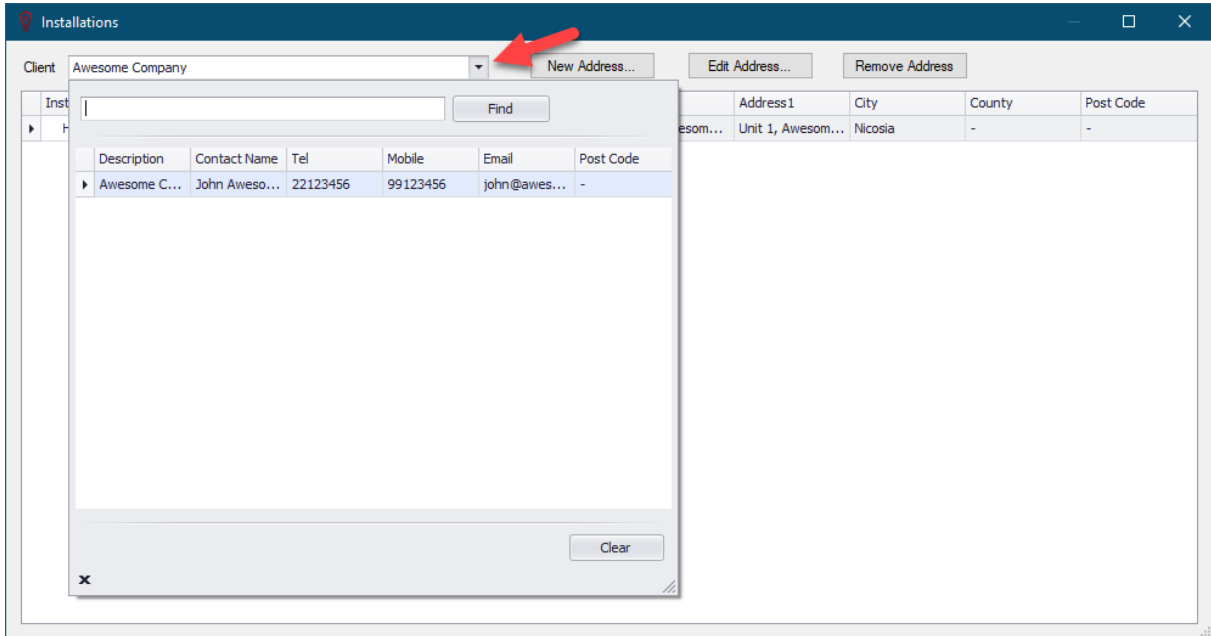
The window displays clients only, and the first three buttons are use to create a new client, edit an existing client, and delete an existing client. The usage is quite straight forward.

- *New Client... button*: This will display the Client Edit window once it is pressed. After filling in relevant data into corresponding text fields, OK button will save the data. The new record will be displayed on the Clients list.

- *Edit Client... button:* This button will recall the selected client's record and display it. All fields can be modified, and same as before OK button will save the changes.
- *Remove Client button:* This button will delete the selected record. UK Forms module will ask for approval before deleting the record.



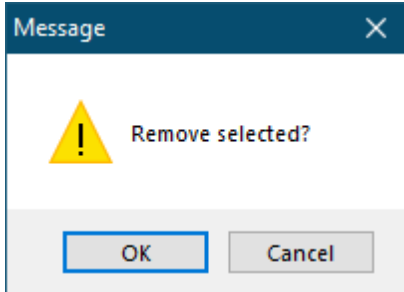
- *Edit Installations... button:* This button is used to display the Installations window. Toolbar has a drop-down list, which is used to select clients. Once a client is selected, the buttons next to the drop-down list can be used to add a new installation, edit an existing installation, and delete an installation associated with the selected client.



- **New Address... button:** This button will display the Installation Edit window. After filling in relevant data into corresponding text fields, OK button will save the data. The new record will be displayed on the Installations list.

The screenshot shows the 'Installation Edit' window. It features a list of labels on the left side, each followed by a text input field: 'Installation:', 'Occupier:', 'Contact Name:', 'Tel:', 'Mobile:', 'Fax:', 'Email:', 'Website:', 'Address:', 'City:', 'County:', 'Post Code:', and 'Notes:'. The 'Address:' field is a larger text area with a vertical scrollbar. At the bottom of the window, there are three buttons: 'OK', 'Cancel', and 'Copy from Client'. The 'OK' button is highlighted with a blue border.

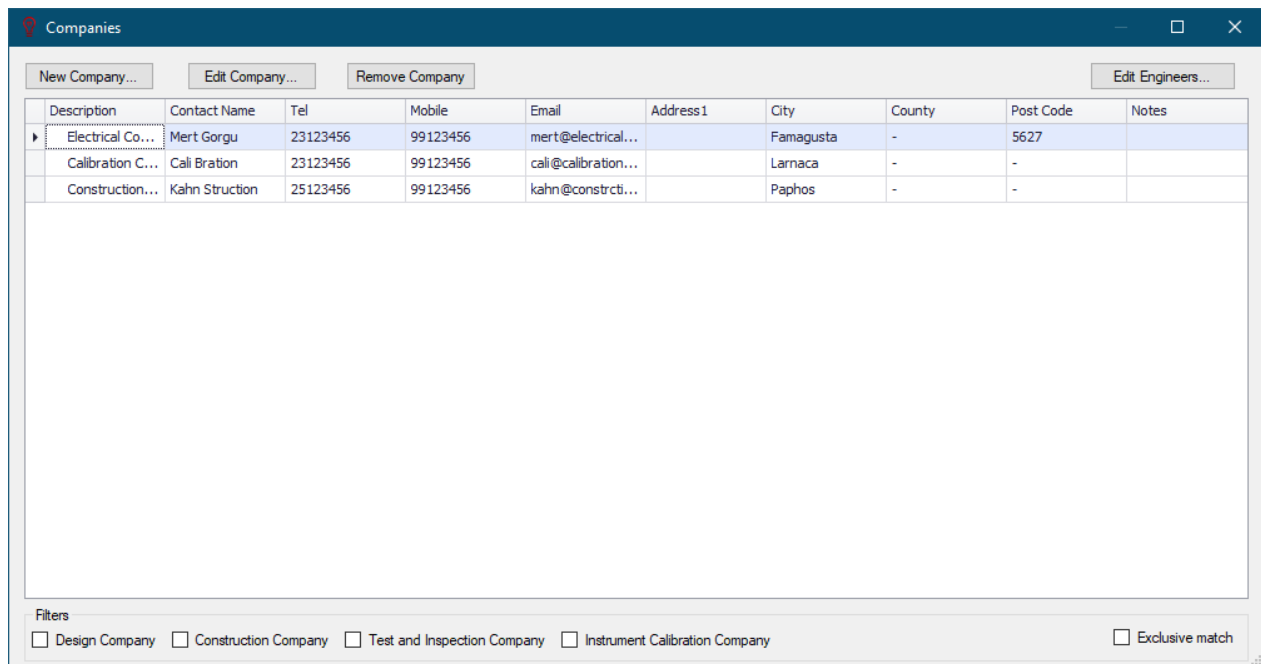
- *Edit Address... button:* This will recall the selected installation's record and display it. All fields can be modified, and same as before OK button will save the changes.
- *Remove Address button:* This button will delete the selected record. UK Forms module will ask for approval before deleting the record.



### Creating Companies and Engineers

#### **Companies Window**

Companies/Engineers button will initiate Companies window which is shown below.



The Companies window displays companies only, and the first three buttons are use to create a new company, edit an existing company, and delete an existing company. The usage is quite straight forward.

- *New Company... button:* This will display the Company Edit window once it is pressed. After filling in relevant data into corresponding text fields, OK button will save the data. The new record will be displayed on the Companies list. Company window has a section called Company activities at the bottom. These tick

boxes will assign the selected activities to the company which will help us to fill in certificates, so, it is essential to select related activities.

Company Edit

Description:

Registration No.:

Contact Name:

Tel:

Mobile:

Fax:

Email:

Website:

Address:

City:

County:

Post Code:

Notes:

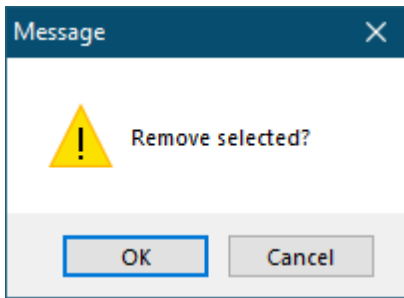
Company activities

Design:  Construction:  Test/Inspection:

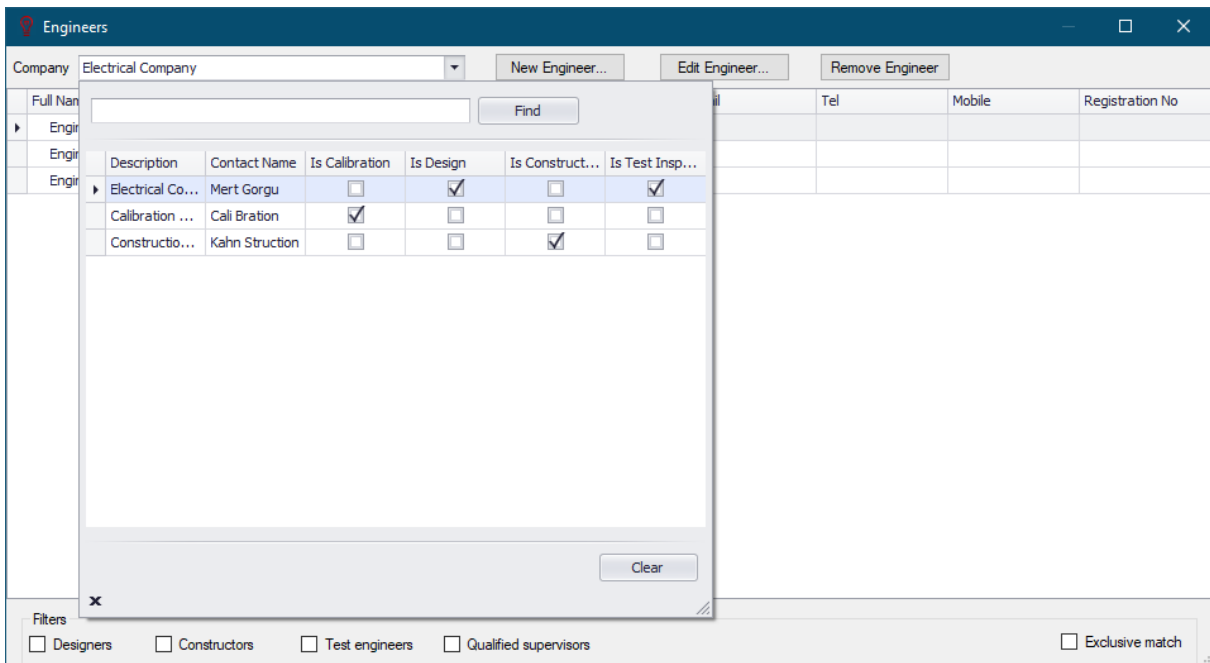
Instrument calibration:

OK Cancel

- *Edit Company... button:* This button will recall the selected company's record and display it. All fields can be modified, and same as before OK button will save the changes.
- *Remove Company button:* This button will delete the selected record. UK Forms module will ask for approval before deleting the record.



- **Edit Engineers... button:** This button is used to display the Engineers window. Toolbar has a drop-down list, which is used to select companies. The drop-down list will also display the activities associated with companies. Once a company is selected, the buttons next to the drop-down list can be used to add a new engineer, edit an existing engineer, and delete an engineer associated with the selected company.

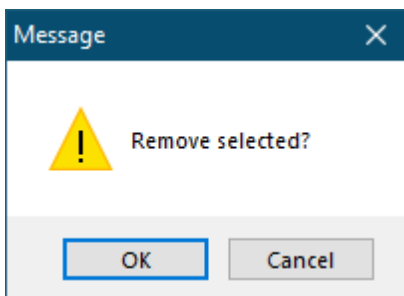


At the bottom of the Companies window, there are various tick boxes to help the user to filter out the companies' list. These selection options will work in conjunction with activities selected during the creation of a company record.

### **Engineers Window**

- **New Engineer... button** will display the Installation Engineer Editor window. After filling in relevant data into corresponding text fields, and selecting associated activities for the engineer, OK button will save the data. The new record will be displayed on the Engineers list.

- *Edit Engineer...* button will recall the selected installation's record and display it. All fields can be modified, and same as before OK button will save the changes.
- *Remove Engineer* button will delete the selected record. UK Forms module will ask for approval before deleting the record.

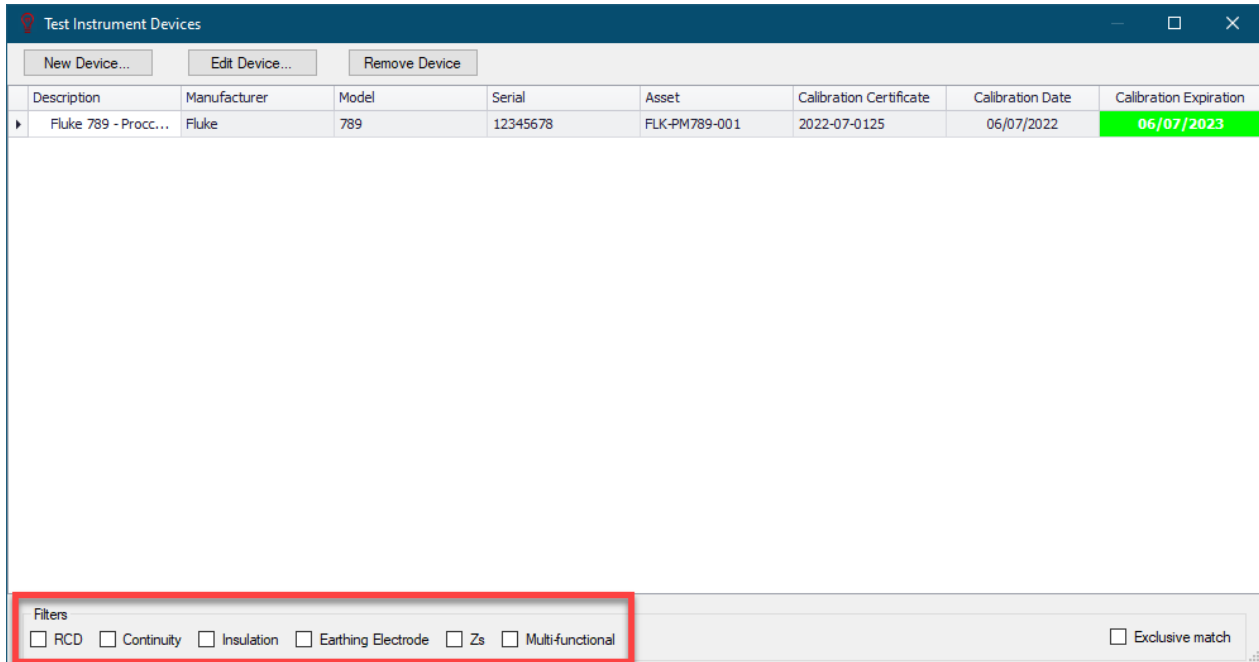


Similar to Companies window, Engineers window also has various tick boxes to help the user to filter out the engineers' list. These selection options will work in conjunction with activities selected during the creation of an engineer record.

- *Set default test instruments...* button will be discussed in [Test Devices](#) section.

## Creating Test Devices

Test Devices button will initiate Test Devices window which is shown below.



The Test Devices window has a toolbar with three buttons. They are use to create a new device, edit an existing device, and delete an existing device. The usage is quite straight forward.

- *New Device... button:* This will display theTest Device Editor window once it is pressed. After filling in relevant data into corresponding text fields, selecting appropriate functions using the tick boxes, and filing in the Calibration section, OK button will save the data. The new record will be displayed on the Test Devices list.



Test Instrument Device Editor

Description:

Manufacturer:

Model:

Serial No:

Asset No:

Is Multi Function:

Use For Continuity:

Use For Earthing Electrode:

Use For Insulation:

Use For RCD:

Use For Zs:

Calibration

Company:

Certificate:

Calibrated Date:

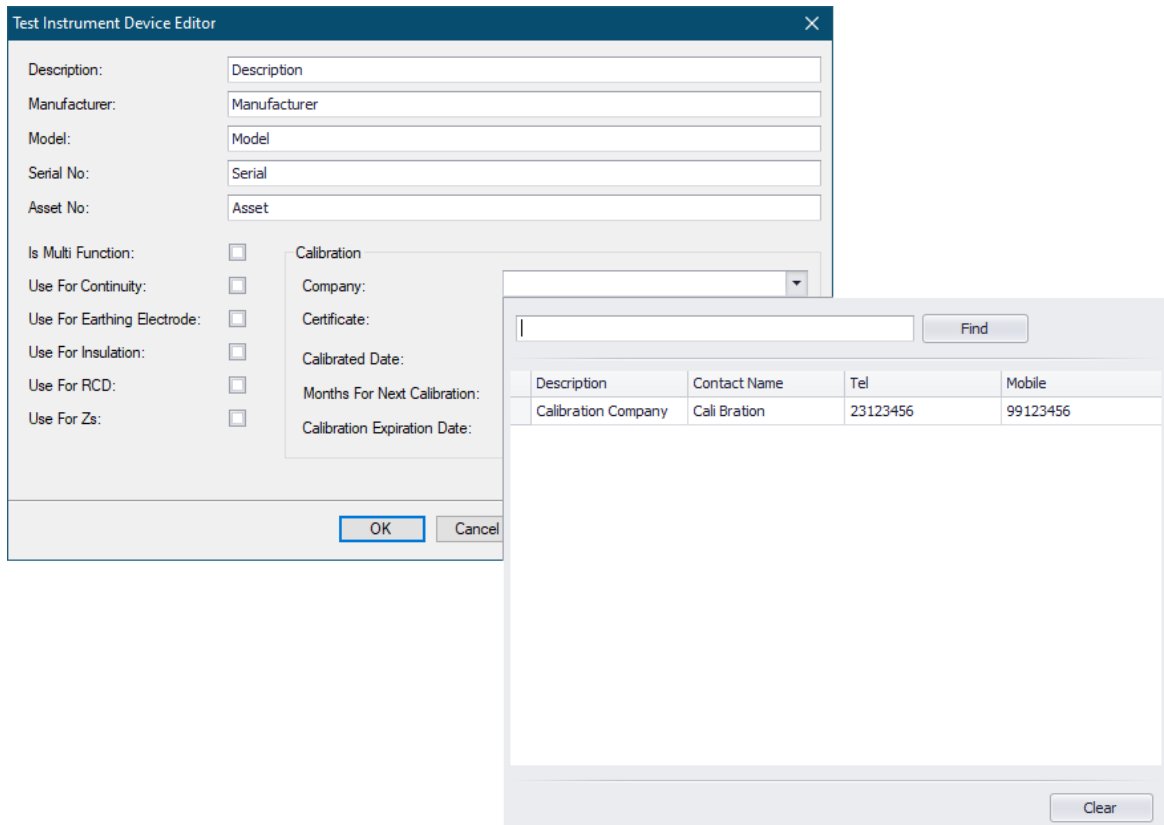
Months For Next Calibration:

Calibration Expiration Date:

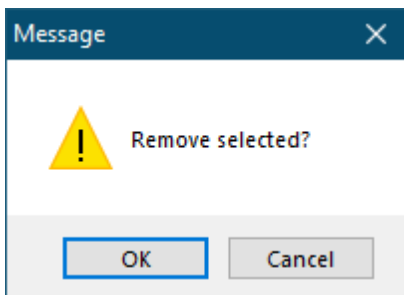
OK Cancel

Calibration section accommodates relevant data about the calibration of the selected device:

- The *company drop-down list*, will display all the companies which has the Instrument calibration activity selected.
- *Certificate field* is reserved for calibration certificate no. but it can be used for anything.
- *Calibrated Date* can be set by using the down arrow which will display a calendar.
- *Months for next calibration* will indicate the validity of the current calibration.
- *Calibration Expiration Date* will display the expiration date of the calibration automatically and it will turn to red if the calibration is expired.

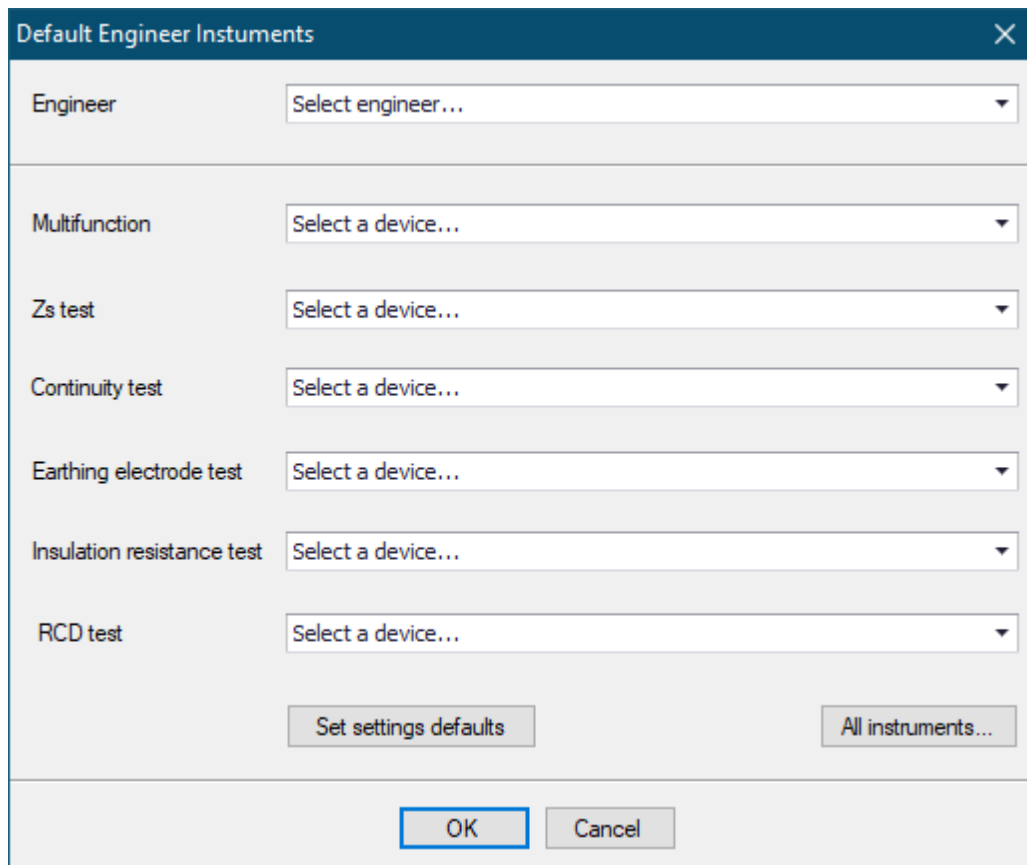


- **Edit Device... button:** This button will recall the selected company's record and display it. All fields can be modified, and same as before OK button will save the changes.
- **Remove Device button:** This button will delete the selected record. UK Forms module will ask for approval before deleting the record.



### Assigning Test Devices to Engineers

Assign Devices to Engineers button will initiate Default Engineer Instruments window which is shown below.



The image shows a dialog box titled "Default Engineer Instruments" with a close button (X) in the top right corner. The dialog contains the following elements:

- Engineer:** A dropdown menu with the text "Select engineer..."
- Multifunction:** A dropdown menu with the text "Select a device..."
- Zs test:** A dropdown menu with the text "Select a device..."
- Continuity test:** A dropdown menu with the text "Select a device..."
- Earthing electrode test:** A dropdown menu with the text "Select a device..."
- Insulation resistance test:** A dropdown menu with the text "Select a device..."
- RCD test:** A dropdown menu with the text "Select a device..."

At the bottom of the dialog, there are two buttons: "Set settings defaults" and "All instruments...". Below these, there are two more buttons: "OK" and "Cancel".

The procedure is to select an engineer, and then, assign devices to this person. The drop-down lists will display relevant persons or devices within the database matching the description. Engineer list will display all defined engineer as a list. Selecting a record will start the procedure.

Default Engineer Instruments

Engineer

Multifunction

Zs test

Continuity test

Earthing electrode test

Insulation resistance test

RCD test

	Full Name	Title	Qualification	Tel	Mobile
	Engineer 1	Design Engineer	Electrical designer		
	Engineer 2	Test Engineer	Electrical tester		
	Engineer 3	Technician	Electrical installer		
	Cali Bration	Calibration Engi...			99123456

Any devices we select from the devices lists will assign this device to the selected engineer now. The devices lists are also intelligent and will only display relevant devices. For example, if we extend the Multifunction list, we will see all the devices defined as a multifunction tester. We defined a Fluke 789 as a multifunctional tester below, and then extended the multifunction drop-down list.

### Test Instrument Device Editor

Description:

Manufacturer:

Model:

Serial No:

Asset No:

Is Multi Function:

Use For Continuity:

Use For Earthing Electrode:

Use For Insulation:

Use For RCD:

Use For Zs:

Calibration

Company:

Certificate:

Calibrated Date:

Months For Next Calibration:

Calibration Expiration Date: 06/07/2023

### Default Engineer Instruments

Engineer:

Multifunction:

Zs test

Continuity test

Earthing electrode test

Insulation resistance test

RCD test

Description	Manufacturer	Model	Serial	Asset
Fluke 789 - Pro...	Fluke	789	12345678	FLK-PM789-001

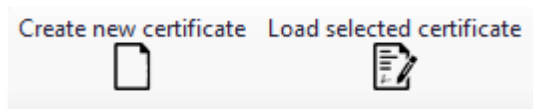
The screenshot shows a dialog box titled "Default Engineer Instruments". It contains several dropdown menus for selecting instruments for different tests. The "Engineer" dropdown is set to "Cali Bration". The "Multifunction" dropdown is set to "Fluke 789 - Process Meter", and a red arrow points to this selection. The "Continuity test" dropdown is also set to "Fluke 789 - Process Meter". The other dropdowns ("Zs test", "Earthing electrode test", "Insulation resistance test", and "RCD test") are all set to "Select a device...". At the bottom of the dialog, there are buttons for "Set settings defaults", "All instruments...", "OK", and "Cancel".

Once relevant devices are assigned, OK button will save the data.

### Creating New Certificates and Loading Existing Ones

Now that we learnt how to create our database, we can look at creating new certificates.

Buttons on the main toolbar shown below are associated with certificate actions.

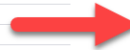


Creating new certificates with UK Forms add-on module is an easy process. First step is to click on Create new certificate button or use the right-click menu on certificates list. This will bring up the New certificate window which has a list of all available certificates on the left hand side. For a list of available documents, please refer to [Available Certificates](#).

After selecting an appropriate certificate, it is time to fill in the required fields on the right hand side. The text fields are mostly the same for all of the certificates.

- *Certificate type* will be filled in automatically by UK Forms depending on the selected certificate.
- *Description* field is filled in as Certificate by default but it can be modified as per user requirements. You may like to change it to Condition Report if you are creating an EICR.
- *Project ID* field can be used to identify the project if there is a identification scheme.
- *Reference number* is the reference number of the document being created and it is filled in by UK Forms automatically. It can be overridden manually by clicking inside the text field. Three dots button will display Certificate Numbering window, for details refer to [Numbering Tab](#).
- *Category* field is only available for EIC and EICR. There are two options, Domestic and Commercial/Industrial, which will affect the sections within a certificate.
- *Reduced EIC Inspection Items* option will appear only if a BS7671 Amendment 2 version of EIC is selected. It will remove the subordinate items from the list of inspections.

Item No.	
1.0	DISTRIBUTOR'S / SUPPLY INTAKE EQUIPMENT
1.1	Condition of service cable
1.2	Condition of service head
1.3	Condition of distributor's earthing arrangement
1.4	Condition of meter tails - Distributor/Consumer
1.5	Condition of metering equipment
1.6	Condition of isolator (where present)
2.0	PARALLEL OR SWITCHED ALTERNATIVE SOURCES OF SUPPLY
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)
3.0	AUTOMATIC DISCONNECTION OF SUPPLY
3.1	Presence and adequacy of earthing and protective bonding arrangements:
3.1.1	Installation earth electrode (where applicable) (542.1.2.3)
3.1.2	Earthing conductor and connections, including accessibility (542.3; 543.3.2)
3.1.3	Main protective bonding conductors and connections, including accessibility (411.3.1.2; 543.3.2)
3.1.4	Provision of safety electrical earthing / bonding labels at all appropriate locations (514.13)
3.1.5	RCD(s) provided for fault protection (411.4.9; 411.5.3)
4.0	BASIC PROTECTION
4.1	Presence and adequacy of measures to provide basic protection (prevention of contact with live parts) within the installation:
4.1.1	Insulation of live parts e.g. conductors completely covered with durable insulating material (416.1)
4.1.2	Barriers or enclosures e.g. correct IP rating (416.2)
5.0	ADDITIONAL PROTECTION



Item No.	SCHEDULE OF ITEMS TESTED
1	Condition of consumer's intake equipment (Visual inspection only)
2	Parallel or switched alternative sources of supply
3	Protective measure: Automatic Disconnection of Supply (ADS)
4	Basic protection
5	Protective measures other than ADS
6	Additional protection
7	Distribution equipment
8	Circuits (Distribution and Final)
9	Isolation and switching
10	Current-using equipment (permanently connected)
11	Identification and notices
12	Location(s) containing a bath or shower
13	Other special installations or locations
14	Prosumer's low voltage electrical installation(s)

- *Date* field is used to set a creation date for the document. Drop-down menu will display a calendar, so a date can be picked easily.
- *DB Schedules* section is only available for BS7671 Amendment 2 versions of EIC and EICR. This section will tell UK Forms how you want it to print the Distribution Boards tab data.
  - *Print in two pages* and *Portrait mode* options will print Distribution Boards' details split into two pages, one for circuit details and one for test results, either in portrait or landscape mode. Below, you see the same circuit schedule of the same board printed in two pages in landscape (first) and portrait (second) modes.

SCHEDULE OF CIRCUIT DETAILS											
TO BE COMPLETED BY EICR ONLY						TO BE COMPLETED ONLY IF THE CIRCUIT IS DIRECTLY TO THE ORDER OF THE INSTALLATION					
Supply to DB: (1) Meter (2) Direct (3) Other (4) S.C.C. (5) S.C.C. (6) S.C.C. (7) S.C.C. (8) S.C.C. (9) S.C.C. (10) S.C.C. (11) S.C.C. (12) S.C.C.						Approved RCD (if any): (1) RCD (2) RCD (3) RCD (4) RCD (5) RCD (6) RCD (7) RCD (8) RCD (9) RCD (10) RCD (11) RCD (12) RCD					
Supply to DB: (1) Meter (2) Direct (3) Other (4) S.C.C. (5) S.C.C. (6) S.C.C. (7) S.C.C. (8) S.C.C. (9) S.C.C. (10) S.C.C. (11) S.C.C. (12) S.C.C.						Approved RCD (if any): (1) RCD (2) RCD (3) RCD (4) RCD (5) RCD (6) RCD (7) RCD (8) RCD (9) RCD (10) RCD (11) RCD (12) RCD					
Circuit Number	Designation	Type of wiring	Number of conductors	Overcurrent protective device	RCD	Notes	Notes	Notes	Notes	Notes	Notes
1.1	3-Phase - Entrance	A	1 1 1 1	D							
1.2	3-Phase - Office Area L1	A	1 1 1 1	D							
1.3	3-Phase - Office Area L2	A	1 1 1 1	D							
2.1	3-Phase - Office Area L1	A	1 1 1 1	D							
2.2	3-Phase - Office Area L2	A	1 1 1 1	D							
3.1	3-Phase - Office Area L1	A	1 1 1 1	D							
3.2	3-Phase - Office Area L2	A	1 1 1 1	D							
3.3	3-Phase - Office Area L3	A	1 1 1 1	D							
4.1	3-Phase - Office Area L1	A	1 1 1 1	D							
4.2	3-Phase - Office Area L2	A	1 1 1 1	D							

SCHEDULE OF CIRCUIT DETAILS - CONTINUE											
Distribution board designation: DB-1-Office Floor						Location: Main Building - Ground Floor					
Circuit Number	Designation	Type of wiring	Number of conductors	Overcurrent protective device	RCD	Notes	Notes	Notes	Notes	Notes	Notes
4.3	3-Phase - Office Area L1	A	1 1 1 1	D							
5.1	3-Phase - Office Area L2	A	1 1 1 1	D							
5.2	3-Phase - Office Area L3	A	1 1 1 1	D							
6.1	3-Phase - Office Area L1	A	1 1 1 1	D							
6.2	3-Phase - Office Area L2	A	1 1 1 1	D							
6.3	3-Phase - Office Area L3	A	1 1 1 1	D							
6.4	3-Phase - Office Area L4	A	1 1 1 1	D							

SCHEDULE OF TEST RESULTS											
TO BE COMPLETED BY EICR ONLY						TO BE COMPLETED ONLY IF THE CIRCUIT IS DIRECTLY TO THE ORDER OF THE INSTALLATION					
Supply to DB: (1) Meter (2) Direct (3) Other (4) S.C.C. (5) S.C.C. (6) S.C.C. (7) S.C.C. (8) S.C.C. (9) S.C.C. (10) S.C.C. (11) S.C.C. (12) S.C.C.						Approved RCD (if any): (1) RCD (2) RCD (3) RCD (4) RCD (5) RCD (6) RCD (7) RCD (8) RCD (9) RCD (10) RCD (11) RCD (12) RCD					
Supply to DB: (1) Meter (2) Direct (3) Other (4) S.C.C. (5) S.C.C. (6) S.C.C. (7) S.C.C. (8) S.C.C. (9) S.C.C. (10) S.C.C. (11) S.C.C. (12) S.C.C.						Approved RCD (if any): (1) RCD (2) RCD (3) RCD (4) RCD (5) RCD (6) RCD (7) RCD (8) RCD (9) RCD (10) RCD (11) RCD (12) RCD					
Circuit Number	Designation	Insulation resistance	Polarity	Continuity	RCD	Notes	Notes	Notes	Notes	Notes	Notes
1.1	3-Phase - Entrance	N/A	N/A	N/A	N/A						
1.2	3-Phase - Office Area L1	N/A	N/A	N/A	N/A						
1.3	3-Phase - Office Area L2	N/A	N/A	N/A	N/A						
2.1	3-Phase - Office Area L1	N/A	N/A	N/A	N/A						
2.2	3-Phase - Office Area L2	N/A	N/A	N/A	N/A						
3.1	3-Phase - Office Area L1	N/A	N/A	N/A	N/A						
3.2	3-Phase - Office Area L2	N/A	N/A	N/A	N/A						
3.3	3-Phase - Office Area L3	N/A	N/A	N/A	N/A						
4.1	3-Phase - Office Area L1	N/A	N/A	N/A	N/A						
4.2	3-Phase - Office Area L2	N/A	N/A	N/A	N/A						

SCHEDULE OF TEST RESULTS - CONTINUE											
Distribution board designation: DB-1-Office Floor						Location: Main Building - Ground Floor					
Circuit Number	Designation	Insulation resistance	Polarity	Continuity	RCD	Notes	Notes	Notes	Notes	Notes	Notes
4.3	3-Phase - Office Area L1	N/A	N/A	N/A	N/A						
5.1	3-Phase - Office Area L2	N/A	N/A	N/A	N/A						
5.2	3-Phase - Office Area L3	N/A	N/A	N/A	N/A						
6.1	3-Phase - Office Area L1	N/A	N/A	N/A	N/A						
6.2	3-Phase - Office Area L2	N/A	N/A	N/A	N/A						
6.3	3-Phase - Office Area L3	N/A	N/A	N/A	N/A						
6.4	3-Phase - Office Area L4	N/A	N/A	N/A	N/A						



SCHEDULE OF CIRCUIT DETAILS														
TO BE COMPLETED IN EVERY CASE				TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD (DB) IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION										
DB Location	Main Building - Ground Floor			Supply to DB is from:	SB1 Main Switch Board (Wby: 1/L1/L2/L3)			Associated RCD (if any)						
DB Designation	DB1-Ground Floor			No of phases	Nominal Voltage			V	BSEN					
Supplied from:	SB1 Main Switch Board (Wby: 1/L1/L2/L3)			Overcurrent protective device for the distribution circuit:	Type BSEN			Rating	A	RCD Rating	mA			
Circuit Details		Conductor details		Overcurrent protective devices				RCD						
Circuit Number	Designation	Type of wiring	Reference method (+) Number of points served	Live (mm <sup>2</sup> )	Max. disconnection time permitted by BS7071 (s)	BS (EN)	Type No.	Rating (A)	Capacity (kA)	BS (EN)	Type	Operating current (kA/10kV)	Rating (A)	Maximum Zs permitted by BS7071 (Ω)
L1.1	L1-Lights - Entrance	A	100 10 1	1	0.4	01000RCD	B	6	6		A	30		7293.33
L1.2	L2-Lights - Office Area LHS	A	100 10 1	1	0.4	01000RCD	B	10	6	01000	A	30	10	3.5
L1.3	L3-Lights - Office Area RHS	A	100 10 1	1	0.4	01000RCD	B	10	6	01000	A	30	10	3.5
L1.4	L4-Lights - Kitchenette	A	100 5 1	1	0.4	01000RCD	B	6	6	01000	A	30	6	3.5
L2.1	L5-Lights - Outdoor	F	D 10 1.5	0.65	0.4	01000RCD	B	6	6	01000	A	30	6	5.83
L2.2	L6-Lights - Stairs	C	B 5 1	1	0.4	01000RCD	B	6	6	01000	A	30	6	5.83
L3.1	S1-Sockets - Entrance	A	B 4 1.5	1	0.4	01000RCD	B	16	6	01000	A	30	16	2.16
L3.2	S2-Sockets - Office Area LHS	A	B 10 2.5	1	0.4	01000RCD	B	32	6	01000	A	30	32	1.06
L3.3	S3-Sockets - Office Area RHS	A	B 10 2.5	1	0.4	01000RCD	B	32	6	01000	A	30	32	1.06
L4.1	S4-Sockets - Kitchenette	A	B 4 2.5	1	0.4	01000RCD	B	32	6	01000	A	30	32	1.06
L4.2	M1-Water Pressure Pump	F	D 1 1.5	0.65	0.4	01000RCD	B	10	6	01000	A	30	10	3.5
L4.3	SP1-Spare	NA	NA NA NA	NA	NA	00999 MCB	C	6	10	NA	NA	NA	NA	NA
L5.1	DB2-First Floor	C	B 1 4	1	5	00999 MCB	B	16	6	NA	NA	100	NA	2.19
L5.2	LP1-Gate Light Post	F	D 1 6	0.78	5	00999 MCB	B	32	6	NA	NA	100	NA	1.00
L5.3	SP3-Spare	NA	NA NA NA	NA	NA	00999 MCB	C	6	10	NA	NA	NA	NA	NA
L6.P	LPS-Main Building LPS	A	A 1 4	4	5	00999 MCB	B	16	10	NA	NA	100	NA	2.19

• See Table 4A2 of Appendix 4 of BS7671

CODES FOR TYPE OF WIRING						
A	B	C	D	E	F	G - Other
Thermoplastic insulated cables in sheath	Thermoplastic cables in metallic conduit	Thermoplastic cables in non-metallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in non-metallic trunking	Thermoplastic (PVC) cables	Thermoplastic (PVC) cables
					Thermoplastic (PVC) cables	Thermoplastic (PVC) cables
					Thermoplastic (PVC) cables	Thermoplastic (PVC) cables
					Thermoplastic (PVC) cables	Thermoplastic (PVC) cables
					Thermoplastic (PVC) cables	Thermoplastic (PVC) cables
					Thermoplastic (PVC) cables	Thermoplastic (PVC) cables

Ref: 1.2

SCHEDULE OF TEST RESULTS											
DB Designation	DB1-Ground Floor			Details of test instruments used (serial and/or asset numbers)							
Zs at DB	NA			Operating times of associated RCD (if any)	ms			Multi-functional S1: 12345678/AN: PLK-PMT89-001			
Correct supply polarity confirmed	<input type="checkbox"/>			Continuity	S1: 12345678/AN: PLK-PMT89-001			Insulation resistance			
Phase sequence confirmed (where appropriate)	<input type="checkbox"/>			Earth fault loop impedance	S1: 12345678/AN: PLK-PMT89-001			RCD			
SPD - Operational status confirmed	<input type="checkbox"/>			Details of circuits and/or installed equipment vulnerable to damage when testing (continue on a separate sheet if necessary) or use the Remarks column							
Earth electrode resistance											
Circuit Details		Test results									
Circuit Number	Designation	Ring final circuit continuity (Ω)	Continuity R1+R2 or R2 (Ω)	Insulation resistance	Polarity	RCD	Earth electrode resistance	Disconnection time (ms)	Test item L <sup>1</sup>	Test item L <sup>2</sup>	Remarks
L1.1	L1-Lights - Entrance	NA	NA	0.53							
L1.2	L2-Lights - Office Area LHS	NA	NA	NA							
L1.3	L3-Lights - Office Area RHS	NA	NA	NA							
L1.4	L4-Lights - Kitchenette	NA	NA	NA							
L2.1	L5-Lights - Outdoor	NA	NA	NA							
L2.2	L6-Lights - Stairs	NA	NA	NA							
L3.1	S1-Sockets - Entrance	NA	NA	NA							
L3.2	S2-Sockets - Office Area LHS										
L3.3	S3-Sockets - Office Area RHS										
L4.1	S4-Sockets - Kitchenette										
L4.2	M1-Water Pressure Pump	NA	NA	NA							
L4.3	SP1-Spare	NA	NA	NA							
L5.1	DB2-First Floor	NA	NA	NA							
L5.2	LP1-Gate Light Post	NA	NA	NA							
L5.3	SP3-Spare	NA	NA	NA							
L6.P	LPS-Main Building LPS	NA	NA	NA							

TESTED BY


Name (Capital)	ENGINEER 2	Position	Test Engineer
Signature		Date	10/01/2023

The form is based on the model shown in BS 7671:2018 - IACS code: Electrical O&M Software Ref: EICR-202311-16-26 2/2

- Client/Installation/Company/Assign to Engineer fields are drop-down lists where appropriate records can be selected from the database. They each have a button on the right hand side so the user may access to the corresponding data set. Refer to [Creating a Database](#) for further details.

OK button at the bottom will create the document and add it to the Certificates list as the last item.

Status	Certificate Type	Project ID	Reference No.	Date	Colour	Description
Draft - Not Completed	Fire Detection And Alarm System Acceptance Certificate		FAC-2022823-2	23/08/2...	Red	Certificate
Under Review - Locked	Domestic EIC - BS7671:2018+A2:2022		EIC-2022823-153	23/08/2...	Teal	Certificate
Under Review - Locked	Domestic EICR - BS7671:2018+A2:2022		EICR-2022823-196	23/08/2...	Teal	Certificate
Completed - Locked	BS:7671:2022 - Minor Electrical Installation Works		MW-2022823-292	23/08/2...	Teal	Certificate
Draft - Not Completed	Emergency Lighting Completion Certificate For Large...		EML-2022823-2	23/08/2...	Yellow	Certificate

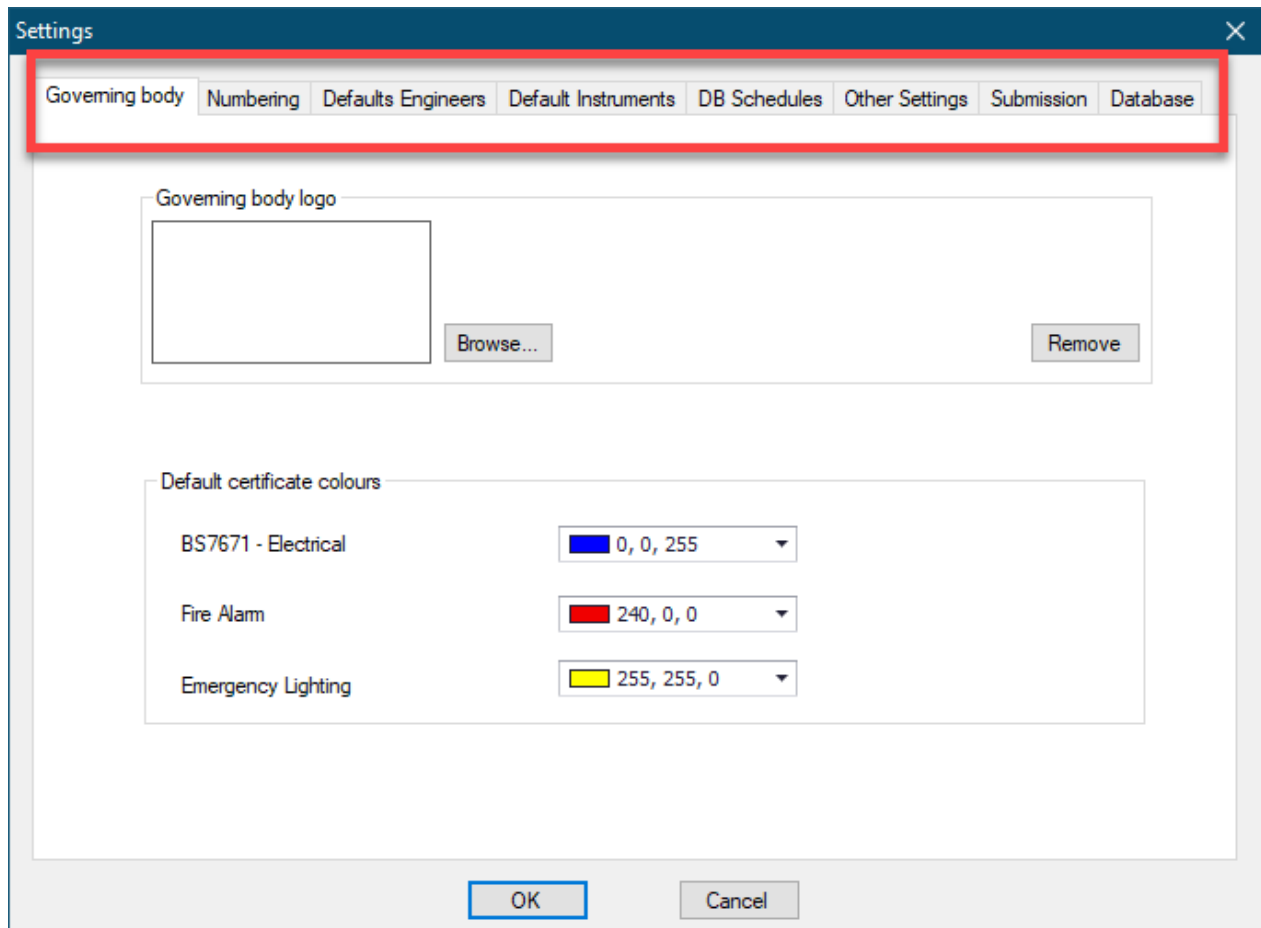


If the certificate is created on a file where an already modelled system exists, all data on certificate will be pre-populated. Exception to this are the pages contain data about persons and/or companies, signatures, supply characteristics, particulars of installation etc.

*Loading an existing certificate* is as easy as creating one. All you need to do is to select the certificate you want to load and click on Load selected certificate button. It is also possible to double-click on a certificate from the certificates list or using the right-click menu for the selected certificate.

## Global Settings

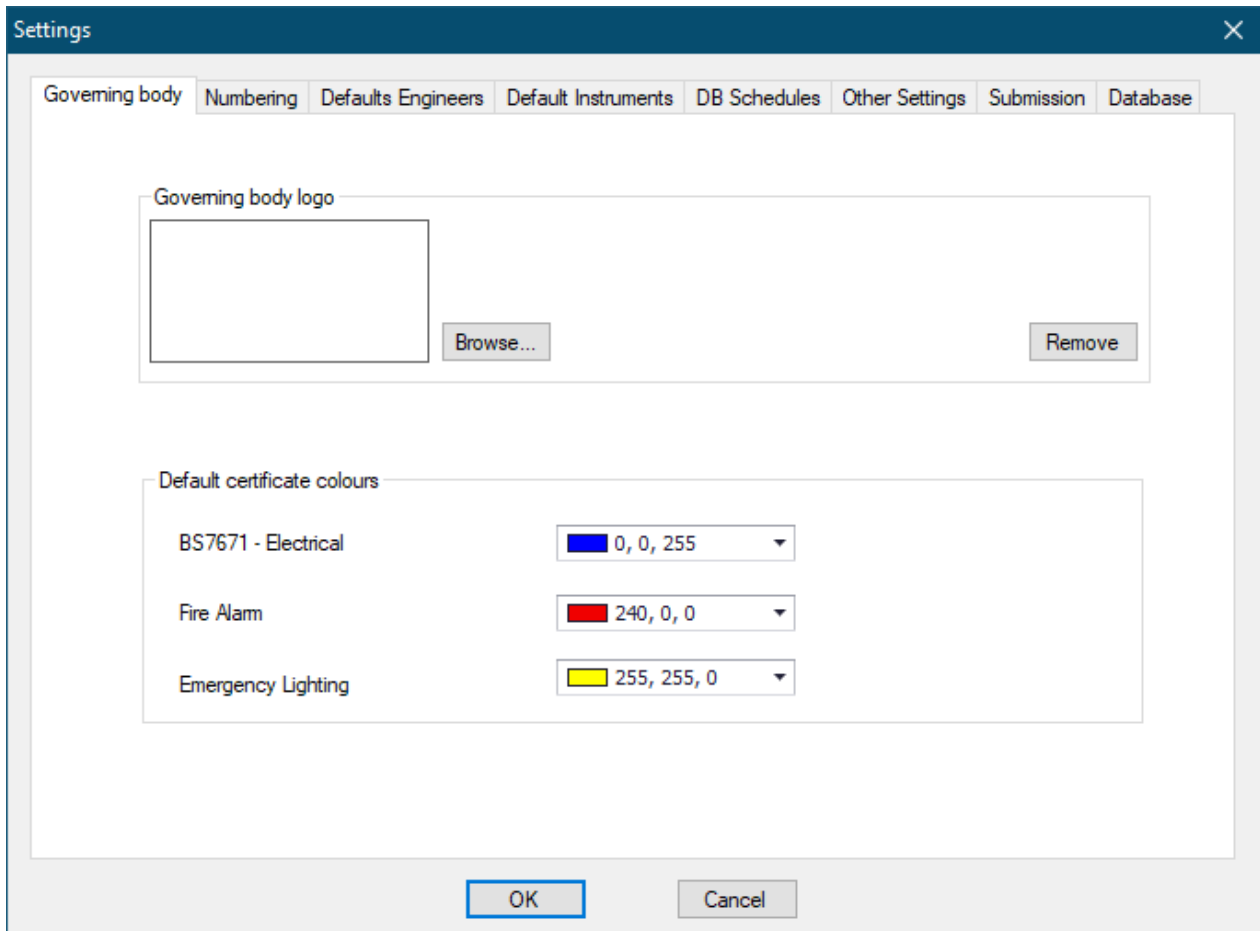
Settings button on the main toolbar will display the Settings window which is organised under various tabs each for specific functions.



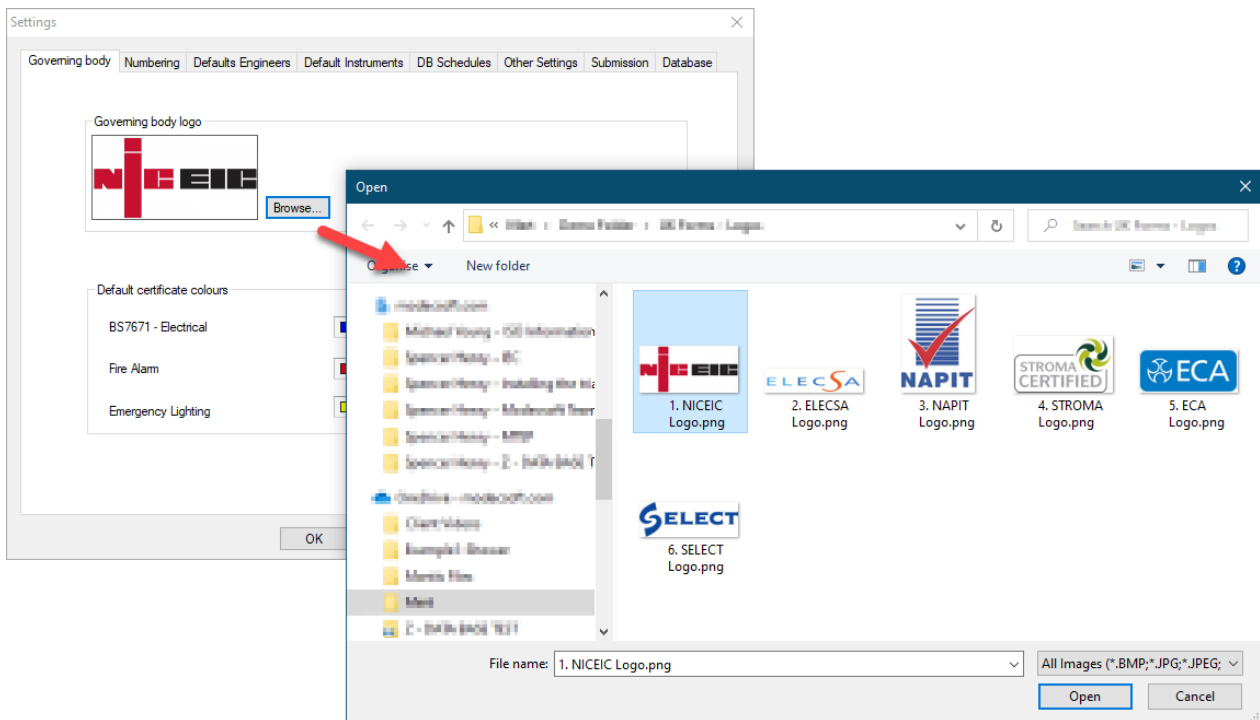
The settings are all global, and any changes will be applied to all certificates created after the change.

### Governing Body Tab

This window is used to define a logo for certificates and assign colours to certificate types.



Once the brown button is clicked, a browser window will be displayed, so the user can select a picture file. This logo will be displayed on the certificates. The location is predefined and cannot be changed. Remove button will remove the logo selected, so, no logo will be on the certificates.



**ELECTRICAL INSTALLATION CONDITION REPORT**  
 Issued in accordance with British Standard BS 7671 - Requirements for Electrical Installations  
 Certificate Reference: EICR-2022823-1

**SECTION A. DETAILS OF THE CLIENT / PERSON ORDERING THE REPORT**

Client:   
 Address:

**SECTION B. PURPOSE OF THE REPORT**

Purpose for which this report is required:   
 Date(s) on which inspection and testing were carried out:

**SECTION C. DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT**

Occupier:  Address:   
 Description of premises: Domestic  N/A  Commercial  N/A  Industrial  N/A  Other  N/A

Certificate colour codes will be used on the Certificates List on the Main Screen of UK Forms as well as on the certificates themselves.

Status	Certificate Type	Project ID	Reference No.	Date	Colour	Description
Draft - Not Completed	Domestic EICR - BS7671:2018+A2:2022		EICR-2022823-1	23/08/2022	Blue	Certificate
Draft - Not Completed	Fire Detection And Alarm Dwelling Certificate		FA-2022823-1	23/08/2022	Red	Certificate
Draft - Not Completed	Emergency Lighting Completion Certificate For Small New...		EL-2022823-1	23/08/2022	Yellow	Certificate

**Certificate of Design, Installation and Commissioning of a Fire Detection and Fire Alarm System of Grade C, D, or F in Domestic Premises**  
 Certificate Reference: FA-2022823-1

**DETAILS OF THE CLIENT**

Client:   
 Address:   
 Postcode:

**ADDRESS OF THE FIRE DETECTION AND FIRE ALARM INSTALLATION**

Installation address:   
 Postcode:

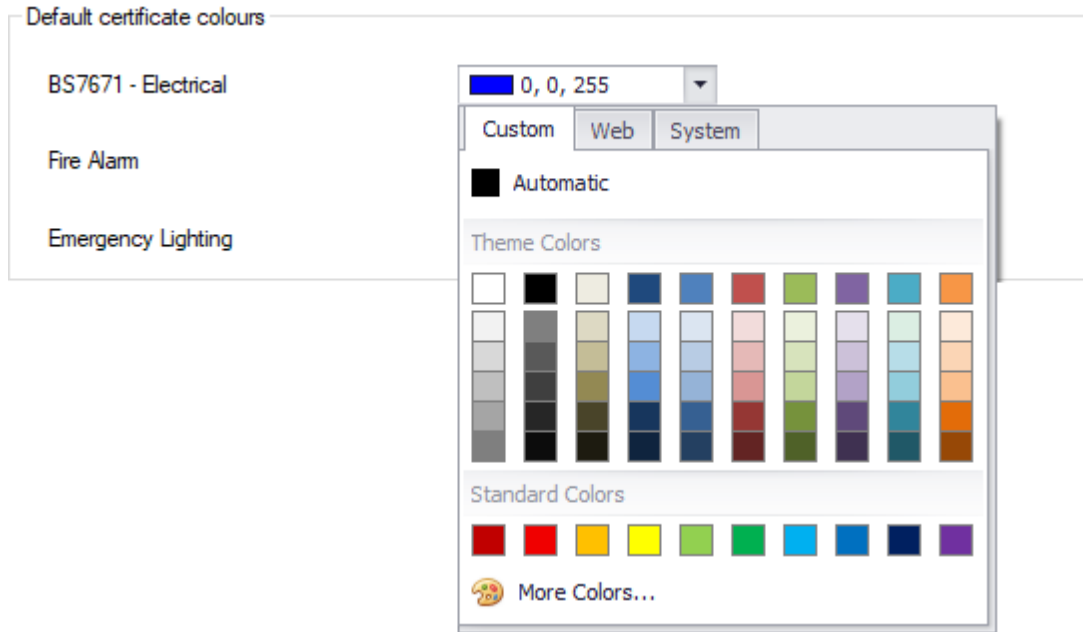
**DETAILS OF THE CONTRACTOR**

Name: Electrical Company  
 Address:   
 Registration No.: 123456789  
 Telephone No.: 23123456  
 Post code: 5627

**CERTIFICATE OF ACCEPTANCE**

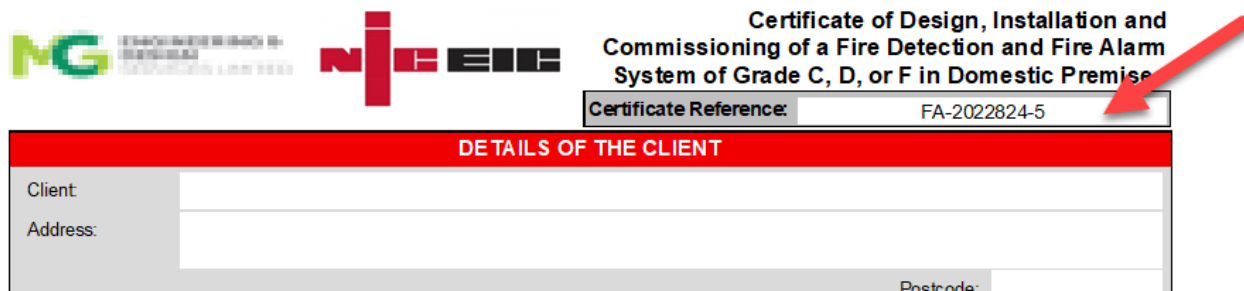
I/We being the competent person(s) responsible (as indicated by my/our signature(s) below) for the design, installation and commissioning of the

Using the drop-down menus, various colours can be selected.



### Numbering Tab - Creating a Numbering Scheme

Numbering tab will help the user to define a numbering scheme for certificates and this will be referred as the Reference No. on the Certificates List and as Certificate Reference on the certificates. Numbering will automatically update as the user creates certificates.



- *Prefix*: can be used if it is required to indicate the type of the certificate.
- *Year/Month/Day boxes* are used to include the creation date data within the numbering. E.g. if the date is 24/08/2022 and all date boxes are ticked, then, reference number for this certificate will be PREFIX20220824-NUMBER.
- *Next number* sets the number for the next certificate to be created. This number increases in 1 step increments as new certificates are being created.

Settings

Governing body | **Numbering** | Defaults Engineers | Default Instruments | DB Schedules | Other Settings | Submission | Database

Use common numbering system

Electrical Installation Certificate

Prefix  -  Year  Month  Day - Next number

Electrical Installation Condition Report

Prefix  -  Year  Month  Day - Next number

Minor Works Certificate

Prefix  -  Year  Month  Day - Next number

Fire Alarm Certificate

Prefix  -  Year  Month  Day - Next number

Emergency Lighting Completion Certificate

Prefix  -  Year  Month  Day - Next number

OK Cancel

Each type of certificate can be set individually, however, the user may opt to use a single numbering scheme for all certificates by ticking the Use common numbering system box.

Settings

Governing body | **Numbering** | Defaults Engineers | Default Instruments | DB Schedules | Other Settings | Submission | Database

Use common numbering system

Common numbering system

Prefix:  -  Year  Month  Day - Next number:

OK Cancel

### Default Engineers Tab

Engineers can be set as default, so each certificate will automatically have the defaults filled in as they being created. Default Engineers tab will display the current values.



Settings

Governing body Numbering Defaults Engineers Default Instruments DB Schedules Other Settings Submission Database

Default Company Electrical Company Companies..

Default Engineer Engineer 2 Engineers..

Default Engineers

Designer 1 Engineer 1

Designer 2 Select engineer..

Construction Select engineer..

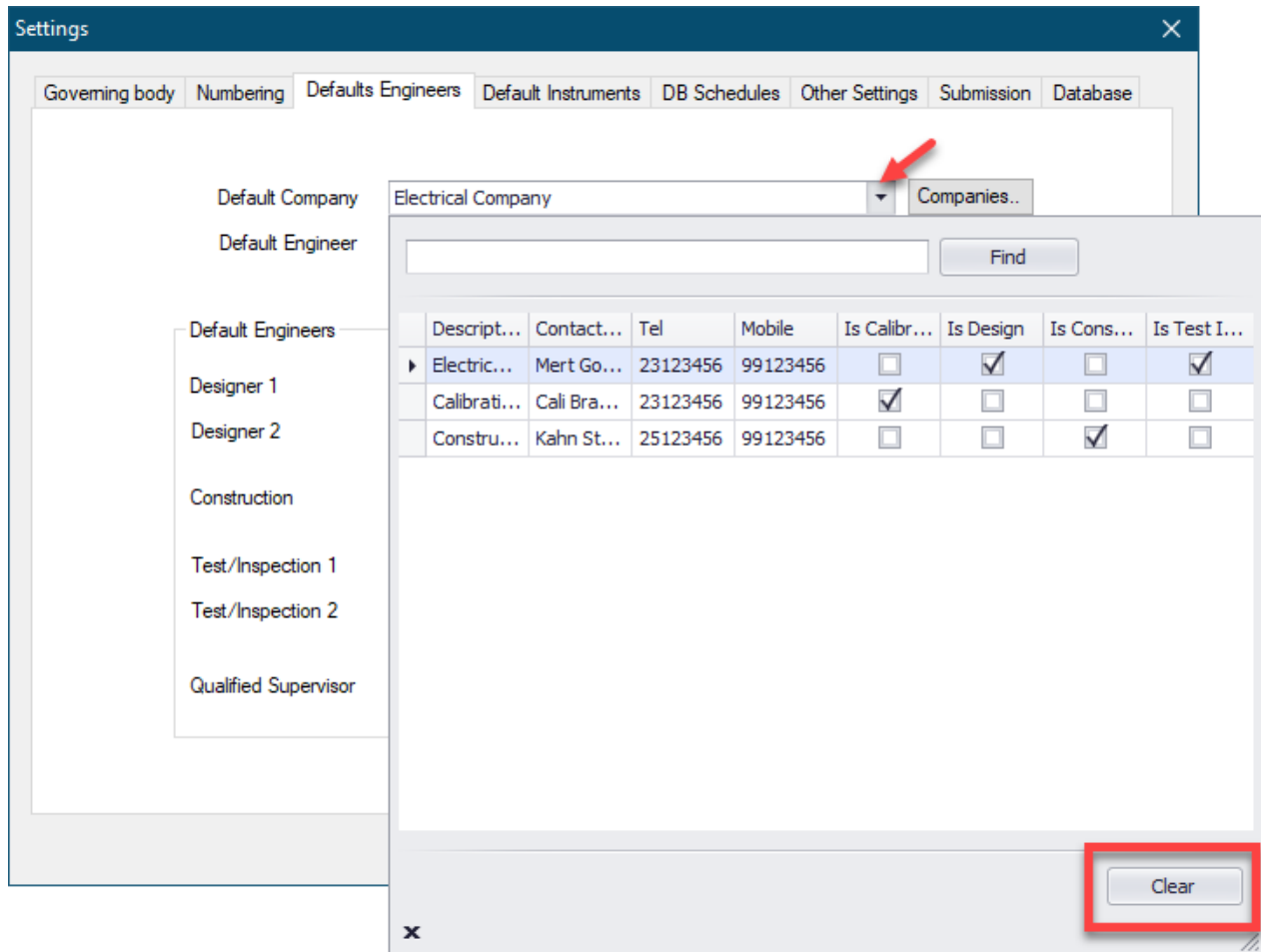
Test/Inspection 1 Engineer 2

Test/Inspection 2 Select engineer..

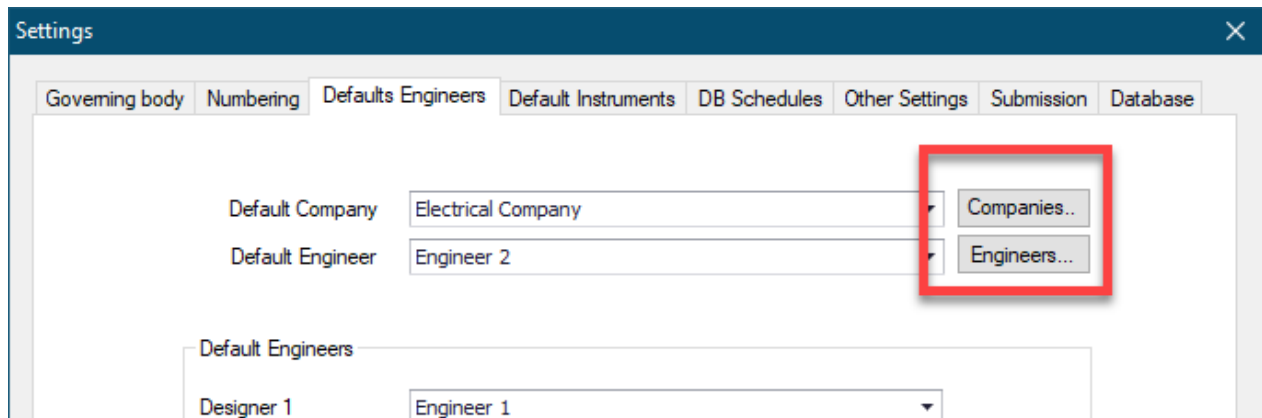
Qualified Supervisor Select engineer..

OK Cancel

Each field has a drop-down list from which the user may select a record. The drop-down lists of Default Company and Default Engineer will show all the records and will also display the activities assigned to each record. Default Engineers section also have drop-down lists for each activity, but they will only display relevant records e.g. if an engineer is not set as designer, then, this engineer will not be shown under Designer drop-down lists. It is also possible to remove the data from any field by using the Clear button located at the bottom of a list.



The user can access to Companies and Engineers lists directly by using the Companies... and Engineers... buttons. For further details, refer to [Companies and Engineers](#).



### Default Instruments Tab

It is possible to set specific test instruments to be defaults so they will be filled automatically on the certificates.

SCHEDULE OF TEST RESULTS		
DB Designation <input type="text" value="Supply"/>	<b>Details of test instruments used ( serial and/or asset numbers)</b> <b>Multi-functional</b> Sn: 12345678/An: FLK-PM789-001 <b>Continuity</b> Sn: 12345678/An: FLK-PM789-001 <b>Insulation resistance</b> <input type="text"/> <b>Earth fault loop impedance</b> Sn: 12345678/An: FLK-PM789-001 <b>RCD</b> <input type="text"/> <b>Earth electrode resistance</b> <input type="text"/>	
Zs at DB <input type="text"/> $\Omega$ Operating times of associated RCD (if any) <input type="text"/> ms		
Ipf at DB <input type="text"/> kA		
Correct supply polarity confirmed <input type="checkbox"/>		
Phase sequence confirmed (where appropriate) <input type="checkbox"/>		
SPD - Operational status confirmed <input type="checkbox"/>		
Details of circuits and/or installed equipment vulnerable to damage when testing (continue on a separate sheet if necessary or use the Remarks column)		

Each function has a drop-down list which displays relevant devices where it can be selected as default. Clear button will remove the data from the field.

Settings

Governing body    Numbering    Defaults Engineers    **Default Instruments**    DB Schedules    Other Settings    Submission    Database

Edit instruments...

Multifunction    FLK-PM789-001

Zs test

Continuity test

Earthing electrode test

Insulation resistance test

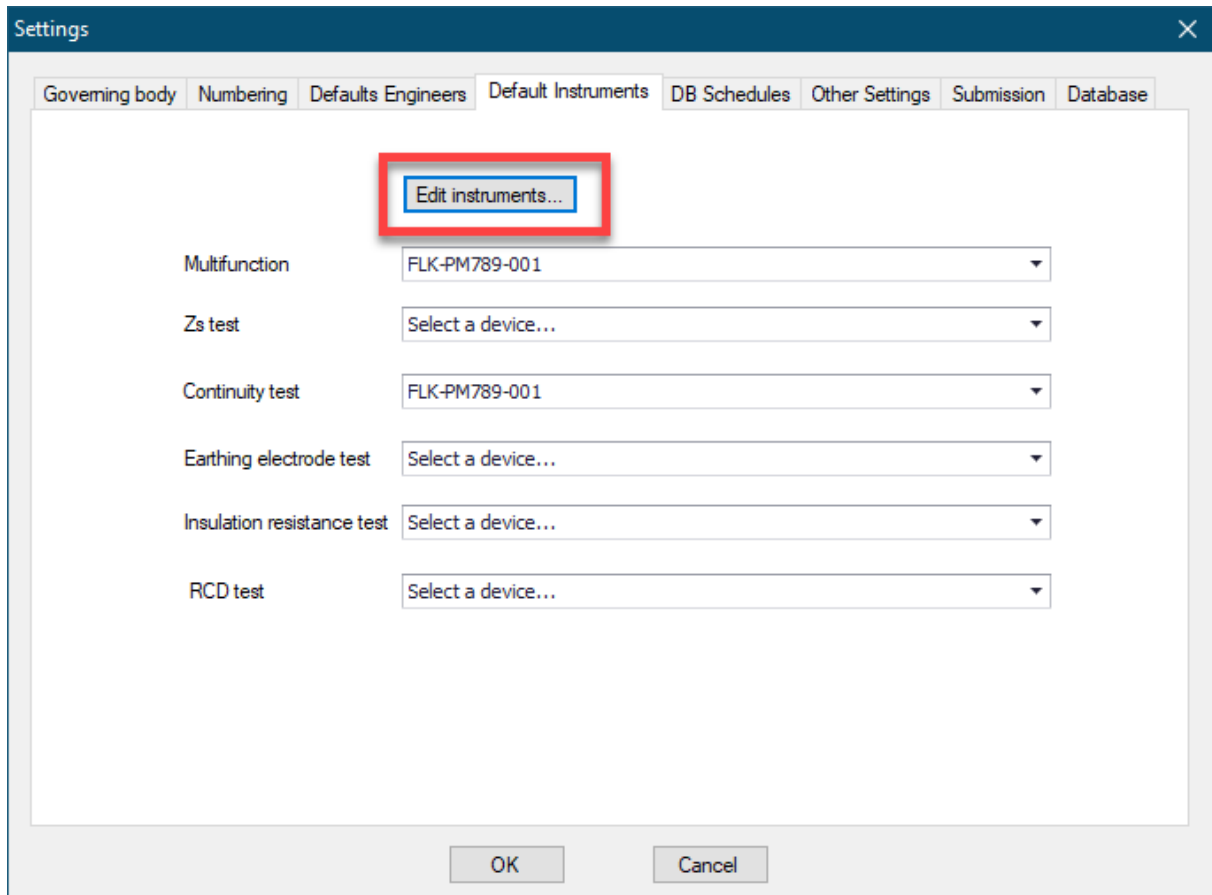
RCD test

Manufacturer	Model	Serial	Asset
▶ Fluke	789	12345678	FLK-PM789-001

Find

Clear

- *Edit Instruments... button* will recall the Test Devices window. For further details refer to [Test Devices](#).



The screenshot shows a 'Settings' dialog box with a dark blue header and a close button (X) in the top right corner. Below the header is a tabbed interface with the following tabs: 'Governing body', 'Numbering', 'Defaults Engineers', 'Default Instruments' (which is the active tab), 'DB Schedules', 'Other Settings', 'Submission', and 'Database'. The main content area of the 'Default Instruments' tab contains a list of test types, each with a corresponding dropdown menu. The 'Edit instruments...' button is highlighted with a red rectangular box. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Test Type	Selected Device
Multifunction	FLK-PM789-001
Zs test	Select a device...
Continuity test	FLK-PM789-001
Earthing electrode test	Select a device...
Insulation resistance test	Select a device...
RCD test	Select a device...

### Distribution Board Schedules Tab

This tab is used to set various parameters which are shown on [Distribution Boards](#) tab.

Settings

Governing body | Numbering | Defaults Engineers | Default Instruments | DB Schedules | Other Settings | Submission | Database

Max Zs at 80%

Overwrite manufacturer MaxZs with BS7671 tables

Default insulation resistance test result

Default insulation resistance test voltage

Record RCD's 5xI $\Delta$ n and 1xI $\Delta$ n in Distribution board schedules

Exclude Plan Prefix from Circuit Designation

Exclude the device type from BS EN column

Use 'TP' as the three-phase abbreviation in the circuit number column

Itemised cpc size (e.g SWA S:1.5 ==> The cpc is the SWA + 1.5mm<sup>2</sup> of a separate conductor)

OK Cancel

- *Max Zs at 80%:* See [MaxZs at 80%](#)
- *Overwrite manufacturer MaxZs with BS7671 tables:* This option will overwrite manufacturers' MaxZs data for a device with BS7671 tabulated values.
- *Default insulation resistance test result/voltage:* User may enter desired values to these fields which will be set as default by UK Forms. UK Forms will then fill in those fields automatically on every certificate created.

Settings

Governing body | Numbering | Defaults Engineers | Default Instruments | DB Schedules | C

Max Zs at 80%

Overwrite manufacturer MaxZs with BS7671 tables

Default insulation resistance test result

Default insulation resistance test voltage

Record RCD's 5xI $\Delta$ n and 1xI $\Delta$ n in Distr schedules

Circuit		RCD	Circuit impedances (Ω)					Insulation resistance			Zs (Ω)	RCD	AFDD	Remarks						
Editor	Circuit No.	Circuit Designation	Not tested	Limitations Observations	Operating current (A)	Rating (A)	Max Zs (Ω)	r1 (Live)	r2 (cpc)	R1+R2	R2	Live-Live (MΩ)	Live-Earth (MΩ)	Test Volts DC (V)	Polarity	Maximum measured	Disconnection time (ms)	Test button operation (ms)	Manual AFDD test button operation	
LTP	SB1				N/A	N/A	0.23	N/A	N/A	N/A	N/A	1	1	1000						

- Record RCD's 5xl n and 1xl n in Distribution board schedules: This option will add a new column to accommodate 5xl n value.

Circuit impedances (Ω)		All Circuits		Insulation resistance			✓	Zs (Ω)	RCD		AFDD
only (measured end)	r2 (cpc)	R1+R2	R2	Live-Live (MΩ)	Live-Earth (MΩ)	Test Volts DC (V)	Polarity	Maximum measured	Disconnection time (ms)	Test button operation (ms)	Manual AFDD test button operation
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				1	1	1000					

Circuit impedances (Ω)		All Circuits		Insulation resistance			✓	Zs (Ω)	RCD		
only (measured end)	r2 (cpc)	R1+R2	R2	Live-Live (MΩ)	Live-Earth (MΩ)	Test Volts DC (V)	Polarity	Maximum measured	Disconnection time at 1In	Disconnection time at 5xIΔn	Test button operation (ms)
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				1	1	1000					

- Exclude Plan Prefix from Circuit Design: This will remove the prefixes used for circuits from the Circuit Description column.

The image displays two screenshots of a software application window, likely a design or inspection tool, showing a table of circuit data. The window title bar includes 'Apply', 'Draft - Not Completed', and 'Stop Auto Refresh DBs'. The interface shows a 'Circuit' table with columns: Editor, Circuit No., Circuit Designation, and Not tested.

**Left Screenshot (DB1-Ground Floor):**

Editor	Circuit No.	Circuit Designation	Not tested
...	1.L1	L1-Lights - Entrance	<input type="checkbox"/>
...	1.L2	L2-Lights - Office Area LHS	<input type="checkbox"/>
...	1.L3	L3-Lights - Office Area RHS	<input type="checkbox"/>
...	2.L1	L4-Lights - Kitchenette	<input type="checkbox"/>
...	2.L2	L5-Lights - Outdoor	<input type="checkbox"/>
...	2.L3	L6-Lights - Stairs	<input type="checkbox"/>
...	3.L1	S1-Sockets - Entrance	<input type="checkbox"/>
...	3.L2	S2-Sockets - Office Area LHS	<input type="checkbox"/>
...	3.L3	S3-Sockets - Office Area RHS	<input type="checkbox"/>
...	4.L1	S4-Sockets - Kitchenette	<input type="checkbox"/>
...	4.L2	M1-Water Pressure Pump	<input type="checkbox"/>
...	4.L3	SP1-Spare	<input type="checkbox"/>

**Right Screenshot (Ground Floor):**

Editor	Circuit No.	Circuit Designation	Not tested
...	1.1.1	L1-Lights - Entrance	<input type="checkbox"/>
...	1.L2	Lights - Office Area LHS	<input type="checkbox"/>
...	1.L3	Lights - Office Area RHS	<input type="checkbox"/>
...	2.1.1	Lights - Kitchenette	<input type="checkbox"/>
...	2.L2	Lights - Outdoor	<input type="checkbox"/>
...	2.L3	Lights - Stairs	<input type="checkbox"/>
...	3.L1	Sockets - Entrance	<input type="checkbox"/>
...	3.L2	Sockets - Office Area LHS	<input type="checkbox"/>
...	3.L3	Sockets - Office Area RHS	<input type="checkbox"/>
...	4.L1	Sockets - Kitchenette	<input type="checkbox"/>
...	4.L2	Water Pressure Pump	<input type="checkbox"/>
...	4.L3	Spare	<input type="checkbox"/>

A red arrow points from the '1.L1' entry in the left table to the '1.1.1' entry in the right table, indicating the change in the circuit number format.

- Use 'TP' as the three-phase abbreviation in the circuit number column: Three-phase circuits will be identified by "TP" instead of "L1,L2,L3"

Editor	Circuit No.	Circuit Designation	Not tested	Observations	Limitations	Type of wiring
...	1.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	C
...	2.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	C
...	3.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	C
...	4.L1,L2,L3	DB3	<input type="checkbox"/>	0	0	C

Editor	Circuit No.	Circuit Designation	Not tested	Observations	Limitations	Type of wiring
...	1.TP	FC1	<input type="checkbox"/>	0	0	C
...	2.TP	FC1	<input type="checkbox"/>	0	0	C
...	3.TP	FC1	<input type="checkbox"/>	0	0	C
...	4.TP	DB3	<input type="checkbox"/>	0	0	C

- Itemised cpc size (e.g. SWA S:1.5==>The cpc is the SWA + 1.5mm<sup>2</sup> of a separate conductor):* If this option is unticked, UK Forms will display the total copper equivalent of the cpc. If ticked, the cpc field will be changed to itemised mode and cross sections will be displayed (except armour option) after a code which indicates the cpc type. This field may contain multiple codes letters to indicate more than one option are used for cpc. The code letters are as follows:

  - SWA: Armour



- S: Separate conductor
- C: Core of the cable

Circuit						Circuit details			Circuit conductors csa (mm <sup>2</sup> )	
Editor	Circuit No.	Circuit Designation	Not tested	Observations	Limitations	Type of wiring	Reference method	Number of points served	Live	cpc
...	1.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	G	C	1	1.5	6.8
...	2.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	G	C	1	1.5	1.5
...	3.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	G	C	1	1.5	8.3
...	4.L1,L2,L3	DB3	<input type="checkbox"/>	0	0	C	B	1	1	1

Circuit						Circuit details			Circuit conductors csa (mm <sup>2</sup> )	
Editor	Circuit No.	Circuit Designation	Not tested	Observations	Limitations	Type of wiring	Reference method	Number of points served	Live	cpc
...	1.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	G	C	1	1.5	SWA
...	2.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	G	C	1	1.5	S:1.5
...	3.L1,L2,L3	FC1	<input type="checkbox"/>	0	0	G	C	1	1.5	SWA S:1.5
...	4.L1,L2,L3	DB3	<input type="checkbox"/>	0	0	G	C	1	1.5	C:1.5

MaxZs at 80%

UK Forms permits users to apply a multiplier of 0.8 to calculated maximum Zs value (of ElectricalOM) to compensate the conductor temperatures. The concept is well defined on the document quoted below.

*"For fault protection, the limiting values of earth fault loop impedances, Zs, are given in Tables 41.2, 41.3 and 41.4 of BS 7671, for many commonly-used overcurrent protective devices. The values given in those tables are the limits that apply under earth fault conditions, when the temperature of the conductors can be expected to be higher than when testing is undertaken (usually under no-load conditions). Consequently, the values of earth fault loop impedance when measured at ambient temperature should be lower than the limits set out in BS 7671.*

*It is generally accepted that, where the measured earth fault loop impedance of a circuit is not greater than 80% of the relevant limit specified in BS 7671, the impedance can be expected to be sufficiently low under earth fault conditions to meet the relevant limit specified in BS 7671, and for the protective device to automatically disconnect within the time specified." (NICEIC, July 2011, Maximum Earth Fault Loop Impedance Value for Overcurrent Protective Devices in Common Use, for Fault Finding Protection).*

The actual maximum permitted Zs value can be seen within the calculations area of ElectricalOM's Circuit Edit module.

The screenshot shows the 'Arc Flash Study' window in ElectricalOM. The 'Earth Fault' section at the bottom contains the following data:

IEF (kA)	0.3251	Ia (A)	50	Ze (Ω)	0.1266
MCB Disconnection time (sec)	0.01	Maximum Zs (Ω)	0.4	Zs (Ω)	0.6721
					<b>max Zs (Ω)</b>
					4.37

Maximum permitted Zs is also shown on Distribution Boards tab of UK Forms add-on. The value will be equal to ElectricalOM's value if the relevant box is not ticked.

Editor	Circuit No.	Circuit Designation	Not tested	Observations	Limitations	BS (EN)	Type	Operating current I <sub>dn</sub>	Rating (A)	MaxZs permitted by BS7671	r1 (Live)	r <sub>n</sub> (Neutral)
...	1.1.1	SPD		0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
...	2.1.1	RCD 1		0	0	61008	A	30	80	N/A	N/A	N/A
...	2.1.L1	SKTS 1 -1st Flr		0	0	N/A	N/A	30	N/A	1.37	N/A	N/A
...	2.2.L1	LTS 1-Grd Flr		0	0	N/A	N/A	30	N/A	4.37	N/A	N/A
...	2.3.L1	FCU 1-Oven		0	0	N/A	N/A	30	N/A	0.68	N/A	N/A
...	2.4.L1	FCU-Smoke Detector Heads		0	0	N/A	N/A	30	N/A	3.64	N/A	N/A
...	2.5.L1	empty		0	0							
...	3.1.1	RCD 2		0	0	61008	A	30	80	N/A	N/A	N/A
...	3.1.L1	LTS 2-1st Flr		0	0	N/A	N/A	30	N/A	4.37	N/A	N/A
...	3.2.L1	SKTS 2-Grd Flr		0	0	N/A	N/A	30	N/A	1.37	N/A	N/A
...	3.3.L1	FCU 1-Shower		0	0	N/A	N/A	30	N/A	0.68	N/A	N/A
...	3.4.L1	empty		0	0							
...	3.5.L1	empty		0	0							
...	3.6.L1	empty		0	0							

However, if MaxZs at 80% box is ticked, then, all MaxZs values will be reduced by 80% on UK Forms' certificate.

Settings

Governing body    Numbering    Defaults Engineers    Default Instruments    DB Schedules    Oth

Max Zs at 80%

Overwrite manufacturer MaxZs with BS7671 tables

Default insulation resistance test result

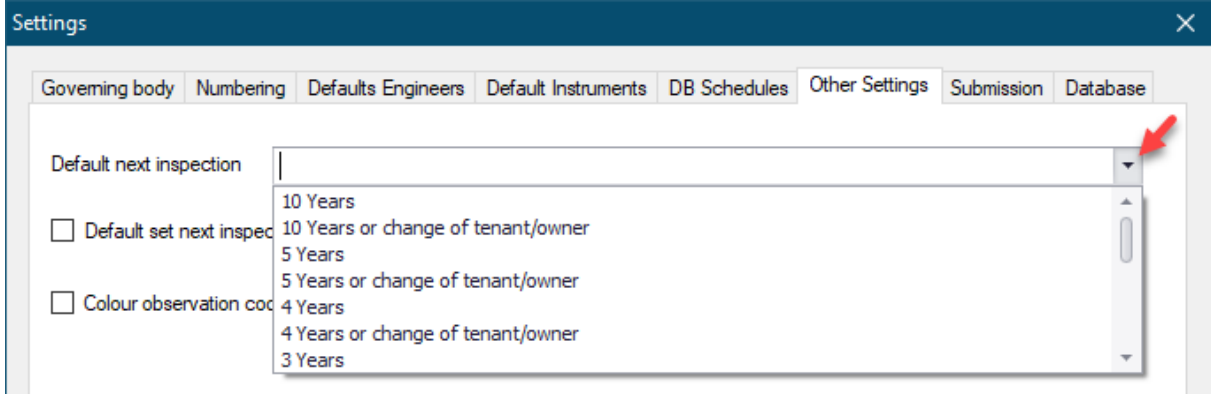
Default insulation resistance test voltage

Editor	Circuit No.	Circuit Designation	Not tested	Observations	Limitations	BS (EN)	Type	Operating current I <sub>dn</sub>	Rating (A)	MaxZs permitted by BS7671	r1 (Live)	r <sub>n</sub> (Neutral)
...	1.1.1	SPD		0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
...	2.1.1	RCD 1		0	0	61008	A	30	80	N/A	N/A	N/A
...	2.1.L1	SKTS 1 -1st Flr		0	0	N/A	N/A	30	N/A	1.09	N/A	N/A
...	2.2.L1	LTS 1-Grd Flr		0	0	N/A	N/A	30	N/A	3.5	N/A	N/A
...	2.3.L1	FCU 1-Oven		0	0	N/A	N/A	30	N/A	0.55	N/A	N/A
...	2.4.L1	FCU-Smoke Detector Heads		0	0	N/A	N/A	30	N/A	2.91	N/A	N/A
...	2.5.L1	empty		0	0							
...	3.1.1	RCD 2		0	0	61008	A	30	80	N/A	N/A	N/A
...	3.1.L1	LTS 2-1st Flr		0	0	N/A	N/A	30	N/A	3.5	N/A	N/A
...	3.2.L1	SKTS 2-Grd Flr		0	0	N/A	N/A	30	N/A	1.09	N/A	N/A
...	3.3.L1	FCU 1-Shower		0	0	N/A	N/A	30	N/A	0.55	N/A	N/A
...	3.4.L1	empty		0	0							
...	3.5.L1	empty		0	0							
...	3.6.L1	empty		0	0							

## Other Settings Tab

Other settings tab includes:

- *Default next inspection drop-down list* can be used to set a default value for next inspection field on reports.



- *Colour observation codes in reports* option tick box which will fill related boxes with assigned colours for codes on report sheets. See below:

**SECTION F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN**

Referring to the attached Schedule(s) of Inspections and Test Results, and subject to the limitations specified on page 1 of this report under 'Extent of the Installation and Limitations of Inspection and Testing':

N/A There are no items adversely affecting electrical safety or  
 The following observations and recommendations are made

Item No.	Reference	Observations	Code
1	Certificate	Unsheathed basic insulation	C2

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency of remedial action:

**C1** Danger Present  
Risk of injury. Immediate remedial action required

**C2** Potentially dangerous  
Urgent remedial action required

**C3** Improvement recommended

**F1** Further investigation required without delay

Immediate remedial action required for items: N/A Total C1 0

Urgent remedial action required for items: 1 Total C2 1

Improvement recommended for items: N/A Total C3 0

Further investigation required for items: N/A Total F1 0

**SECTION F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN**

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Urgent remedial action required

**C3** Improvement recommended

**F1** Further investigation required without delay

Immediate remedial action required for items: N/A Total C1 0

Urgent remedial action required for items: 1 Total C2 1

Improvement recommended for items: N/A Total C3 0

Further investigation required for items: N/A Total F1 0

**SECTION G. DECLARATION**

**INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS**

INSPECTION SCHEDULE - General

Item	Description	Comment	Outcome
1.0	<b>INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)</b> An outcome against an item in this section, other than access to live parts, should not be used to determine the overall outcome.		
1.1	For this section only, where inadequacies are found, an 'X' should be put against the appropriate item and a comment made in Section F.		
1.1.1	Service cable		
1.1.2	Service head		
1.1.3	Earthing arrangement		
1.1.4	Meter tails		C2
1.1.5	Metering equipment		

**SECTION G. DECLARATION**

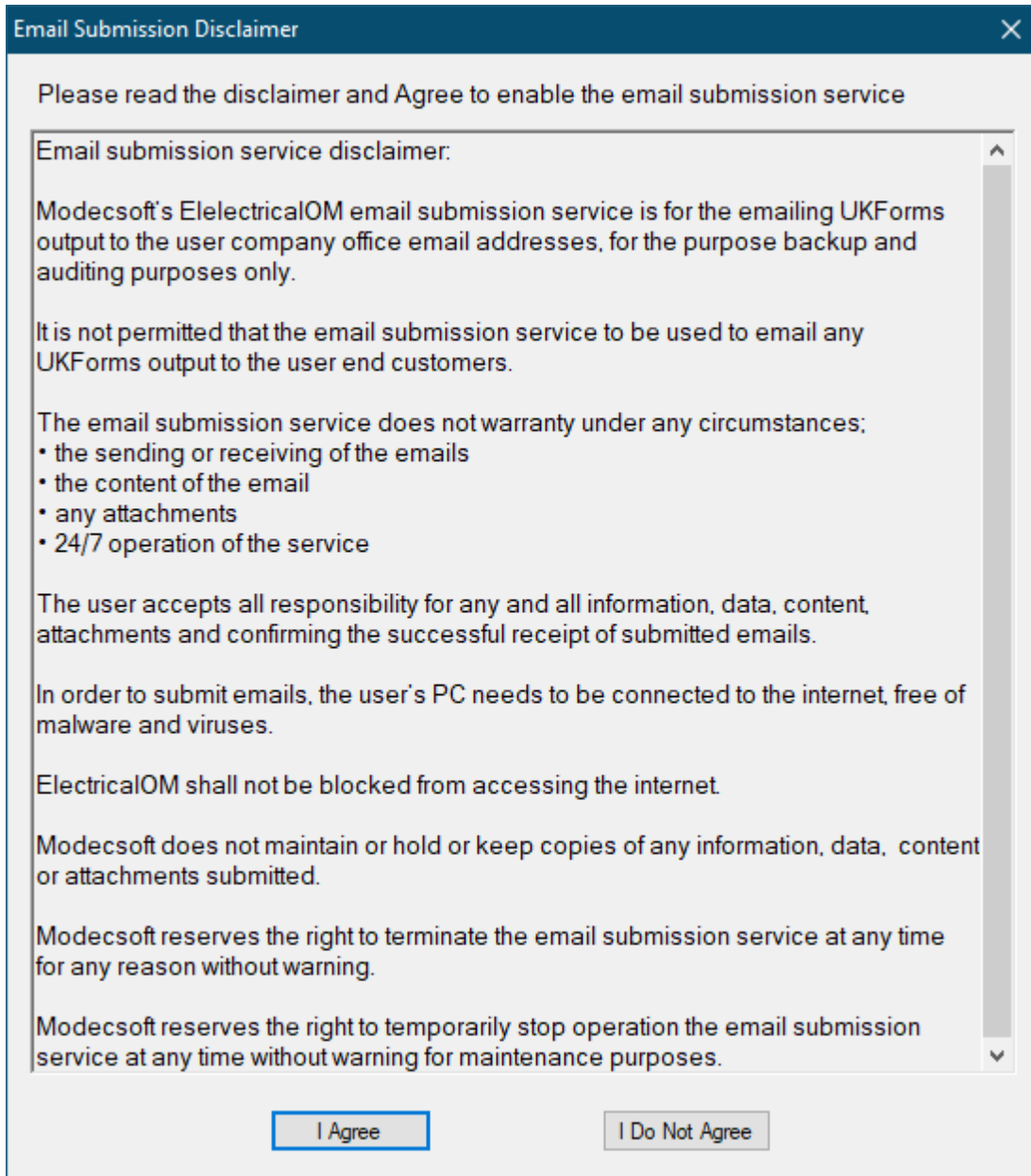
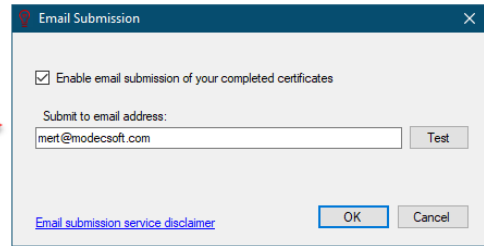
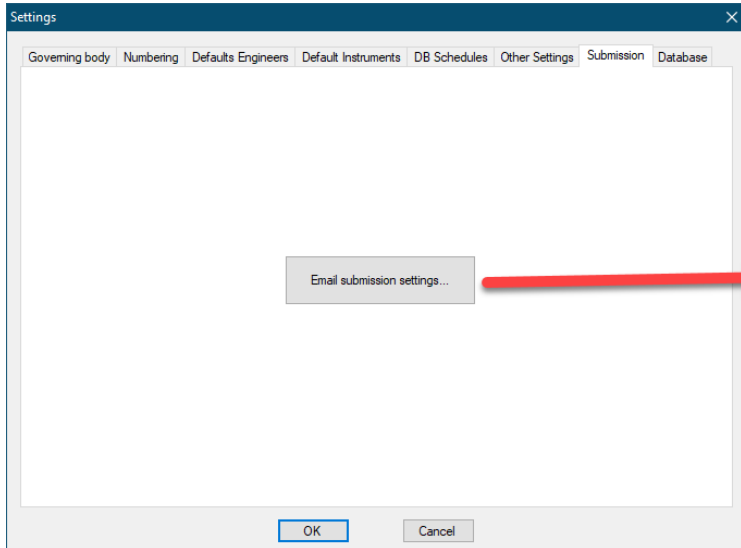
**INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS**

INSPECTION SCHEDULE - General

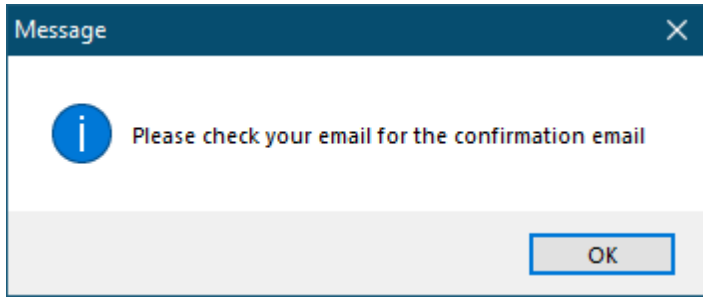
Item	Description	Comment	Outcome
1.0	<b>INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)</b> An outcome against an item in this section, other than access to live parts, should not be used to determine the overall outcome.		
1.1	For this section only, where inadequacies are found, an 'X' should be put against the appropriate item and a comment made in Section F.		
1.1.1	Service cable		
1.1.2	Service head		
1.1.3	Earthing arrangement		
1.1.4	Meter tails		C2
1.1.5	Metering equipment		

## Submission Tab - Sending Documents by Email Automatically

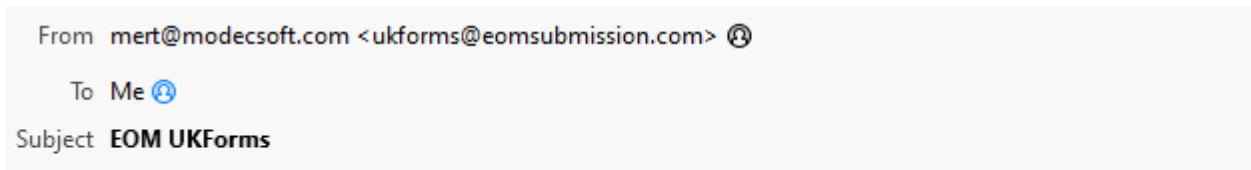
Submission tab accommodates the settings in regard to sending a certificate automatically to a set email address, if this option is enabled. Once the Enable email submission of your completed certificates box is ticked, a consent window will pop up. To accept the terms click on I Agree button, if you do not accept the terms, then, click on I Do Not Agree button. If you click on I Agree button, the Submit to email address field will become active. An email address can be type in to the text field, and UK Forms will send completed documents to this address.



A Test button is also available to test the submission. Once the Test button is clicked, UK Forms will send a test email to the defined address.



The mail will have the title as "EOM UKForms" and it will look like the one below:

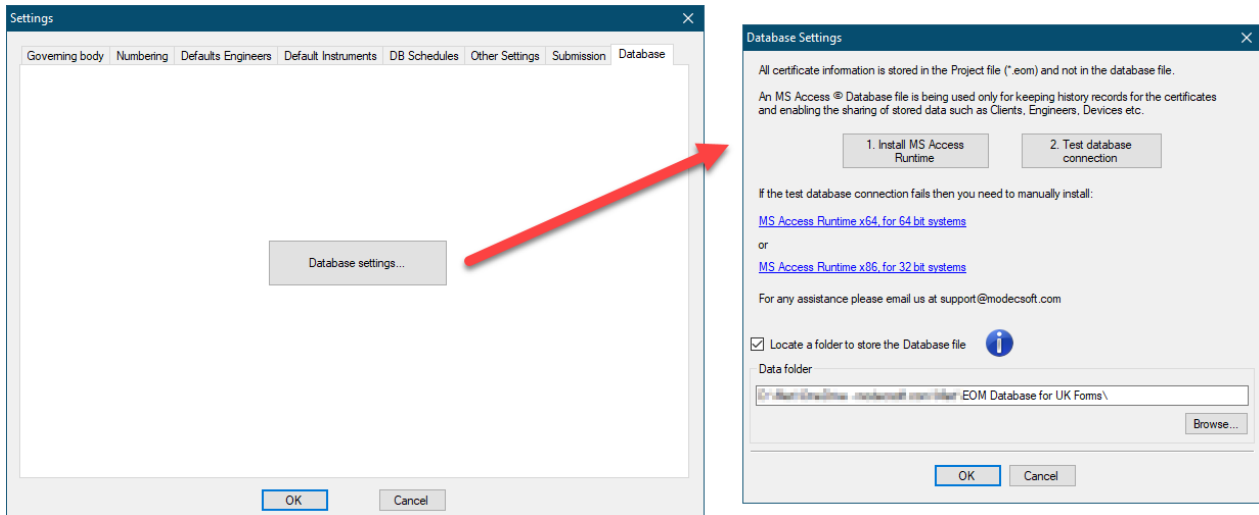


**Submission test confirmation**

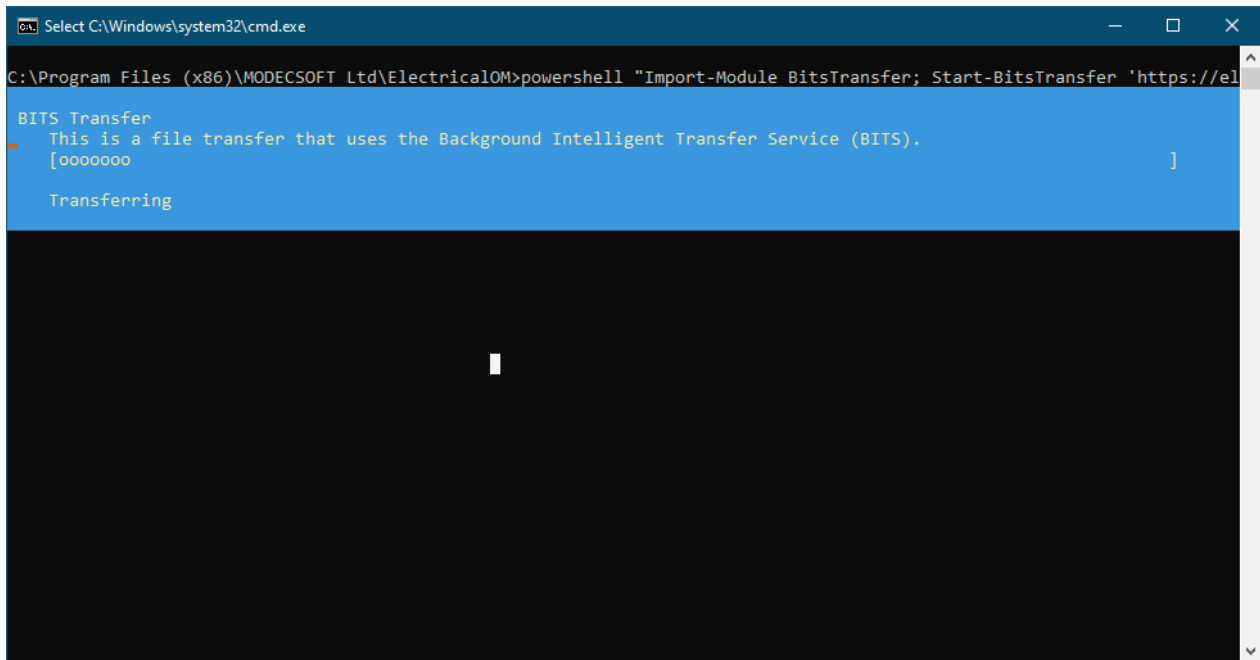
---

**Database Tab**

Database tab contains database settings and it requires clicking on the Database settings... button to access those settings.

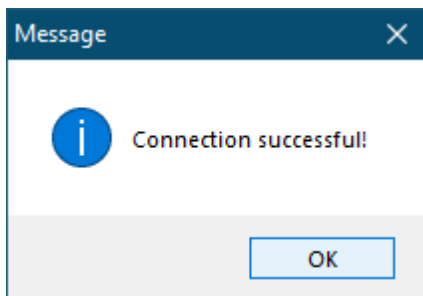


In order to create a database, ElectricalOM requires MS Access Runtime to be installed. It can be installed automatically via UK Forms but clicking on the 1. Install MS Assess Runtime button. This will initiate a command prompt and install required files.

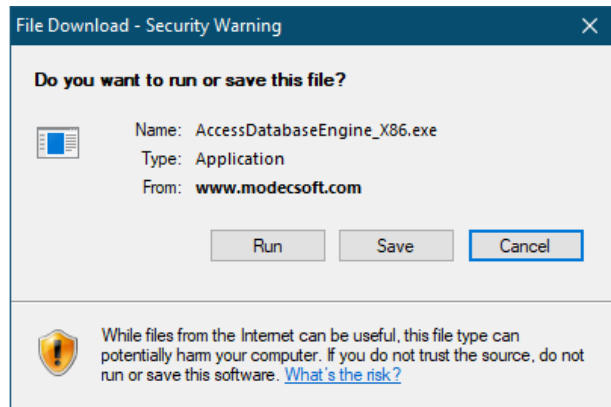
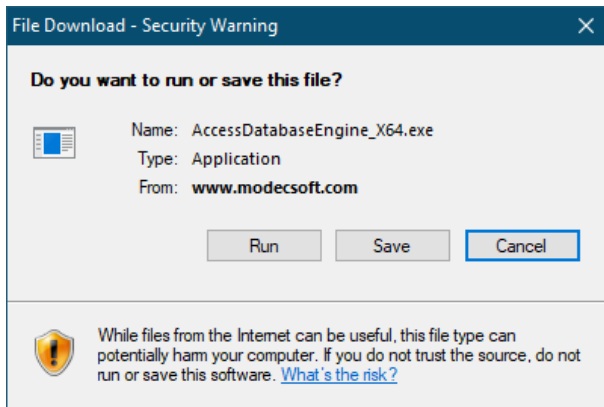
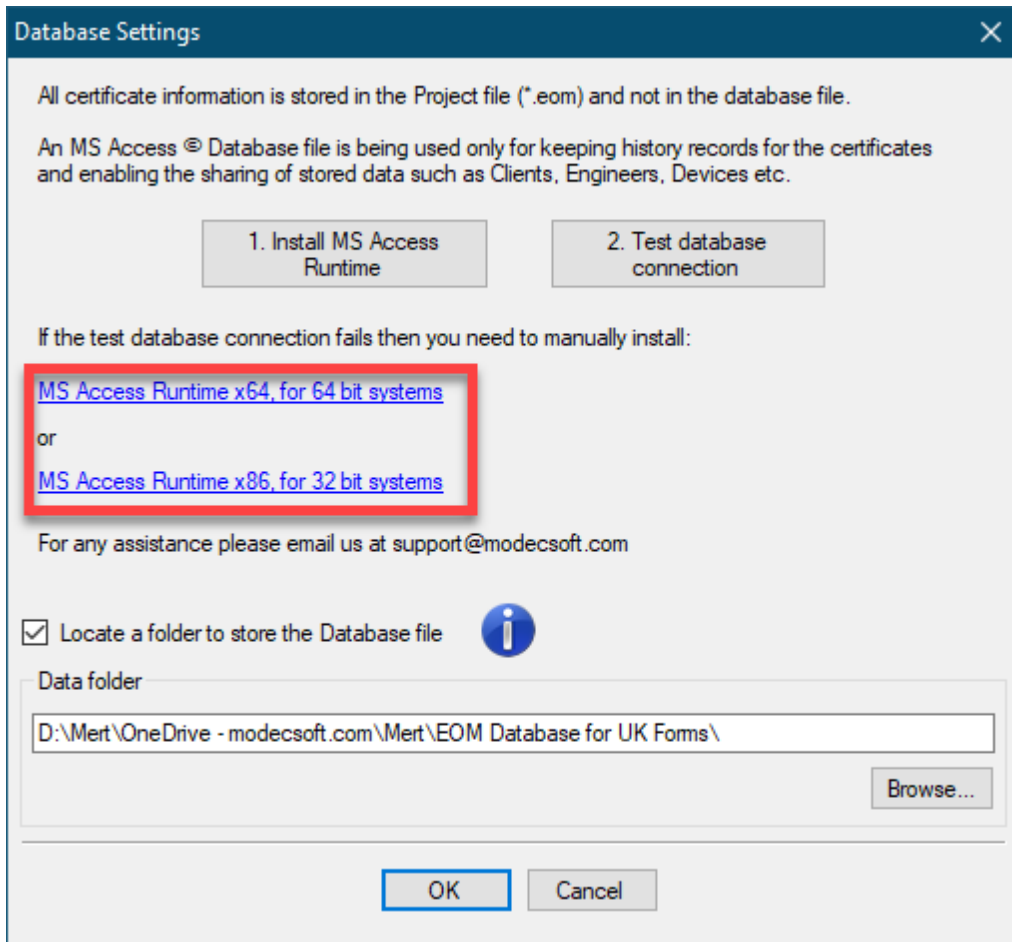


```
Select C:\Windows\system32\cmd.exe
C:\Program Files (x86)\MODECSOFT Ltd\ElectricalOM>powershell "Import-Module BitsTransfer; Start-BitsTransfer 'https://el
BITS Transfer
This is a file transfer that uses the Background Intelligent Transfer Service (BITS).
[ooooooooo]
Transferring
```

After installation, it is advised to test the feature by clicking on 2. Test database connection button. If the test is successful the pop up window shown

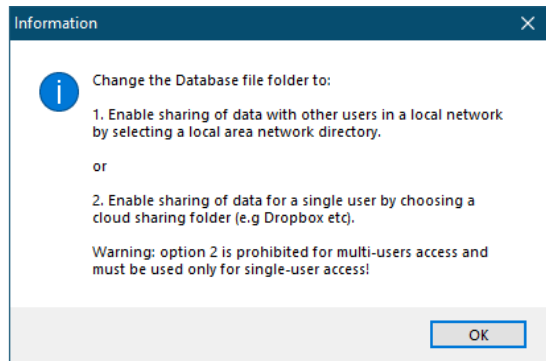
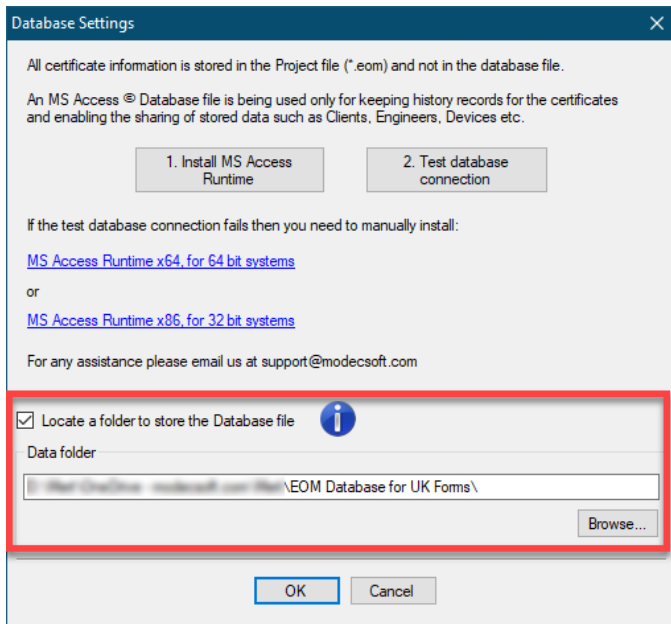


There are two links which are download links, one for 32-bit and the other for 64-bit. They will download the required files so you can install MS Access Runtime manually.

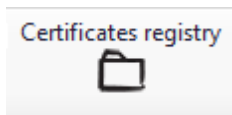


Once MS Access Runtime is installed, UK Forms can create a database. This database file is in the installation folder as default, however, it can be set to be at a different location using the Data folder section. Browse button will initiate a browser window where a location can be selected. After this point, UK Forms database will be at this location. This will enable users to share a database with other users.





## Certificates Registry



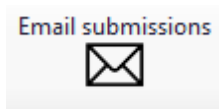
Certificates registry will keep a record of all the certificates created and display them as a list. The list cannot be edited, and deleting a certificate does not remove it from the registry.

Certificates Registry

Type: All Status: All

Number	Project ID	Type	Status	Date Created	Next Inspe...	Engineer	Client	Client Tel	Installation	Installation...	Post code	Project File ...
	TA0050	BS 7671:2...	Draft	15/09/2020	15/09/2025							D:\Mert\Do...

### Submitted Emails Registry



Email submissions is a registry for submitted emails and will list all the emails submitted.

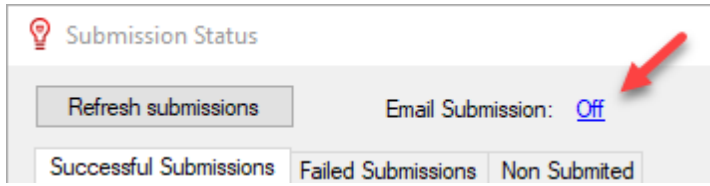
Submission Status

Refresh submissions Email Submission: [mert@modecsoft.com](mailto:mert@modecsoft.com)

Successful Submissions Failed Submissions Non Submitted

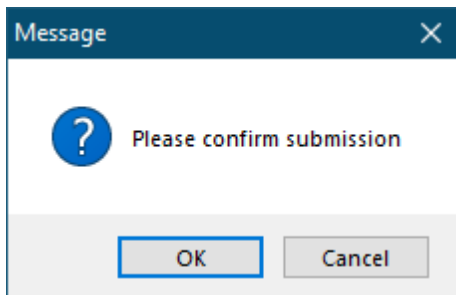
Cert. Number	Submitted date	Submitted to Email	Email body text	Pdf File	Open	Submit
EICR-2022824-3	24/08/2022 16:01	mert@modecsoft.com	Number: EICR-2022824-3 Type: Domestic EICR - BS7671:2018+A2:2022 Description: Certificate Certificate Date: 24/08/2022 Job ID: Client: Assign to: Electrical Company - Engineer 2 GUID: Submitted from PC:DESKTOP-... DESKTOP-...	C:\Users\...AppData\Roaming Ltd\ElectricalOM\UKFormsSubmissi	Open	Re-Submit

The set email address will be displayed next to Email Submission as a link, otherwise this will be Off, still will act as a link.

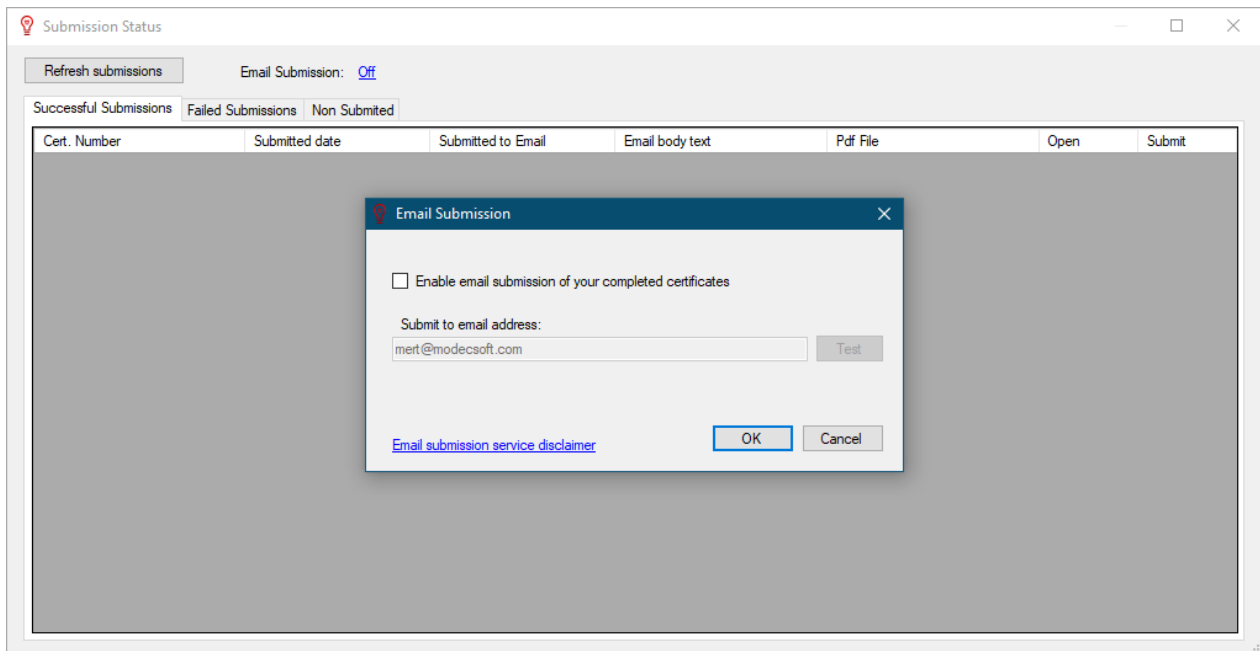


There are two columns which are interactive and contain a button:

- *Open button* under Open column will open the PDF file sent.
- *Re-submit button* under Submit column will submit the same certificate to the same email address.



It is also possible to reach Email Submission windows directly by clicking on the link next to Email Submission.



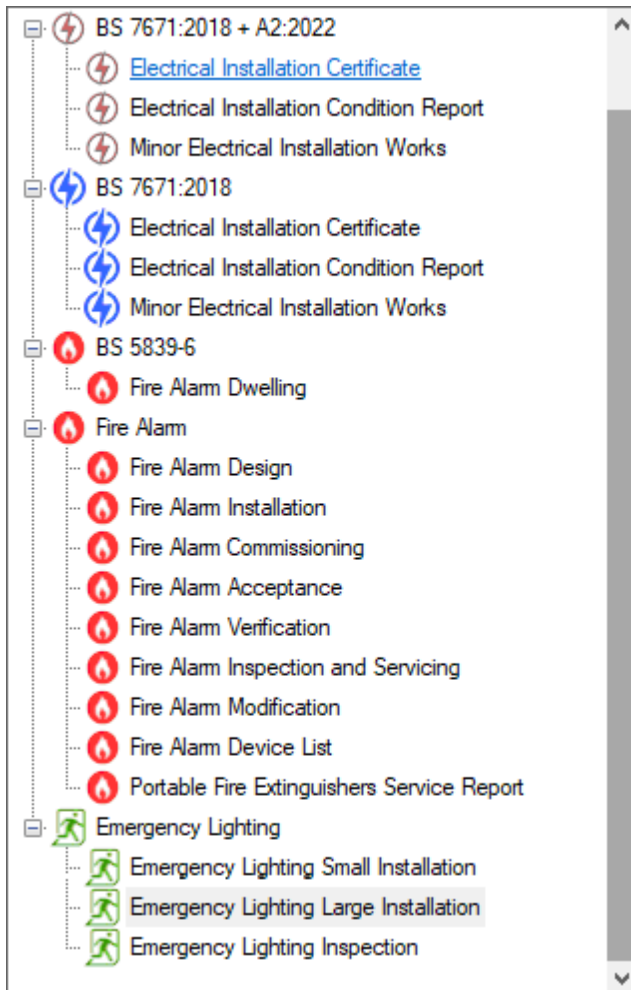
## Certificates List

As mentioned earlier, Certificates List displays all the documents created for the active

project. It is designed like a spreadsheet with a title row, which is used to define the columns.

Status	Certificate Type	Project ID	Reference No.	Date	Colour	Description
Draft - Not Completed	Fire Detection And Alarm System Acceptance Certificate		FAC-2022823-2	23/08/2...	Red	Certificate
Under Review - Locked	Domestic EIC - BS7671:2018+A2:2022		EIC-2022823-153	23/08/2...	Orange	Certificate
Under Review - Locked	Domestic EICR - BS7671:2018+A2:2022		EICR-2022823-196	23/08/2...	Orange	Certificate
Completed - Locked	BS:7671:2022 - Minor Electrical Installation Works		MW-2022823-292	23/08/2...	Red	Certificate
Draft - Not Completed	Emergency Lighting Completion Certificate For Large...		EML-2022823-2	23/08/2...	Yellow	Certificate

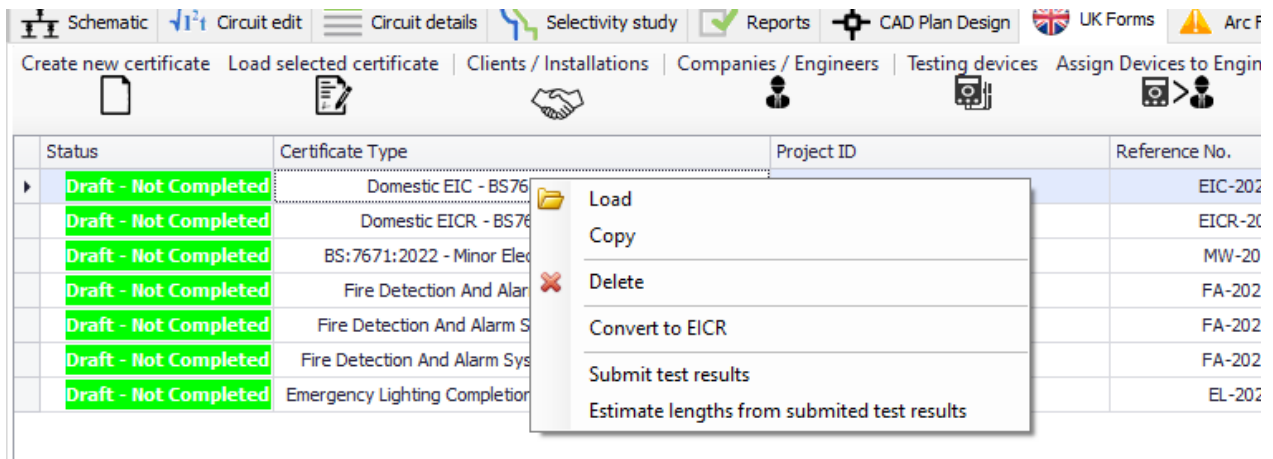
- Status:** This column will indicate the status of the certificate. The status states are colour coded as follows:
  - Green: Draft - Not Completed
  - Orange: Under Review - Locked
  - Red: Completed - Locked
- Certificate Type:** This column will show the type of the certificate. We have following certificates available at the time of writing this manual:



- *Project ID*: Displays the project ID defined by the user. See, [Creating New Certificates](#).
- *Reference No.*: Displays the reference number set by the user. See, [Creating New Certificates](#).
- *Date*: Displays the date certificate created, however this can be modified by the user. See, [Creating New Certificates](#).
- *Colour*: Displays the colour associated with the certificate type. See, [Governing Body Tab](#).
- *Description*: Displays the description defined by the user. See, [Creating New Certificates](#).

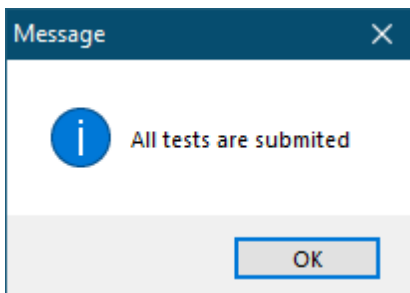
### Right-Click Menu

Certificates list has a right-click menu which makes it possible to load, copy, and delete a selected certificate easily.



Right-click menu also accommodates options to:

- *Convert an ECR to EICR* or vice versa (see, [Converting an EIC to an EICR or vice versa](#)),
- *Submit test results* back to the ElectricalOM project (only available for BS7671 documents) (see, [Sending UK Forms data to ElectricalOM project](#)), and,



Each submission will create a new record on Submitted test results list of Circuit Edit

tab's Test tab.

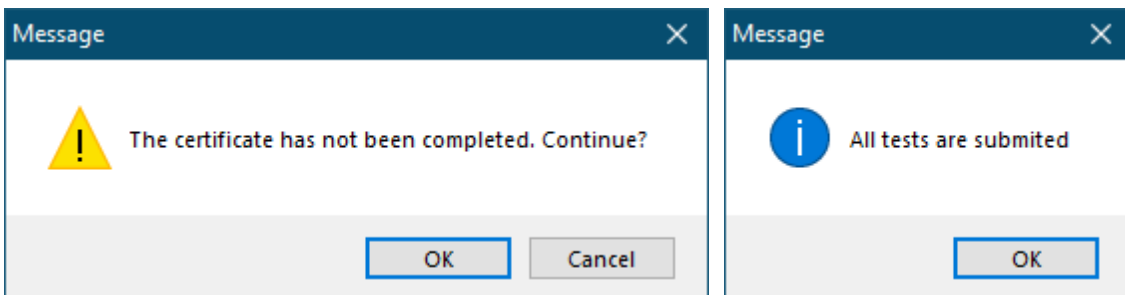
Created	Source	Ring r1	Ring r2	Ring rn	R1+R2	R2	LL	LE	Test
31/08/2022	UKForms (EIC-2022831-19)	0.05	0.1	N/A					250

- *Estimate cable lengths from submitted test results* option will update cable lengths of the associated ElectricalOM project to suit with the test results of the active certificate. (see, [Sending UK Forms data to ElectricalOM project](#))



### Sending UK Forms data to ElectricalOM project

- *Submit Test Results*: It is possible to send UK Forms test results to ElectricalOM using the right-click menu. If the selected certificate is not marked as completed, UK Forms will warn you, however, if you click on OK the results will be sent to ElectricalOM anyway. This option is available only for BS7671 certificates.



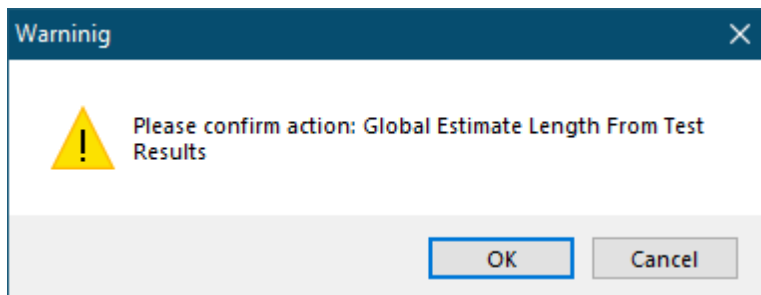
Each submission will create a new record on test results list of ElectricalOM's Circuit Edit module's Test tab. The important point here is to notice that Created column will show the date of the certificate, not the date they were submitted to ElectricalOM.

Ph/N Conductor	Earthing	Protective Devices	Correction Factors	Voltage Drop	Other details	Test	Notes	Load density	
Submitted test results									
Created	Source	Ring r1	Ring r2	Ring rn	R1+R2	R2	LL	LE	Test
03/02/2023	UKForms (EICR-202323-52)	N/A	N/A	N/A					
23/02/2022	UKForms (EICR-202231-165)	N/A	N/A	N/A					

ElectricalOM will use the latest test result to generate warnings if a discrepancy is found.

Item	Type	Warning
RCD 1 -> SKTS 1 -1st Flr	Important	The design R1+R2 is not matching the tested R1+R2. Error factor: 155%

- Estimate Cable Lengths:* ElectricalOM can estimate circuit lengths using UK Forms' certificate data. You can use the right-click menu and select Estimate cable lengths options to achieve this. This action will update the cable lengths of the associated ElectricalOM project to suit with the test results of the selected certificate. Again, ElectricalOM will display a warning pop-up window.



Below example shows a ring socket outlet circuit set as 25 metres long.. Test result for this circuit is submitted as 0.3ohms. This was previously marked as a warning, see above picture.

Submitted test results

Created	Source	Ring r1	Ring r2	Ring r1	R1+R2	R2	LL	LE	Test
03/02/2023	UKForms (EICR-202323-52)				0.3		1	1	1000

Then we used estimate cable lengths option of UK Forms which updated ElectricalOM's data to suit. Now the cable length is 63.83 metres, and corresponding nearest impedance values are also updated. This action also cleared the warning.

Submitted test results

Created	Source	Ring r1	Ring r2	Ring r1	R1+R2	R2	LL	LE	Test
03/02/2023	UKForms (EICR-202323-52)				0.3		1	1	1000



## Available Certificates

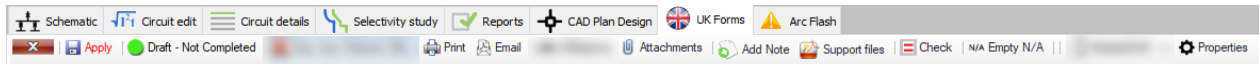
---

ElectricalOM's UK Forms add-on module includes following documents.

- *BS7671:2008 + A2:2022 Requirements for Electrical Installations*
  - Electrical Installation Certificate
  - Electrical Installation Condition Report
  - Minor Electrical Installation Works Certificate
- *BS7671:2008 Requirements for Electrical Installations*
  - Electrical Installation Certificate
  - Electrical Installation Condition Report
  - Minor Electrical Installation Works Certificate
- *BS5839-6:2019 + A1:2020 Fire Detection and Fire Alarm Systems for Buildings - Code of Practice for The Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in Domestic Premises*
  - Certificate of Design, Installation, and Commissioning of a Fire Detection and Fire Alarm System of Grade C, D, or F in Domestic Premises
- *BS5839-1:2014 Fire Detection and Fire Alarm Systems for Buildings - Code of Practice for Design, Installation, Commissioning and Maintenance of Systems in Non-domestic Premises*
  - Fire Detection and Alarm System Design Certificate
  - Fire Detection and Alarm System Installation Certificate
  - Fire Detection and Alarm System Commissioning Certificate
  - Fire Detection and Alarm System Acceptance Certificate
  - Fire Detection and Alarm System Verification Certificate
  - Fire Detection and Alarm System Inspection and Servicing Report
  - Fire Detection and Alarm System Modification Certificate
  - Fire Detection and Alarm System Device List
  - Portable Fire Extinguishers Service Report (BS 5306-3:2017 Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice)
- *BS5266-1:2016 Emergency Lighting - Code of Practice for The Emergency Lighting of Premises*
  - Emergency Lighting Completion Certificate for Small New Installations

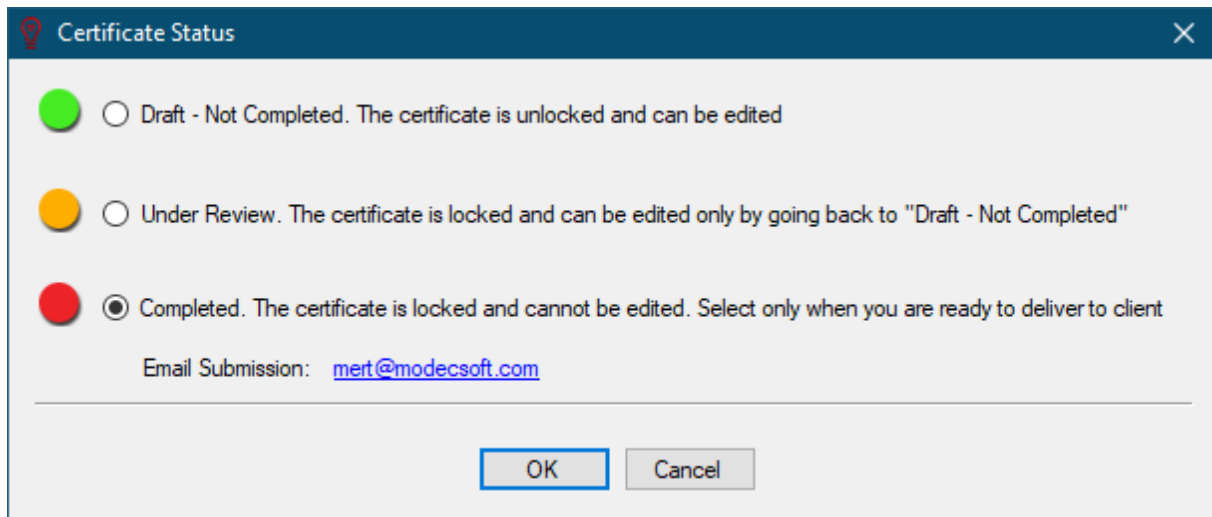
- Emergency Lighting Completion Certificate for Large Installations
- Emergency Lighting Periodic Inspection and Testing Certificate

## Common Certificate Toolbar Options



Toolbar shown above is a generic toolbar, and all the buttons above will be available for all certificates. Additional to the buttons above, there are buttons, like MobileOM, Fill from design, etc., assigned to certain functions related with specific certificates or pages of certificates. These special buttons are discussed under the related certificate's section.

- *Apply* button will apply and save any changes made to a certificate. The font of the button will change to red if there are changes which are not saved. Once the button is pressed, changes will be applied and saved, and the font colour will turn to black.
- *Certificate status* button is used to change the status of a certificate. Once clicked Certificate Status window will pop up.



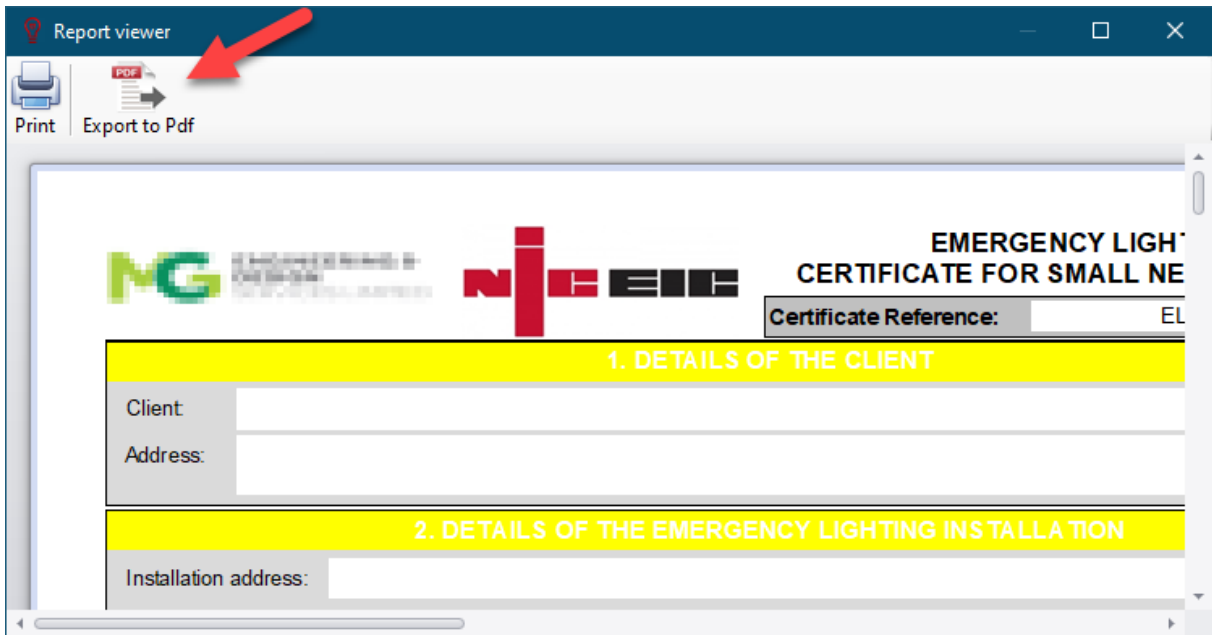
There are three options available:

- **Draft - Not Completed**: The certificate is unlocked and can be edited.
- **Under Review**: The certificate is locked, however, it can be edited by reverting the status to Draft - Not Completed.
- **Completed- Locked**: The certificate is locked, non-editable and status cannot be changed. In order to unlock a certificate marked as Completed, please contact Modecsoft Support at support@modecsoft.com.

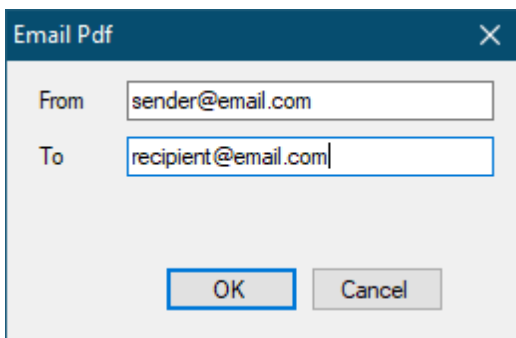
If Completed option is selected, Email Submission option becomes active. The email address link can be used to access to Email Submission window, see

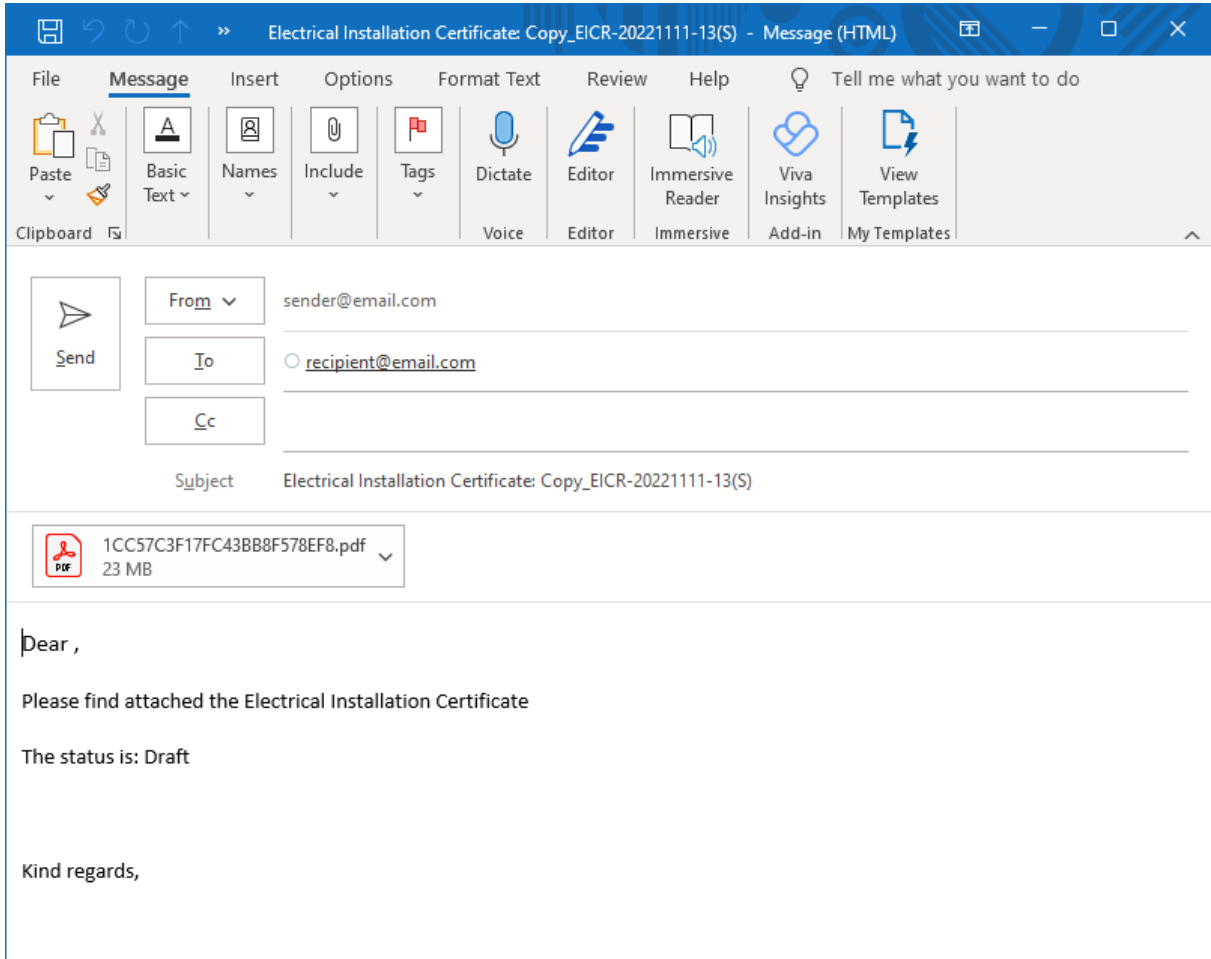
Submission Tab.

- *Print* button will display a print preview screen. Using the buttons on the toolbar, it is possible to proceed with print job, or export the document as a PDF document.





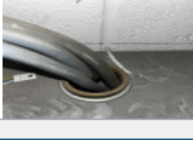


- *Email* button will display a dialogue box in which you can enter sender and recipient's email addresses. When you click OK button clicked. the default email software will be initiated with a PDF file attached.





- *Attachments* button will display the Attachments window. This is where you can see all the images attached to the report. Reference column will indicate the item which image is associated. It is also possible to add images manually, but remember these will be referenced to the Certificate and will be shown under a new section, Attachments, at the end of a certificate or report. Include box can be used to include or exclude an item from the report.

Reference	Attachment	Description	Notes	Include
<a href="#">Certificate</a>		TEST	TEST	<input checked="" type="checkbox"/>
<a href="#">Certificate</a>		10/11/2022 NO PROTECTION FROM PREMATURE COLLAPSE FOR CABLES RUNNING ON CABLE TRAY IN MAIN LOADING BAY AREA (NO METAL CABLE TIES) (C2)	No protection from premature collapse for cables running on cable tray in main loading bay area (no metal cable ties) This is typical of the entire wiring system throughout the site	<input checked="" type="checkbox"/>
<a href="#">Certificate</a>		11/11/2022 Equipment behind false wall in main showroom area fed by SY cable, not secured with proper glands. Unable to determine where equipment is fed from	SY cable feeding isolator in main showroom	<input checked="" type="checkbox"/>
<a href="#">Certificate</a>		11/11/2022 IMPROPER MAIN EARTHING TERMINAL INSTALLED, LINKED WITH NON BRITISH STANDARD EQUIPMENT (C3)	M.E.T and cables poorly installed	<input checked="" type="checkbox"/>
<a href="#">Henley block -Henley Blocks -&gt; 1.TP -</a>		10/11/2022 Bush where cables enter installation isolator has gaps around cable ( suggest some kind of intumescent barrier/sealant to be installed. (C2)	Gaps around cable	<input checked="" type="checkbox"/>

**ATTACHMENTS**

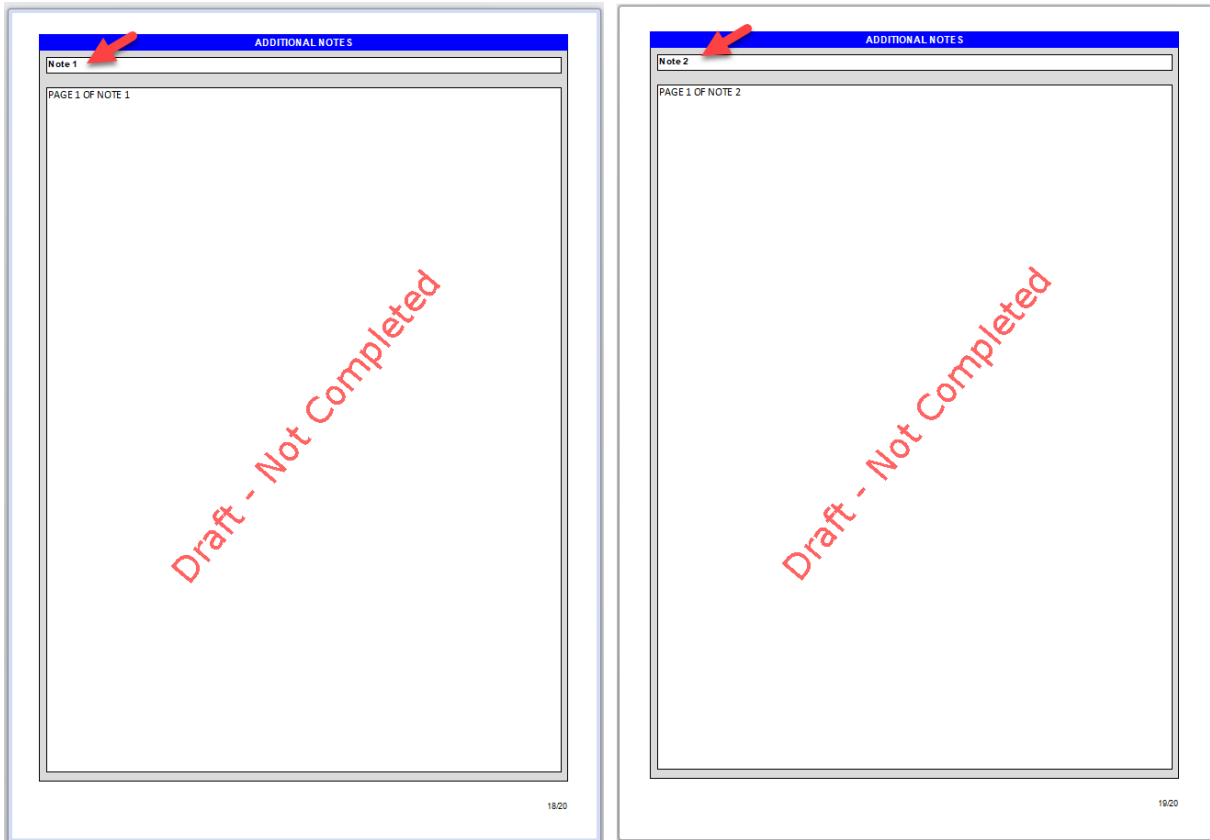
TEST



Notes: TEST

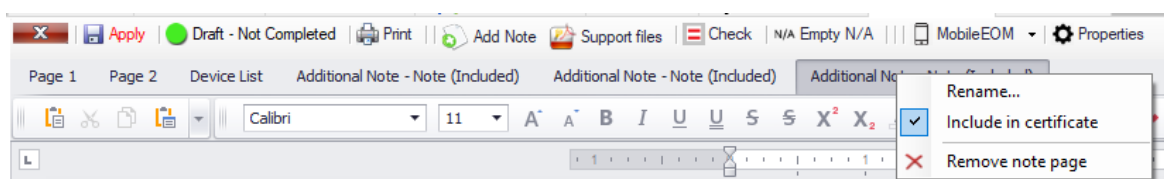
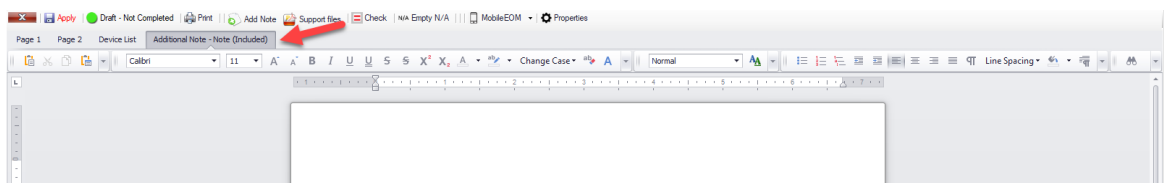
- *Add Note* button will initiate the built-in word processor, and add a new tab, Additional Note (Included), to the active document. This tab represents an additional Notes section

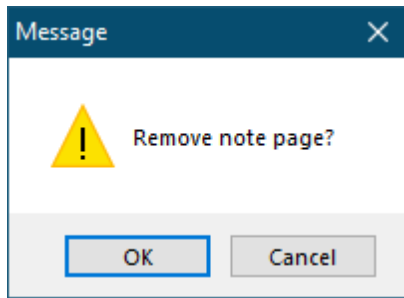
which will be inserted at the end of the active document. Notes can be multi-page, there is no need to use Add Note button for each page. However, Add Note button can be used multiple times to create new sections for operate notes.



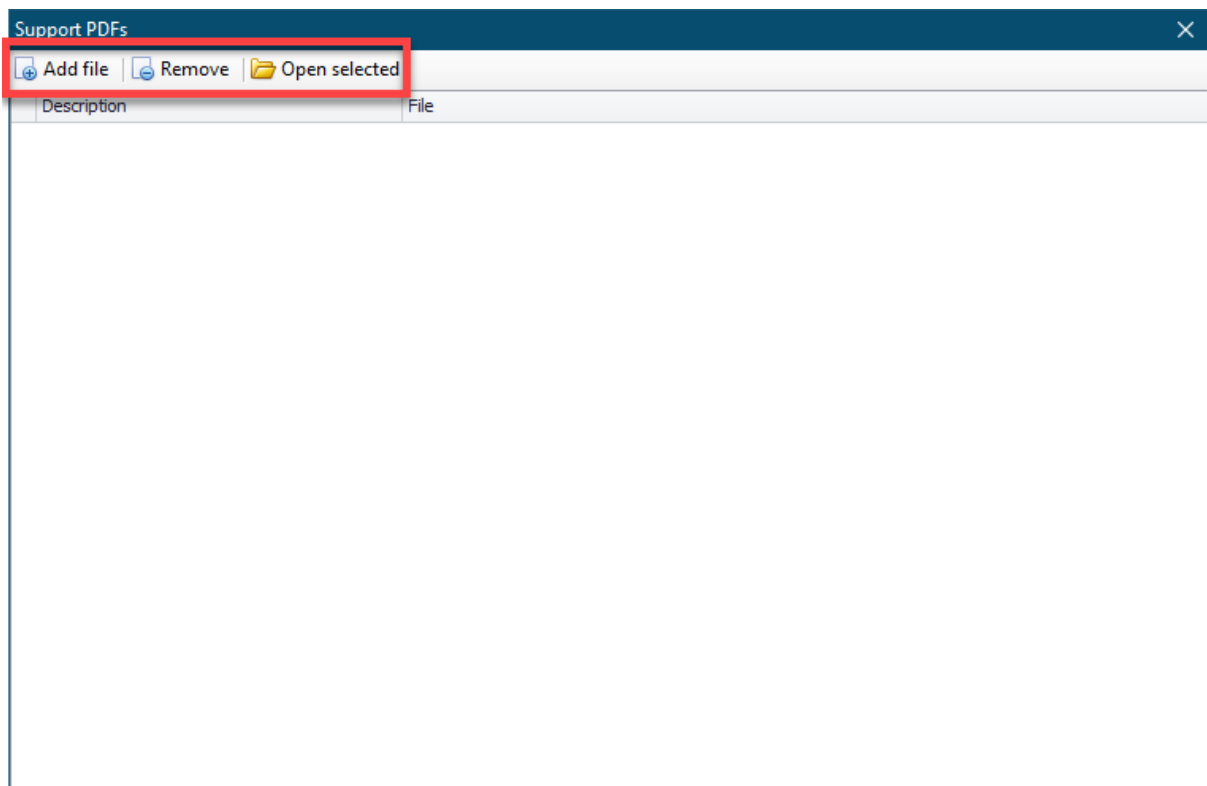
When a note page tab is active, it can also be right-clicked. This will present three options to the user:

- Rename... will enable the user to rename the page title.
- Include in certificate tick box will enable the user to add or remove the note page from the certificate to be generated.
- Remove note page will delete the note page and the Additional Note tab. A warning pop-up screen will be displayed for approval.





- *Support Files* button will display a small window where you can Add/Remove additional PDF files. This action will attach files to the end of the document. They will not appear as parts of the document, and will not be numbered. *Open selected* button will open the selected file in your default PDF viewer software.

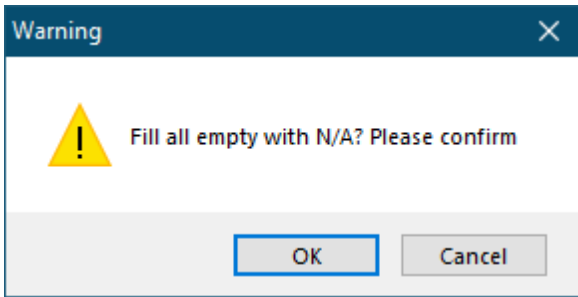


- *Check* button will highlight empty fields in red to help you to easily see if you missed field to fill in.

The screenshot shows a software interface with three main sections:

- 1. DETAILS OF THE CLIENT:** Includes fields for Client, Address, and Postcode.
- 2. DETAILS OF THE EMERGENCY LIGHTING INSTALLATION:** Includes fields for Installation Address, Postcode, and a radio button selection for 'The installation is:' with options: 'New installation' (selected), 'An Addition', and 'An Alteration'.
- 3. DETAILS OF DEVIATIONS FROM THE STANDARD:** This section is partially visible at the bottom.

- *Fill empty fields with N/A (Empty N/A)* button will fill all empty fields with N/A. A confirmation pop-up windows will be displayed before finalising the action.



- *Properties* button will initiate current certificate's properties window where details can be modified. Please refer to [Creating New Certificates](#) for further details.

## BS7671 Certificates

Currently, ElectricalOM's UK Forms add-on has the following BS7671 certificates:

- *BS7671:2008 + A2:2022 Requirements for Electrical Installations*
  - Electrical Installation Certificate
  - Electrical Installation Condition Report
  - Minor Electrical Installation Works Certificate
- *BS7671:2008 Requirements for Electrical Installations*
  - Electrical Installation Certificate
  - Electrical Installation Condition Report
  - Minor Electrical Installation Works Certificate

Once certificate is opened, UK Forms will also display the details of the certificate at the status bar.



Page 1 Page 2 - Observations Page 3 Inspection & Test Schedule Distribution Boards

SECTION A. DETAILS OF THE CLIENT / PERSON ORDERING THE REPORT

Client

Address  Postcode

SECTION B. PURPOSE OF THE REPORT

Certificate type: Domestic EICR - BS7671:2018+A2:2022 | Reference number: EICR-2023220-55 | Client: | Assign to: Electrical Company - Engineer 2 | Certificate date: 20/02/2023

This document will focus on an Electrical Installation Condition Report since it showcases all of the UK Forms add-on's functionality. Rest of the documents will have the same or less number of functions, and workflow is the same.

### Electrical Installation Condition Report

An EICR to BS7671:2008 + A2:2022 accommodates all of the functionalities of UK Forms. All of the information and procedures described under this title are still applicable to other documents.

Once an EICR is created, UK Forms will generate five subordinate tabs, and each tab will represent one or more sections of the full document. Full report will have the following sections:

#### [Page 1:](#)

- *Section A Details of the client/person ordering the report*
- *Section B Purpose of the report*
- *Section C Details of the installation which is the subject of this report*
- *Section D Extent of the installation and limitations of the inspection and testing*
- *Section E Summary of the condition of the installation*

#### [Page 2:](#)

- *Section F Observations and recommendations for actions to be taken*
- *Section G Declaration*

#### [Page 3:](#)

- *Section H Schedules and additional Pages*
- *Section I Next inspection*

- *Section J Details of the electrical contractor*
- *Section K Supply characteristics and earthing arrangements*
- *Section L Particulars of installation referred to in the report*

[Inspection & Test Schedule:](#)

- *Inspection schedule for distribution boards and circuits*

[Distribution Boards:](#)

- *Schedule of circuit details\**
- *Schedule of test results\**

*Others:*

- *Observations details"*
- *Limitations details"*
- *Electrical installation condition report guidance for recipients*

\* These two sections will be merged if [Print in two pages](#) option is not selected.

" This section will be added only if there is a relevant item exists.

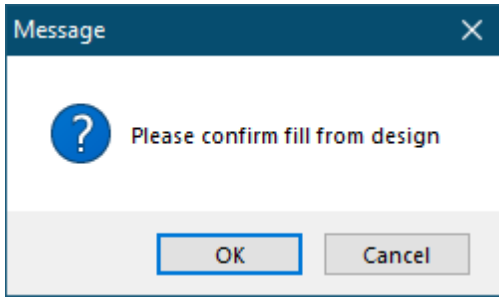
[EICR Specific Toolbar Options - ElectricalOM data sync. and General Limitations](#)

Since generic buttons are already discussed in previous sections, only specific toolbar options available for an EICR will be discussed throughout this section.

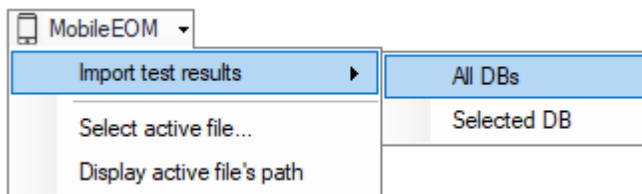


- *Stop Auto Refresh DB* button is used to stop UK Forms to update certificate data when ElectricalOM project is modified. This is a toggle button and a blue rectangle will indicate the option is activated.
- *Limitations* button will add a limitation to the report. This limitation will be assigned to the certificate meaning it will be a general limitation related with the whole system being assessed. The way this feature is used is similar to as discussed in [Part 2 - Observations, Limitations, Synchronisation with ElectricalOM etc.](#)
- *Fill from design* button is used to automatically fill in various fields on reports using ElectricalOM project data. This button will only be displayed if it is applicable. UK Forms requires an approval before filling in the fields. See [EICR Page 3](#) for further

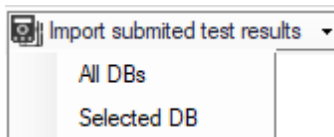
details.



- *MobileOM* button will only be shown when it is applicable. It has an arrow next to it which will extend the button further to provide additional options. For further details about MobileOM, please refer to its manual on our web site.



- Import from active file
  - Select active file...
  - Display active file's path
- *Import submitted test results* button will import the latest (one with the closest date and time) test results from ElectricalOM project into UK Forms' test results at [Distribution Boards](#) tab.



- *All DBs* will import all available test results.
  - *Selected DB* will import only the test results for the active board.

### [EICR Page 1 - Sections A to E](#)

This page includes sections A to E. None of the fields of this page will be pre-populated, and UK Forms expects the user to fill the required data in. There are various ways to fill the fields. They can be filled in by manually typing in required data, or by means of the "... " button which symbolises access to database.

For example, *Client details* field can be filled in by manually typing in, or can be filled in using ... button and selecting an entry.

The screenshot shows a multi-page form titled 'UK Forms Add-On'. The current page is 'Page 2 - Observations'. The form is divided into sections: 'SECTION A. DETAILS OF CLIENT / PERSON ORDERING THE REPORT', 'SECTION B. PURPOSE OF REPORT', and 'SECTION C. DETAILS OF...'. In Section A, there is a 'Client' field with a dropdown menu (indicated by a red arrow) and an 'Address' field. In Section B, there is a 'Purpose for which this report is required:' field with a dropdown menu (indicated by a red arrow). A modal window titled 'Clients' is open, showing a table of client information. The table has columns for Description, Contact Name, Tel, Mobile, and Email. The data in the table is as follows:

Description	Contact Name	Tel	Mobile	Email
Awesome Company	John Awesome	22123456	99123456	john@awesome.co
Merton College				
Crossley Mrs. B		01200 445487		

An example for a drop-down list is the *Purpose for which this report is required* field. User needs to select an option from a pre-populated list using this drop-down list.

Page 1 Page 2 - Observations Page 3 Inspection & Test Schedule Distribution Boards

SECTION A. DETAILS OF THE CLIENT / PERSON ORDERING THE REPORT

Client:

Address:

SECTION B. PURPOSE OF THE REPORT

Purpose for which this report is required:

- Safety assessment requested by client.
- Insurance company request.
- Change of occupancy.
- Inspection after water damage.
- Inspection after fire / heat damage.
- Landlords safety report.
- Mortgage lender request.
- To assess compliance with BS 7671.
- Change of use of premises.
- Alterations and additions have been made to the installation.
- Significant change in loading of the installation.
- Reason to believe other damage has occurred to the installation.
- Absence of an installation certificate.
- HMO licence.
- Public entertainment licence.
- Other licence.
- Contractor no longer in business/available.
- Certification body request.
- Local Authority request.
- Other legal request.
- Part of a complaint investigation.

Address:

Industrial  Other (Please state):

Evidence of alteration or

If yes, estimated age (years):

Electrical Installation Certificate No. or previous Periodic Inspection or Condition Report No.:

Records held by:

SECTION C. DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Options:

Occupier:

Address:

Description of premises:

Domestic  Commercial  Industrial

Some fields require a box to be ticked, like the *Description of premises* field.

SECTION C. DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Options:

Occupier:

Address:

Description of premises:

Domestic  Commercial  Industrial

**Check** button can be used to indicate unfilled fields. This is a toggle action, and when it is

active a blue frame around the button will be displayed.

*Empty N/A* button can be used to fill all empty fields with "N/A" automatically.

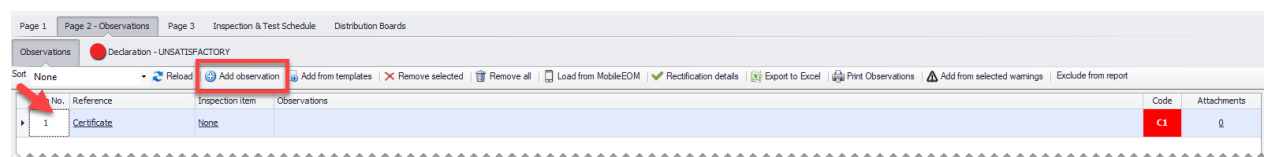


### EICR Page 2 - Section F and G - General Observations

Page 2 consists of sections F and G. It has further two sub ordinate tabs which represent each section, Observations and Declaration. If at least one observation is created, UK Forms will create a new section on the report, Observations Details. Observations tab has its own toolbar for various actions. Adding and removing observations are done by means of:

- *add observation button* which will add a new observation to the observations list,
- *add from templates button*, see [Creating Observations Templates](#),
- *remove selected button* which will remove the selected observation from the observations list and,
- *remove all button* which will remove all observations from the observations list.

*Add observation* button will add a new observation to the list below. As you add new observations, a new item will be added with incremental item numbers. *Remove selected* button will remove only the selected observation from the list where *Remove all* button will remove all of the observations from the list. Rectification details button will activate the rectification cells to enable you to define a rectification to a code C2 or C3. If an item with the codes C1, C2, or FI is added, UK Forms will automatically mark the report as UNSATISFACTORY.



As you add new items, the legend below the observations list will update the numbers of codes to give you a general idea.

Page 1 Page 2 - Observations Page 3 Inspection & Test Schedule Distribution Boards

Observations Declaration - UNSATISFACTORY

Sort None Reload Add observation Add from templates Remove selected Remove all Load from MobileEOM Rectification detz

Item No.	Reference	Inspection item	Observations
1	<a href="#">Certificate</a>	<a href="#">None</a>	Socket outlet is broken and burnt. Risk of injury.

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

0	<b>C1</b>	Danger Present. Risk of injury. Immediate remedial action required
0	<b>C2</b>	Potentially dangerous. Urgent remedial action required
0	<b>C3</b>	Improvement recommended
1	<b>FI</b>	Further investigation required without delay

- *Reference* for observations will be filled in as "Certificate" by UK Forms add-on automatically to indicate that these observations are general and not for a specific board or circuit. The new observation will be set to Code C1 by default. To add an observation for a circuit, see [EICR Inspection & Test Schedule](#), and to add an observation for a board see circuit see [EICR Distribution Boards](#).
- *Inspection item* cell is marked as *None* by default, but it can be changed by clicking on the link if needed. This will display a pop up window, Schedule of Inspection items, where the user may select the item, which is desired to be assigned to the selected Inspection item, by a left double-click. At the bottom of the window, a codes legend is available for guidance.

Item No.	Description
1.0	INTAKE EQUIPMENT (VISUAL INSPECTION ONLY) An outcome against an item in this section, other than access to live parts, should not be used to determine the overall outcome.
1.1	For this section only, where inadequacies are found, an 'X' should be put against the appropriate item and a comment made in Section F.
1.1.1	Service cable
1.1.2	Service head
1.1.3	Earthing arrangement
1.1.4	Meter tails
1.1.5	Metering equipment
1.1.6	Isolator (where present)
...	Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.
1.1.7	Person ordering work/dutyholder notified (Yes or N/A)
1.2	Consumers equipment
1.2.1	Consumer's isolator (where present)
1.2.2	Consumer's meter tails
2.0	PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES
2.1	Adequate arrangements for other sources such as Microgenerators (551.6, 551.7)
3.0	AUTOMATIC DISCONNECTION OF SUPPLY
3.1	Main earthing/bonding arrangements (411.3; Chap 54)
3.1.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)
3.1.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)
3.1.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)
3.1.4	Adequacy of earthing conductor size (542.3; 543.1.1)
3.1.5	Adequacy of earthing conductor connections (542.3.2)
3.1.6	Accessibility of earthing conductor connections (543.3.2)
3.1.7	Adequacy of main protective bonding conductor sizes (544.1)
3.1.8	Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)
3.1.9	Accessibility of all protective bonding connections (543.3.2)
3.2	FELV - requirements satisfied (411.7; 411.7.1)
4.0	OTHER METHODS OF PROTECTION (where the methods of protection listed below are employed, details should be provided on separate sheets)

Acceptable condition ✓ - PASS	Unacceptable condition C1 or C2	Improvement recommended C3	Further investigation FI	Not verified N/V	Limitation LIM	Not applicable N/A
----------------------------------	------------------------------------	-------------------------------	-----------------------------	---------------------	-------------------	-----------------------

For outcomes, use codes above. Provide additional comment where appropriate. C1, C2, C3 and FI coded items to be recorded in the observations

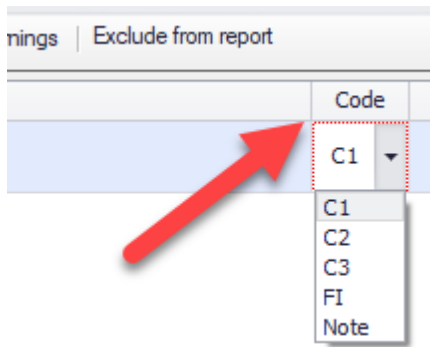
- *Observations* cell can be accessed by a left double-click.

Sort None
Reload
Add observation
Add from templates
Remove selected
Remove all
Load f

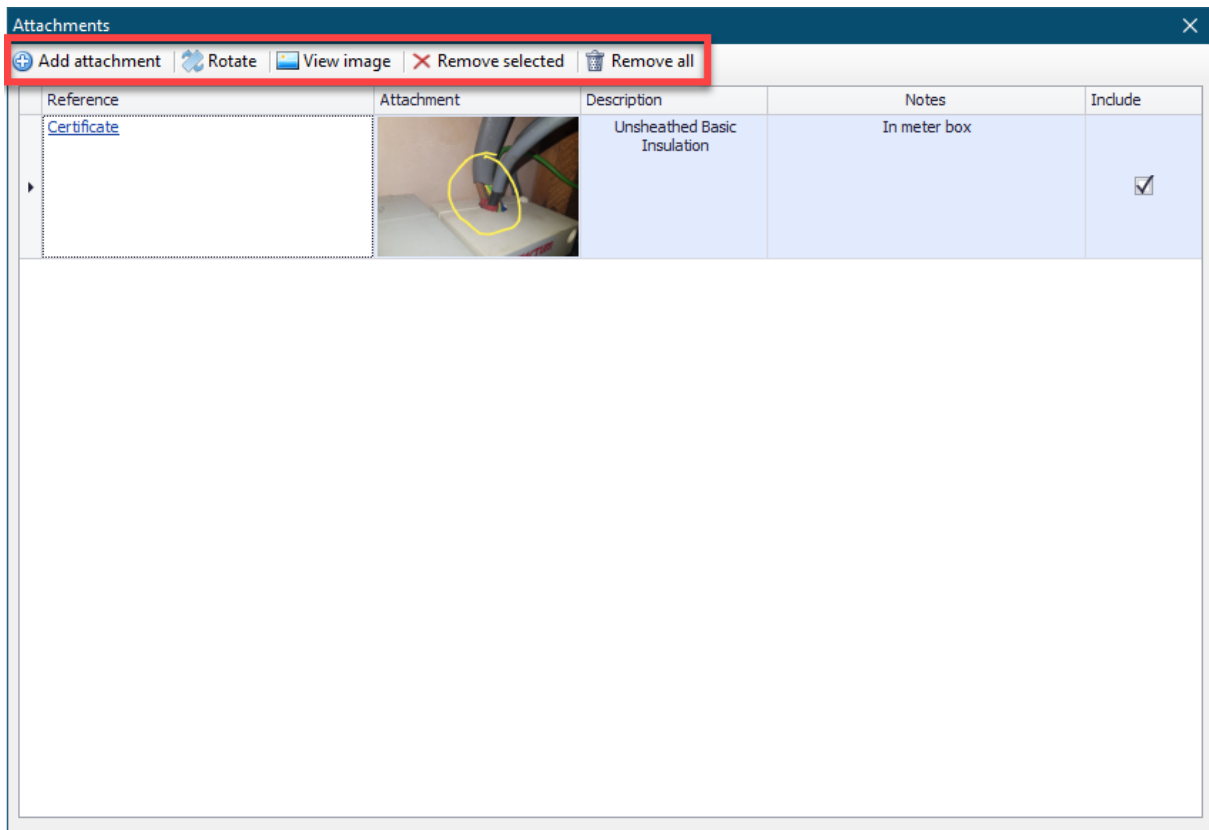
Item No.	Reference	Inspection item	Observations
1	<a href="#">Certificate</a>	1.1.1 Service cable	Desired text can be typed in here.

- *Code* cell can be edited using the drop-down list. Drop-down list will be displayed when clicked inside the cell. The cell is colour coded and will reflect assigned code. "Note" option indicates a note is available for this item, however, note pages must be added manually to the report using the [Add notes](#) button.





- *Attachment* cell also accommodates a link which indicates the number of attachments for the selected observation. Attachments can be added via Attachments window which will be displayed once the link is clicked. Only image files can be attached to an observation. This option must not be confused with the *Attachment* feature discussed earlier in section [EICR Specific Toolbar Options](#). Generic buttons like add, rotate, view, remove, and remove all are available on the toolbar of Attachments window.




- *Reference* cell will indicate the reference of the attachment, and it will echo the observation reference.
- *Attachment* cell will display a thumbnail of the image.
- *Description* and *Notes* cells provide detailed information about the attachment

and can be filled by a left double-click.

- *Include* tick box is used to include/omit the image from the report.

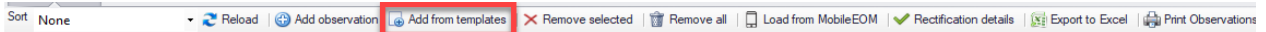
Observations Details	
<b>C2</b>	<b>Potentially dangerous. Urgent remedial action required</b>
Item No.:	Reference:
<input type="text" value="1"/>	<input type="text" value="Certificate"/>
Observation:	
<input type="text" value="Unsheathed basic insulation"/>	
Inspection item covered:	
<input type="text" value="1.1.4 Meter tails"/>	
Image notes:	
<input type="text" value="In meter box"/>	

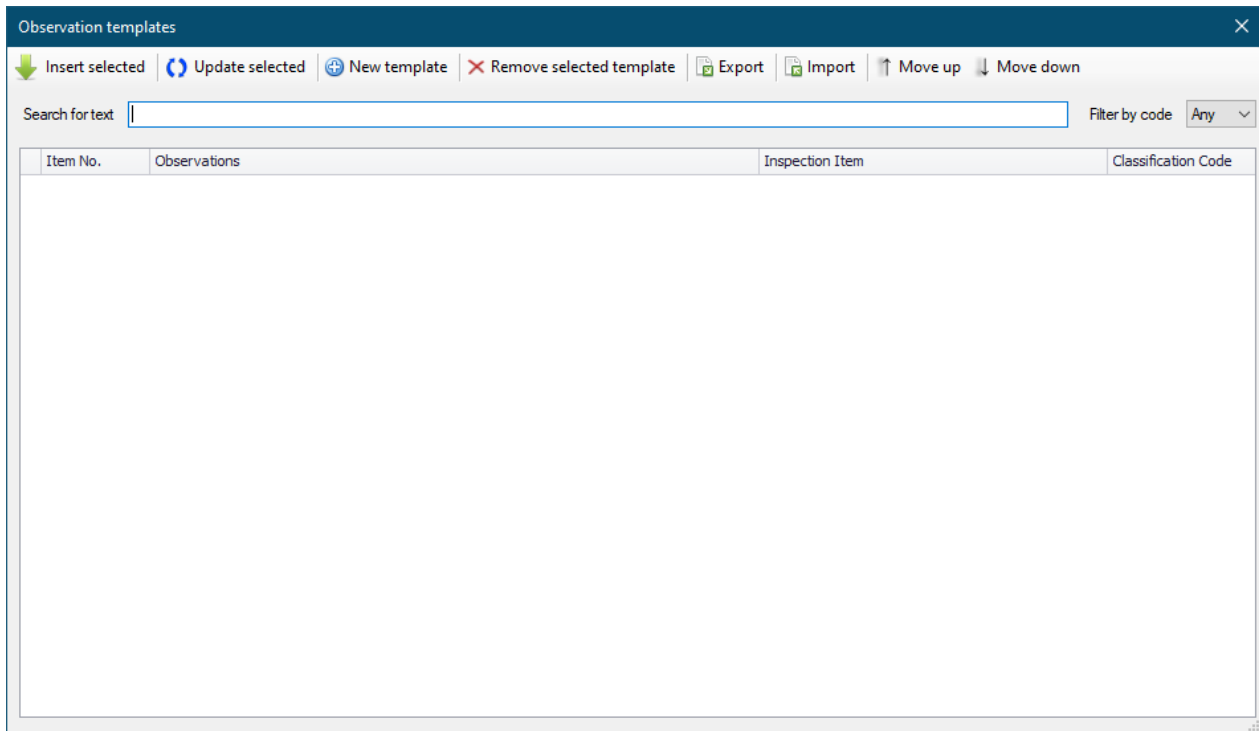


Observations Details	
<b>C2</b>	<b>Potentially dangerous. Urgent remedial action required</b>
Item No.:	Reference:
<input type="text" value="1"/>	<input type="text" value="Certificate"/>
Observation:	
<input type="text" value="Unsheathed basic insulation"/>	
Inspection item covered:	
<input type="text" value="1.1.4 Meter tails"/>	
Image notes:	
<input type="text" value="N/A"/>	

### Creating Observation Templates

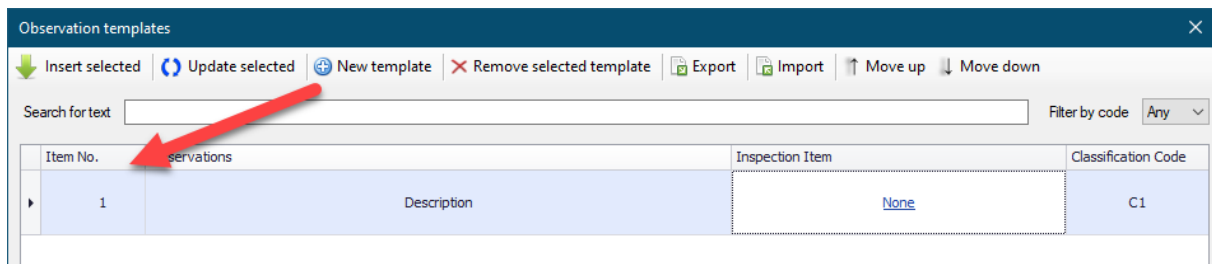
UK Forms' Observations Templates helps users to save observations which are encountered occasionally, so, they can be inserted to a report quickly. Once the Add from template button is clicked, Observation templates window will be displayed, see below.





Observation templates window works the similar way to creating a new observation.

- *New template and Remove selected template buttons* will add/remove an observation to/from the templates list.

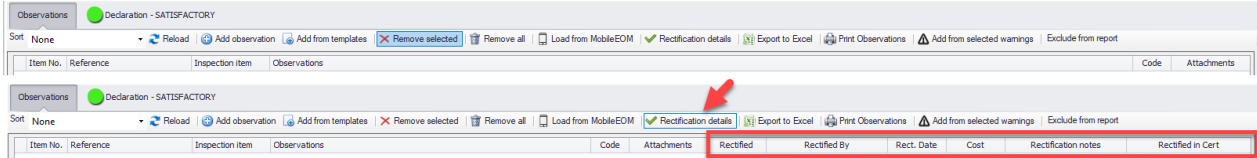


Description, Inspection Item and Classification Code fields are the same and for details please refer to [Creating Observation Templates](#).

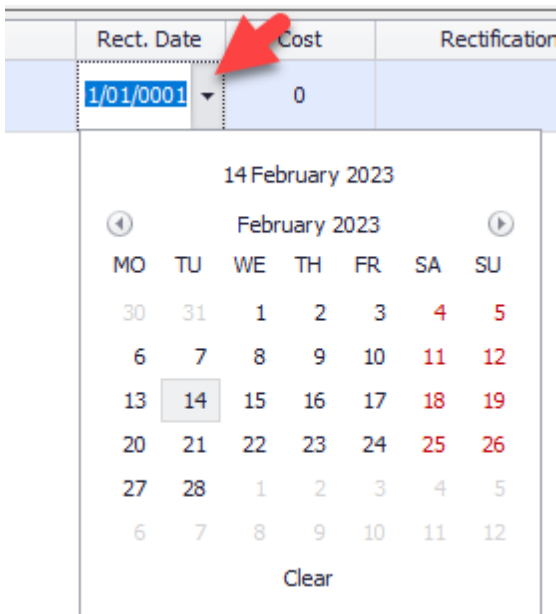
- *Insert selected button* will insert the selected observation from the templates list into the report.
- *Update selected button* is used where the selected observation template is already inserted to the report but it is modified after insertion. This button will update the data on the report to match to the newly updated template.
- *Export/Import buttons* will export or import the observations templates to or from Excel spreadsheet.
- *Move up and Move down buttons* will move the selected template one step up or down on the list.

### Including Rectification Data

You may want to include a rectification work for an item on the observations list which was marked as C1, C2, or FI originally. Rectification details button is used to insert further information in regards to a remedial action. Once this button is clicked, it will be highlighted with a blue rectangle which indicates it is active and additional columns on the observations list section will be displayed.

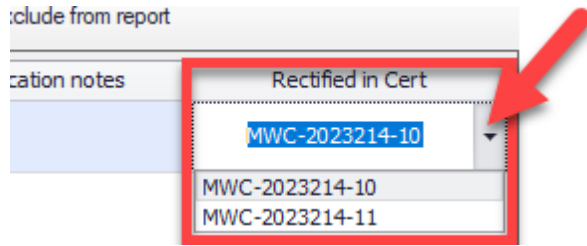


- *Rectified tick box* is used to indicate the remedial action has been taken and the issue observed is resolved. If all observations with C1, C2, and FI codes are rectified, then, UK Forms will mark the report as SATISFACTORY, however, the original code will be preserved.
- *Rectified by field* can be clicked and typed in to fill the required information.
- *Rect. Date* is used to indicate the rectification date. The drop-down arrow can be used to open the calendar.



- *Cost* can be used to show the cost involved.
- *Rectification notes* field can be used to add notes for the person requested the report.
- *Rectified in Cert* field can be used to display a reference to another certificate on which the rectification is detailed. The drop-down arrow can also be used to insert a reference. If a certificate is inserted using the drop-down list, UK Forms will add this

certificate to end of the EICR.



When a rectification detail is added to an observation, rectified or not, UK Forms will include this information to observations details, see below.

**Observations Details**

**C2** Potentially dangerous. Urgent remedial action required

Item No.: 1 Reference: Certificate

Observation: Unsheathed basic insulation

Inspection item covered: 1.1.4 Meter tails

Image notes: In meter box



Rectified:  Rectified date: 06/02/2023 Rectified by: M.G.

Rectify notes: Cables replaced.

**Observations Details**


**C2** Potentially dangerous. Urgent remedial action required

Item No.: 1 Reference: Certificate

Observation: Unsheathed basic insulation

Inspection item covered: 1.1.4 Meter tails

Image notes: In meter box



Rectified:  Rectified date: 06/02/2023 Rectified by: N/A

Rectify notes: No action taken.

Exporting Observations List and Printing Observations Details

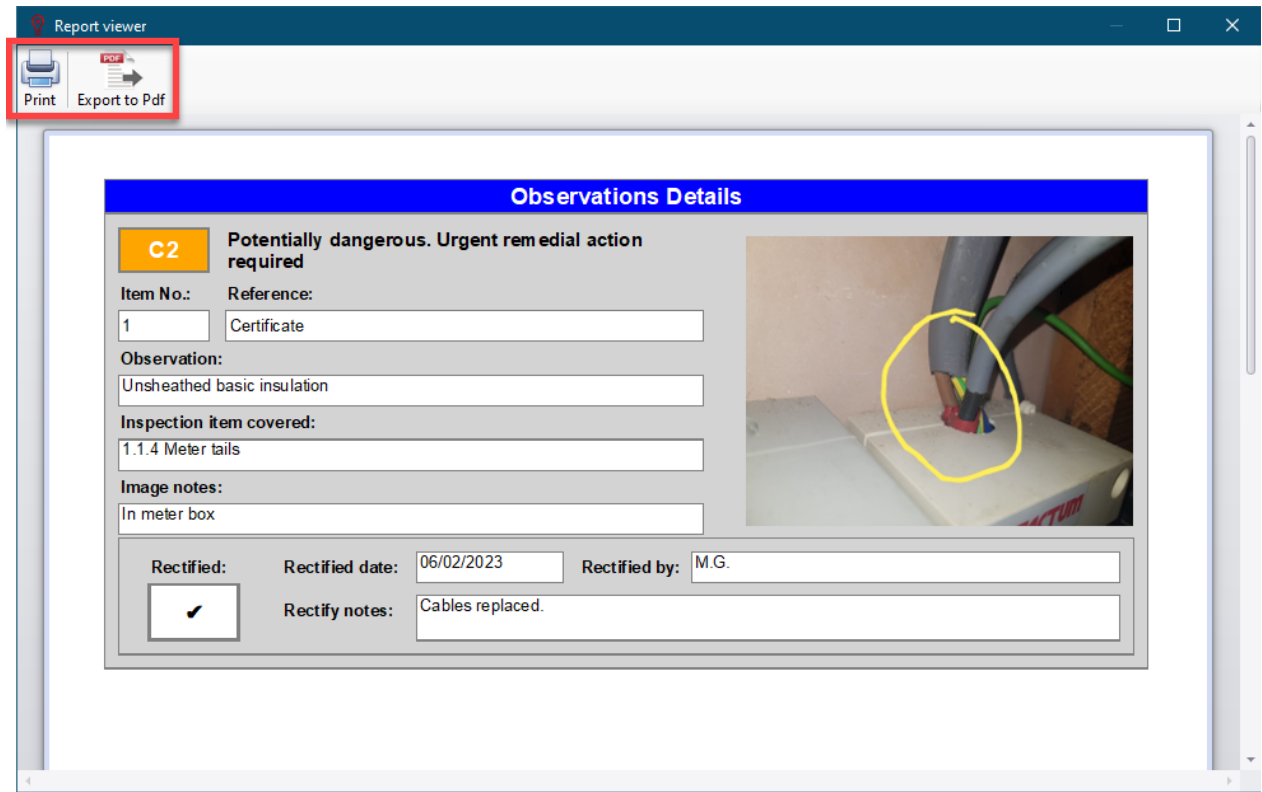
It is possible to export the observations list as a spreadsheet in Excel format, or as a PDF. The former is done by the Export to Excel button located on the Observations tab toolbar, where the latter is done by the Print Observations button.



Export to Excel button will export the list as it is shown on the screen in spreadsheet format. There will be no details or any attachments, see below.

Item No.	Reference	Inspection item	Observations	Code	Attachments	Rectified	Rectified By	Rect. Date	Cost	Rectification notes	Rectified in Cert
1	Certificate	None	The socket outlet is broken.	C2	1	FALSE	M.G.	06.02.2023	0.00	No action taken.	MWC-2023214-10

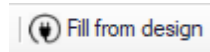
However, it is also possible to export the observations details. Print Observations button will display a print preview screen, where you can choose to print the document or export it as a PDF file.



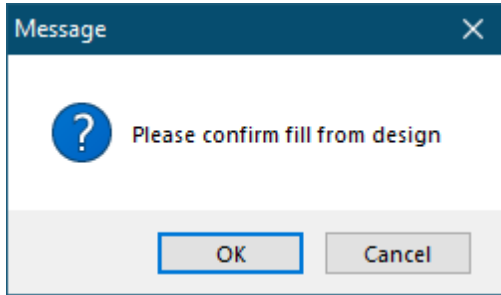
EICR Page 3 - Sections H to L

Page 3 of an EICR includes sections H to L. Similar to Page 1, none of the fields of page 3 will be pre-populated, and UK Forms expects the user to fill the required data in except the date. However, unlike page 1, the toolbar for page 3 has a button which can be used to fill

most of the fields in, automatically, using ElectricalOM project data as long as a design exists. *Note: You can create certificates directly, without an ElectricalOM project.*



Once Fill from design button clicked, a confirmation dialogue windows will be displayed to confirm action. If OK is clicked then the fields will be filled in using ElectricalOM data.



Similar to page 1, empty fields can be filled in using tick boxes, drop-down lists, radio buttons, etc., or simply clicking inside the field to type data in using keyboard.

### EICR Inspection & Test Schedule Tab

Inspection & Test Schedule tab is reserved for mentioned schedules. Depending on the type of the report, Domestic or Commercial/Industrial, the schedule will be populated differently to include only the relevant items. The main screen is similar to a spreadsheet with columns and rows where some cells can be edited.

- **General Outcome Column:** Each cell can be clicked on and this will activate a drop-down list. You can pick the one appropriate and assign a general outcome for the item.

Item No.	Description	General Outcome
1.0	EXTERNAL CONDITION OF INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)	
1.1	Service cable	PASS
1.2	Service head	PASS
1.3	Earthing arrangement	PASS
1.4	Meter tails	C1
1.5	Metering equipment	C2
1.6	Isolator (where present)	C3
2.0	PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS (551.6; 551.7)	FI
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	N/V
		LIM
		N/A

If LIM option is selected, UK Forms will display a pop up window, Auto LIM. Using this feature, you can add a limitation to an inspection item, Agreed or Operational. This will be added to the Limitations list quoting the item number, for example *Certificate Inspection No.: 1.4*, below.

LIMitations		
<a href="#">+</a> Add LIMitation   <a href="#">+</a> Add from template   <a href="#">×</a> Remove selected   <a href="#">🗑️</a> Remove all   <a href="#">📱</a> Load from MobileEOM		
<a href="#">Certificate Inspection (No: 1.4)</a>	TEST LIM	Agreed
<a href="#">II-Installation isolator</a>	Could not open isolator as could not isolate entire electrical system	Agreed
<a href="#">DB 1-DB1 Merlin Gerin -&gt; 1.L1 - Fire alarm</a>	Not tested as critical safety circuit	Agreed
<a href="#">DB2-DB2 Eaton MEM shield board -&gt; 8.L2 -</a>	Not tested as isolator not found, suspect it is on roof and no access	Operational
<a href="#">DB 3-DB3 Eaton Board -&gt; 4.TP - HTR Fan</a>	Unable to remove front cover to test	Operational
<a href="#">DB 3-DB3 Eaton Board -&gt; 6.L2 - High bay</a>	Not tested as light is unreachable due to height	Operational
<a href="#">DB 3-DB3 Eaton Board -&gt; 7.L3 - Telephone</a>	Not tested as powering server	Operational
<a href="#">DB 3-DB3 Eaton Board -&gt; 11.TP - TP&amp;N 32A</a>	Unable to test as cannot remove front cover due to pipework being in the way	Operational

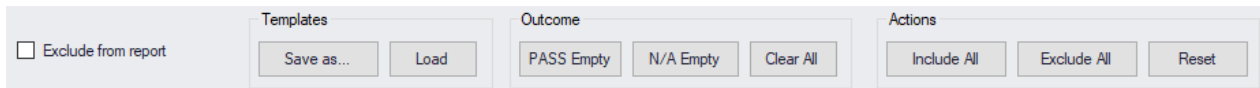
- *Obs. Ccts.*, which stands for Observations for Circuits, column: Each cell has a link as a number which indicates the quantity of the circuits assigned to this item. This includes both general observations, discussed in [EICR Page 2](#), and specific observations for boards or circuits, discussed in [Distribution Boards Toolbar Part 2](#) and [Creating Certificates Without a Project File](#). Once the link is clicked on, UK Forms will display the Observations window listing all the observations assigned to this item. You cannot add or remove observations from this window, however, observation description, Code, and Attachments fields can be edited.
- *Outcome Ccts.*, which stands for Outcome for Circuits, column's cells display the aggregated outcome for the associated item. It will display the highest priority code within the observations list for this item.



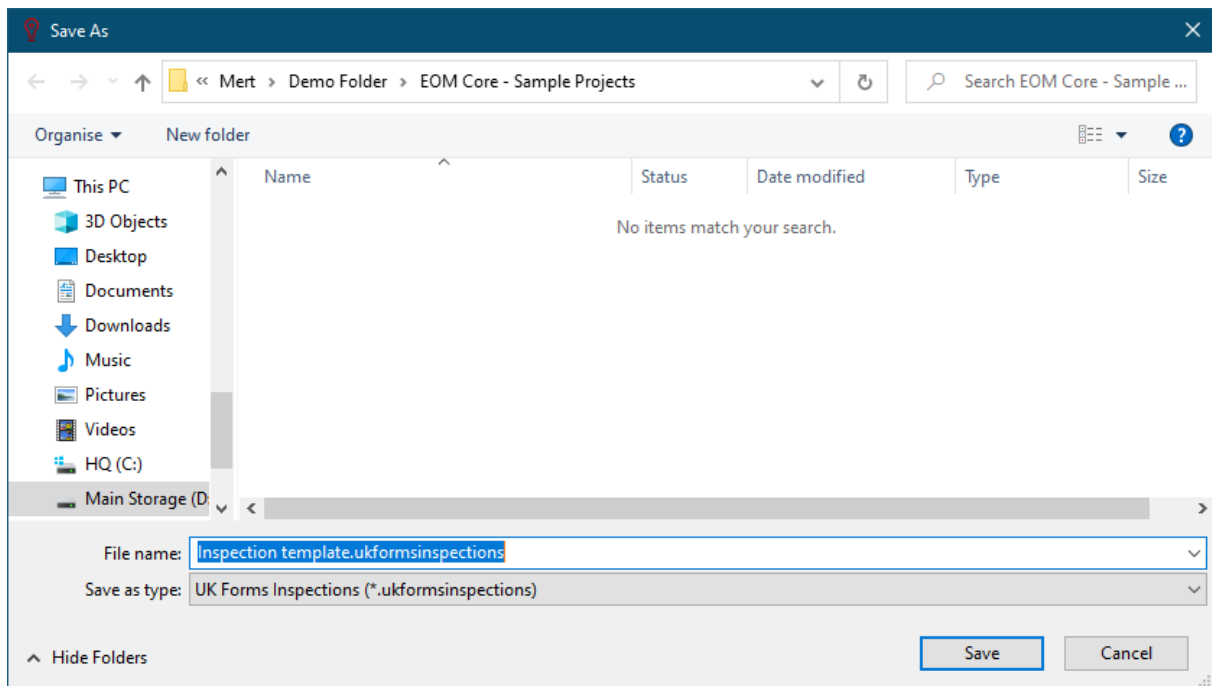
Item No.	Reference	Inspection Item	Observations	Code	Attachments
1	Certificate	1.1.4 Meter tails	Unsheathed basic insulation	C2	1
2	SB 1-Main Switch Board	1.1.4 Meter tails	Observation	C1	0

- *Final outcome* column will compare your general outcome and all the observations related with this item, and display the highest grade. For example, if you have 1 no C1grade observation and 9 other observations graded as C2, C2, FI etc., your final outcome will be C1.
- *Comment* column's cells are text fields where any comments can be typed in once it is clicked on.
- *Exclude* tick box is used to omit the selected item from the report. This will remove the item from the Inspection & Test Schedule of the report, however, any observations associated with the item will still be included with the report under Section F and Observation Details sheets. More importantly, removing an item from a report will **NOT** affect the result of it. If there are any C1, C2, FI code observations for the item, the report will still be UNSATISFACTORY. This option is designed to remove any unrelated items from the list.

At the top of Inspection & Test Schedule tab screen, a toolbar is placed to take certain actions faster.

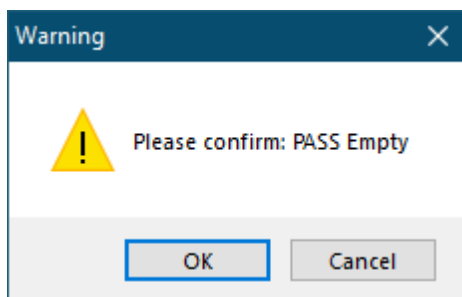


- *Exclude from report* tick box can be used to remove the Inspection & Test Schedules from the EICR completely.
- *Templates section* is to save and recall an already tailored Inspection & Test Schedule. Once you add your observations, mark outcomes, and/or exclude items, you can click on *Save as...* button to save your schedule as a template. UK Forms will display a browser window where you can pick the destination folder for the template. This file can be copied/pasted so it can be transferred or shared.

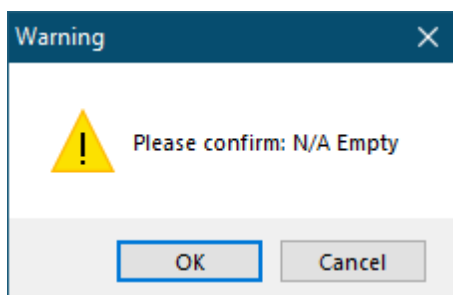


Similarly, a browser windows will be displayed so you can pick a template file to load if Load button is clicked.

- *Outcome section* accommodates three buttons:
  - *PASS Empty* which will fill all empty General Outcome and Final Outcome cells with PASS

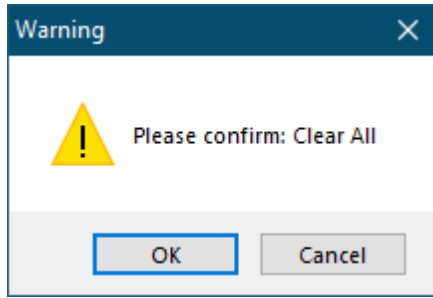


- *N/A Empty* which will fill all empty General Outcome and Final Outcome cells with N/A

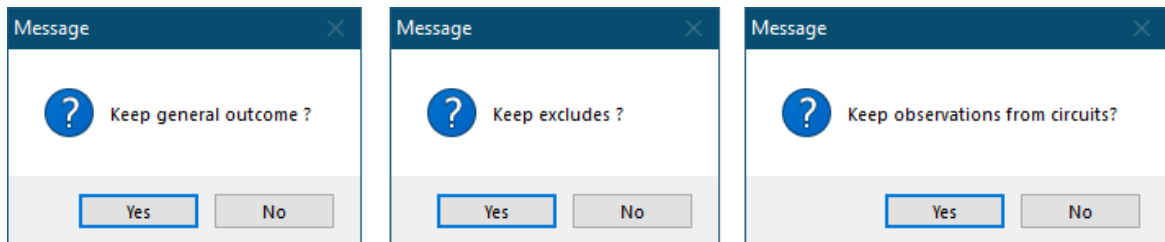


- *Clear All* which will remove any data from the General Outcome and Final

Outcome cells.



- *Actions section* accommodates three buttons:
  - *Include All* button which unticks all the boxes under Exclude column.
  - *Exclude All* button which ticks all the boxes under Exclude column.
  - *Reset* button which is used to remove various data (general outcomes, exclusions, and observations) from the whole report. Once clicked, a series of dialogue windows will be displayed. According to your response, related data will be fully removed from the report. **There is no undo feature for these actions.**



EICR Distribution Boards Tab - Circuit Details and Test Results

The last tab of an EICR is the Distribution Boards tab. Most of the other tabs, this tab also has a toolbar to initiate various actions. Buttons on the toolbar are active components and will be enabled or disabled depending on the situation and selection.

In general, screen has a toolbar (1) and a Circuit Details and Test Results list area (2). Area 2 is designed to look like a spreadsheet with description columns, and rows for each circuit of the selected board. Cells of this spreadsheet may contain tick boxes, links, drop-down lists, or just text fields to be used to define parameters. Cells are colour coded as follows:

- *Grey* indicates cells which can be edited without any restrictions.
- *Blue* indicates data synchronised with ElectricalOM project. See [Synchronise ElectricalOM Project with UK Forms](#).
- *Green* indicates the certificate is marked as Under Review or Completed. Green cells cannot be modified.

Circuit No.	Circuit Designation	MaxZ(G)	Ring final circuits only (measured end to end)	All Circuits			Insulation resistance				
				r1 (Live)	m (Neutral)	r2 (cpc)	R1+R2	LIM (V)	Test Volt DC (V)	Polarity	
1.1.1	Lights under Mezz	0	N/A	N/A	N/A	N/A	1.04	N/A	LIM	LIM	✓
1.1.2	Lights under Mezz + Emergency	0	N/A	N/A	N/A	N/A	0.89	N/A	LIM	LIM	✓
1.1.3	Lights under Mezz	1	N/A	N/A	N/A	N/A	0.83	N/A	LIM	LIM	✓
2.1.1	Lights under Mezz	0	N/A	N/A	N/A	N/A	0.94	N/A	LIM	LIM	✓
2.1.2	Lights under Mezz	0	N/A	N/A	N/A	N/A	0.81	N/A	LIM	LIM	✓
2.1.3	Lights under Mezz	0	N/A	N/A	N/A	N/A	0.86	N/A	LIM	LIM	✓
3.1.1	Lights under Mezz	0	N/A	N/A	N/A	N/A	1.81	N/A	LIM	LIM	✓
3.1.2	Lights under Mezz + Emergency	0	N/A	N/A	N/A	N/A	0.75	N/A	LIM	LIM	✓
3.1.3	Lights under Mezz	0	N/A	N/A	N/A	N/A	1.12	N/A	LIM	LIM	✓
4.1.1	Lights under Mezz	1	N/A	N/A	N/A	N/A	N/A	N/A	LIM	LIM	✓
4.1.2	Lights under Mezz + Emergency	1	N/A	N/A	N/A	N/A	N/A	N/A	LIM	LIM	✓
4.1.3	Lights under Mezz	0	N/A	N/A	N/A	N/A	0.39	N/A	LIM	LIM	✓
5.1.1	Lights under Mezz	1	N/A	N/A	N/A	N/A	N/A	N/A	LIM	LIM	✓
5.1.2	Lights under Mezz	1	N/A	N/A	N/A	N/A	N/A	N/A	LIM	LIM	✓
5.1.3	Lights under Mezz	1	N/A	N/A	N/A	N/A	N/A	N/A	LIM	LIM	✓
5.1.4	Sockets/Upstairs	2	N/A	N/A	N/A	N/A	0.68	N/A	LIM	LIM	✓

You can think the spreadsheet as two parts, where the first part, which is up to MaxZs column, is reserved for circuit details, and the second part is reserved for test results. If there is an existing ElectricalOM project, UK Forms will pull all the relevant data, and will fill in most of the circuit details fields automatically, however, test results part requires manual data entry. Even though the first part will be filled-in by UK Forms automatically using ElectricalOM project data, it is also possible to override those.

Data entry is straightforward, you just click inside a cell.

- If there is a *link* inside the cell (Observations, Limitations), you click on it and follow the instructions. See [Adding Observations and Limitations to Boards and Circuits](#).
- If a *drop-down list* is displayed, you select the option you want,
- If the *cursor is displayed*, you type in the data,
- If the field is a *✓ / ✗ / LIM* field (Polarity, RCD test button operation, AFDD manual test button operation), you click on the cell and UK Forms will switch the state each time you click. The order is cyclic and it follows the order of *✓ - ✗ - Limitation*. UK Forms displays an *Auto LIM* pop up window once limitation option is activated. You can type in the details, and select *Agreed* or *Operational* to assign a limitation for the selected cell. The limitation will be added to the Limitations list.

- If the field is a *tick box*, you tick/untick the box by clicking on it.

## Toolbar

Most of the actions are taken by clicking on buttons located at the toolbar. Depending on the screen resolution and window width, the toolbar may be displayed as multiple rows of buttons. We will proceed with groups of buttons due to the toolbar being consist of too many buttons, please see following sections of this document.

### Part 1

- *Select from schematic button*
- *Locate in schematic button*
- *Remove association/Associate with the design network button*
- *Boards drop-down list*
- *Status drop-down list*
- *Sort based on status button*
- *Insert board button*
- *Board Details button*
- *Board Images button*
- *All Board Details button*

### Part 2

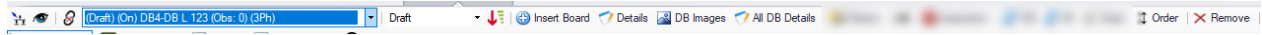
- *Board Observations button*
- *Board Limitations button*
- *Board Inspection Schedule button*
- *Refresh board button*
- *Refresh All button*
- *Clean button*
- *Order Button*
- *Remove board button*
- *Print button*
- *Export to Excel button*

### Part 3

- *Exclude button*

- *Exclude Selected button*
- *Lock Design button*
- *Lock Editing button*
- *Calc Zs button*
- *Calc R1+R2 button*
- *? button*

## Part 1 - Board settings



- *Select from schematic button:* This button will navigate to the circuit which is already selected on the tree network. A circuit can also be selected from the Schematic module which will cause the same circuit to be selected on the network tree. Remember, the circuit must be selected before this button is clicked.
- *Locate in schematic button:* This is similar to the Select from schematic button but works the other way around. First, you select a circuit from the circuits list of UK Forms and click on this button. ElectricalOM will select the same circuit on the tree network which also selects the circuit on the schematic.
- *Remove association/Associate with the design network button:* This button will break the link/create a link between the active board and the ElectricalOM project. Once the link is broken, UK Forms data will be editable by the user, however, none of the changes to this data will be reflected back to the ElectricalOM project, because *Lock Design* button (See Part 3) will not be available. If a link is created, then the option to synchronise UK Forms and ElectricalOM project (*Lock Design* button) will be available. Creating a link requires a board to be selected from the tree network/schematic.
- *Boards drop-down list:* This is a drop-down list of all the boards existing on the UK Forms data. The board needs not to be on ElectricalOM project to be displayed on this list. You can see both the prefix and the description of the board. There are also some parameters in brackets give some useful information about the boards:
  - Non-referenced: A board with no association to ElectricalOM project
  - Draft/Under review/Completed: A board with these statuses.
  - M: Source component
  - Exc: Excluded from report/certificate
  - On/Off: An online/offline board.
  - Obs: X: There X number of observations associated with the board
  - 1Ph/3Ph: A single-/three-phase board
- *Status drop-down list:* This list is used to mark a board as draft, under review, or completed.
- *Sort based on status button:* This is a toggle button which orders the boards depending on their status in the order of Completed, Under review, Draft, Non-referenced if it is activated. A blue rectangle will indicate if this button is active.

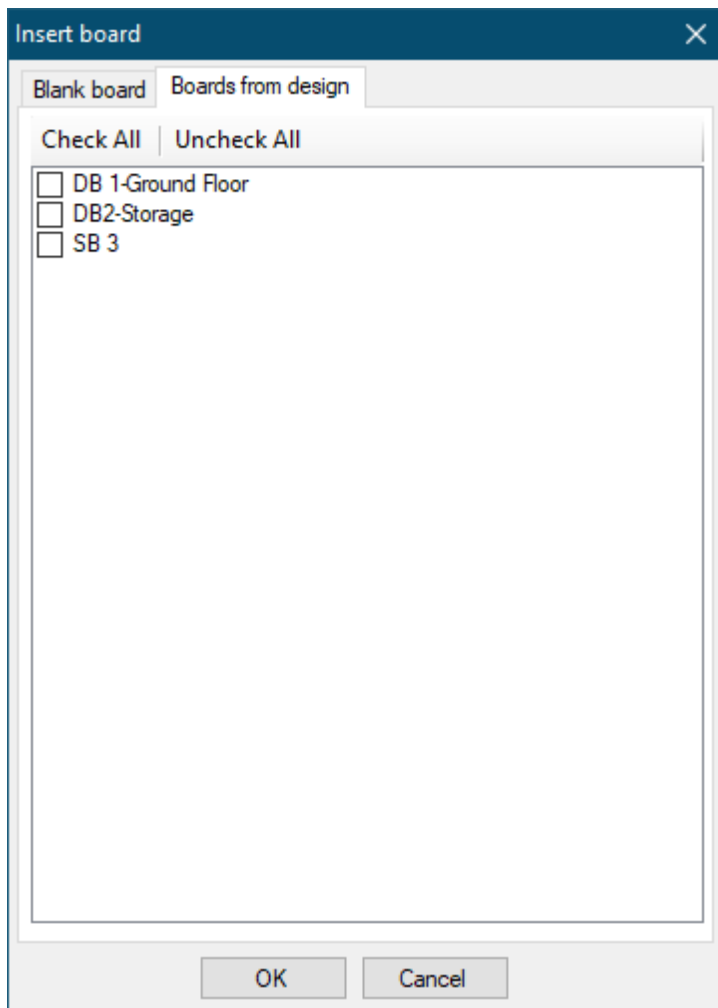
- **Insert board button:** This button will insert a board into the UK Forms data. There are two options inserting a board.
  - Blank board: This will directly insert a board into UK Forms. The parameters can be set using the Insert board screen. The inserted board will be marked as non-referenced and will not possess a link to ElectricalOM project. Once all relative data is filled in, OK button will insert the board to the report and display the final circuits on the Circuit Details and Test Results list. The board inserted with this method will not be added to ElectricalOM project.

The screenshot shows the 'Insert board' dialog box with the following fields and options:

- Blank board** (selected tab) | Boards from design
- Designation: DB5
- Location: (empty)
- Phase:  Single  Three
- Phase label: SP
- Ways: 4
- Default ways design data**
  - Wire type: (dropdown)
  - Reference meth.: (dropdown)
  - Conductor - Live csa: (dropdown) mm<sup>2</sup>
  - Conductor - CPC csa: (dropdown) mm<sup>2</sup>
  - Overcurrent device: (dropdown)
  - BS (EN): (input)
  - Device type: (input)
  - Device rating: (input) A
  - Device Icn: (input) kA
- Buttons: OK, Cancel

- Boards from design: This will present a list of boards available with ElectricalOM project so you can select boards to insert into UK Forms. Boards inserted using this method will automatically be added as linked boards.



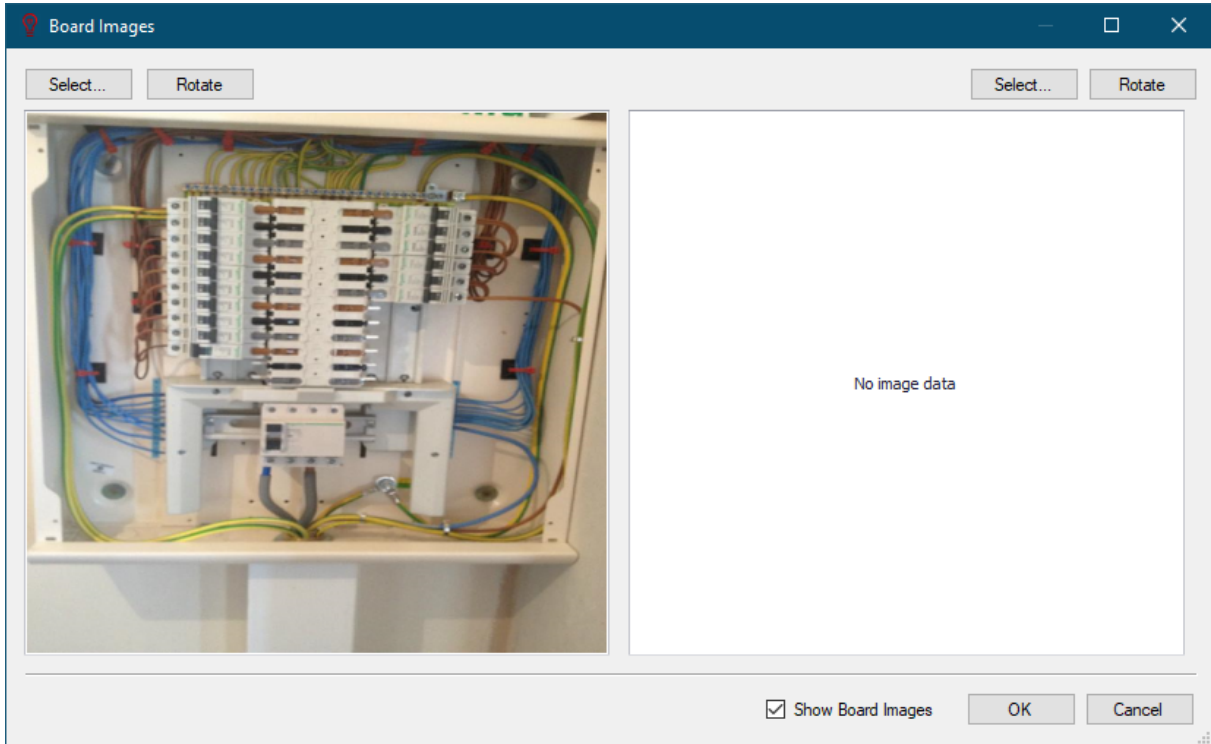


- **Board Details button:** This will bring up the *DB Details* screen where you can fill in any additional data for the active DB. The fields will be partly filled in, however, most of the data requires either a manual filling exercise; or usage of *Fill from design* or *Fill tests from submitted tests* button. As usual, ... buttons indicate access to database where related fields can be filled in using existing data.

- *Load settings defaults* button will apply default devices for appropriate fields, see [Creating Test Devices](#) for details about devices.
- *Apply to all DBs* button will apply the test instrument details to all boards.
- *Signature* tick box will insert the signature image to certificates. Sometimes when you add or edit a signature image, UK Forms does not display the new or updated image. Please click on ... button and select the same engineer so UK Forms is forced to update the image file.

- *Apply test date to all DBs* button will set the same date to all boards.
- *Apply test engineer to all DBs* will set the same engineer data to all boards.
- **Board Images button:** This button will initiate a new window where you can define two separate pictures for the active board. There are two sets of buttons for each picture. *Select...* will display a browser windows where you can choose a file for the board.

Rotate button will rotate the picture as you click.



Show picture tick box will place the picture(s) on the certificate.

SCHEDULE OF CIRCUIT DETAILS										
TO BE COMPLETED IN EVERY CASE					TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD (DB) IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION					
DB Location					Supply to DB is from:	SB1-Section 1 (Way: 1/L1L2L3)	Associated RCD (if any)			
DB Designation	DB6				No of phases		Nominal Voltage	V	BS(EN)	
Supplied from:	SB1-Section 1 (Way: 1/L1L2L3)				Overcurrent protective device for the distribution circuit:			RCD No of Poles		
					Type BS(EN)		Rating:	A	RCD Rating	mA
					SPD Details					
Circuit Details					Conductor details		Overcurrent protective devices		RCD	
net		vg	nd (♦)	served						
					action time (S7671 (s)					num Zs (BS7671 (Ω)

- *All Board Details button:* This will display All DB Details window which is structured as a list. All fields are editable by the user, however, none of the changes will be applied to

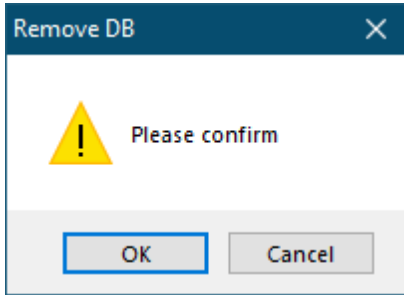
ElectricalOM project but will exist only on UK Forms and certificates.

- Once again, *Fill all DB details from design model* button and *Fill All tests from submitted tests* buttons can be used to fill in the fields.
- For Details button see *Board Details button* above.
- Print button will display a print preview window.

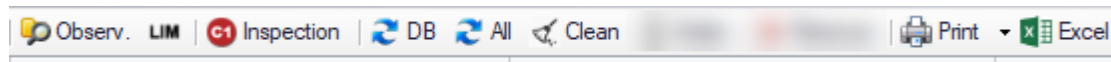
DB	Supply from	Location	Status	Zs at DB (Ω)	Ipf (kA)	Polarity	Phase sequence	RCD time (ms)
DB6	SB1-Section 1 (Way: 1/L 1L2L3)		Completed					
DB2-Board 2	SB1 (Way: 1/L 1)		Under review					
SB1	Supply		Draft					
DB3	SB1 (Way: 1/L2)		Draft					
DB12			Draft					
Supply2			Draft					
SB1-Section 1	Supply		Draft					
Supply			Draft					
Supply1			Draft					
Generator			Draft					
DB4	DB3 (Way: 1/L2)		Draft				N/A	
SB1	Generator		Draft					
SB1-Section 1	SB1 (Way: 2/L 1L2L3)		Draft					
SB1	(Way: 1/L 1L2L3)		Draft					
SB1	Supply2		Draft					

- **Order button:** This button allows you to reorder the boards. When you click on the button, list of all boards will be displayed where you can select a board and use up or down buttons to move it within the list. Changes will be reflected as soon as you click on OK button at boards drop-down list.

- *Remove board button:* This button will remove the active board from UK Forms.



Part 2 - Observations, Limitations, Synchronisation with ElectricalOM etc.



- Board Observations button:** This button is used to add observations to the board. Unlike [General Observations](#), this button will add observations at the board level not as a general observation. The observations screen is similar to the one discussed in [EICR Page 2 - Section F and G - General Observations](#) both in terms of visual and functional. Please refer to this section for further details.

Observations ✕

➕ Add observation | 📄 Add from templates | ✖ Remove selected | 🗑 Remove all

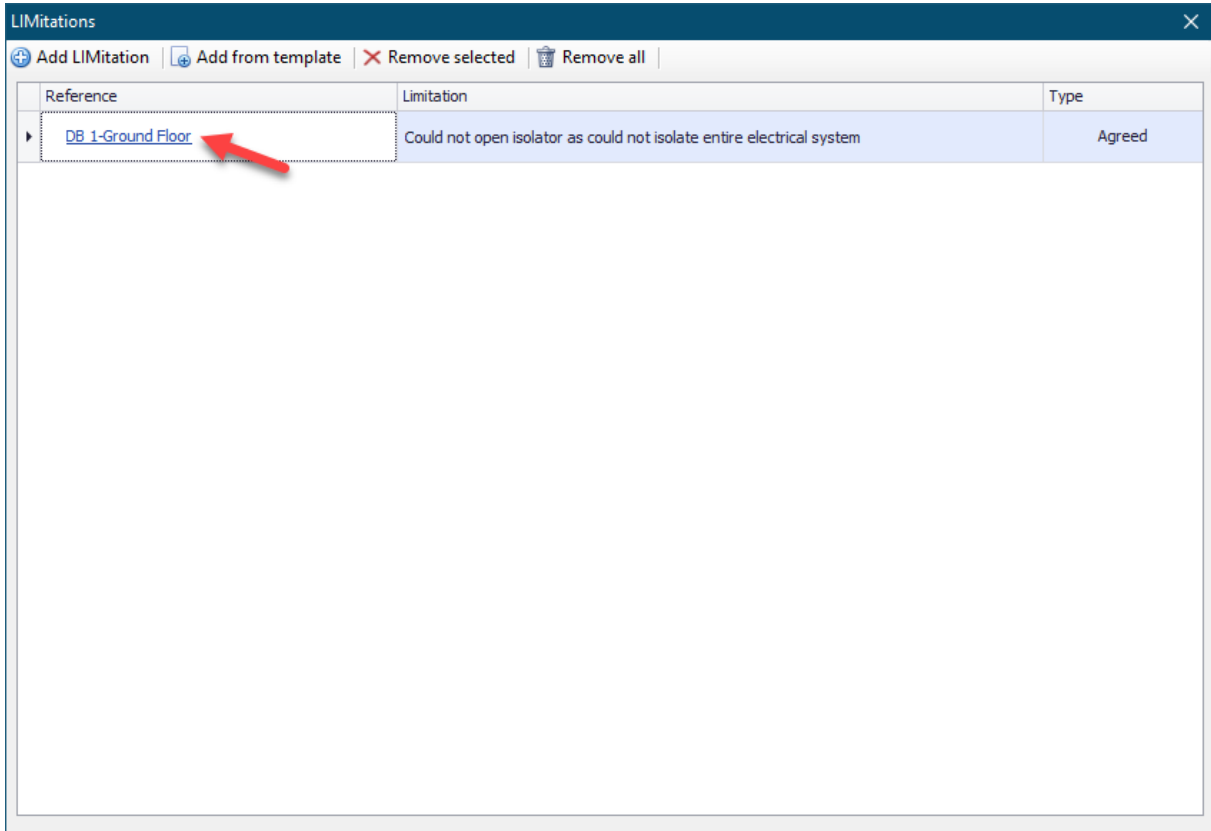
Item No.	Reference	Inspection item	Observations	Code	Attachments
1	DB2-Storage	1.1.3 Earthing	Earth electrode box needs service.	C3	0

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of remedial action:

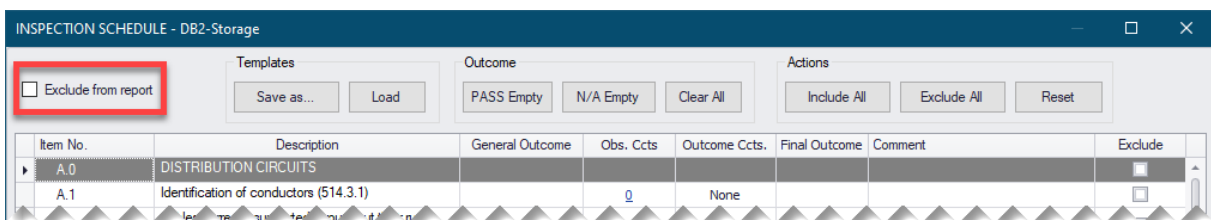
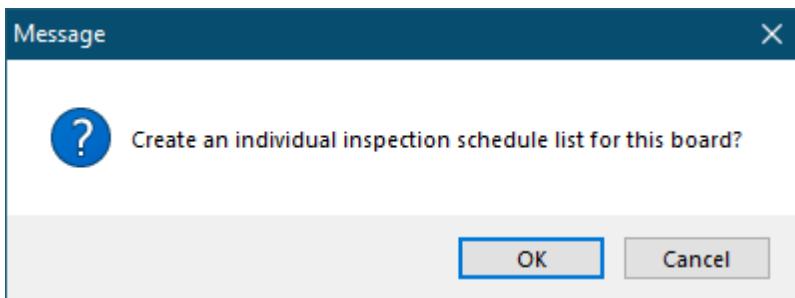
0	C1	Danger Present. Risk of injury. Immediate remedial action required
0	C2	Potentially dangerous. Urgent remedial action required
1	C3	Improvement recommended
0	FI	Further investigation required without delay

However, it should be noted even if you can only add board level observations, Observations list will display all types of observations related to the board and circuits connected to the board.

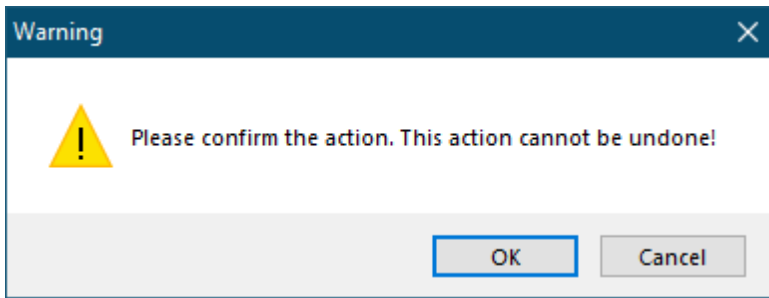
- Board Limitations button:** Limitations can be added to the board using this button. Similar to above, only board level limitations can be added even if all types of are displayed on the list. Usage is similar to Observations window.



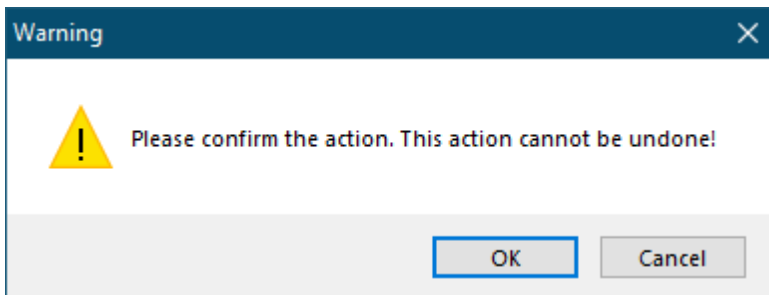
- Board Inspection Schedule button:** This button will create an inspection sheet specific for the active board, and add it to the report. UK Forms will confirm if you want to create an additional inspection sheet. If you want to create it, but not to include it to the report, you can tick Exclude from report box. Usage is similar to what is discussed in [EICR Inspection & Test Schedule Tab](#), please refer to this section for further details.



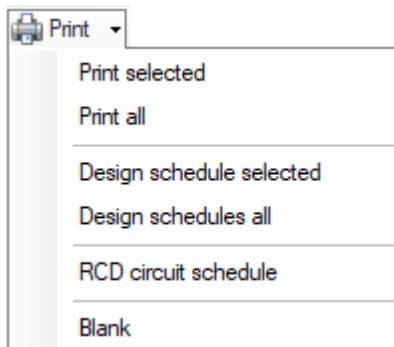
- Refresh board button:** This button will override UK Forms data using current ElectricalOM data for the active board.



- *Refresh All button:* This button will override UK Forms data using current ElectricalOM data for all the existing boards.



- *Clean button:* This button is used to remove circuits added manually, for example added by Insert row option of right-click menu, that are not tied to the ElectricalOM project. Once it is done, manually added circuits will be removed and any other empty cells will be filled in as N/A. This action cannot be undone.
- *Print button:* This button is used to print individual sections of the report. Using Export to PDF button on the top, you can export the print out as a PDF.



- *Print selected* will print circuit details and test results for the active board only.
- *Print all* will print circuit details and test results for all the boards exist in UK Forms.
- *Design schedule selected* will print only circuit details for the active board.
- *Design schedule all* will print only circuit details for all the boards exist in UK Forms.

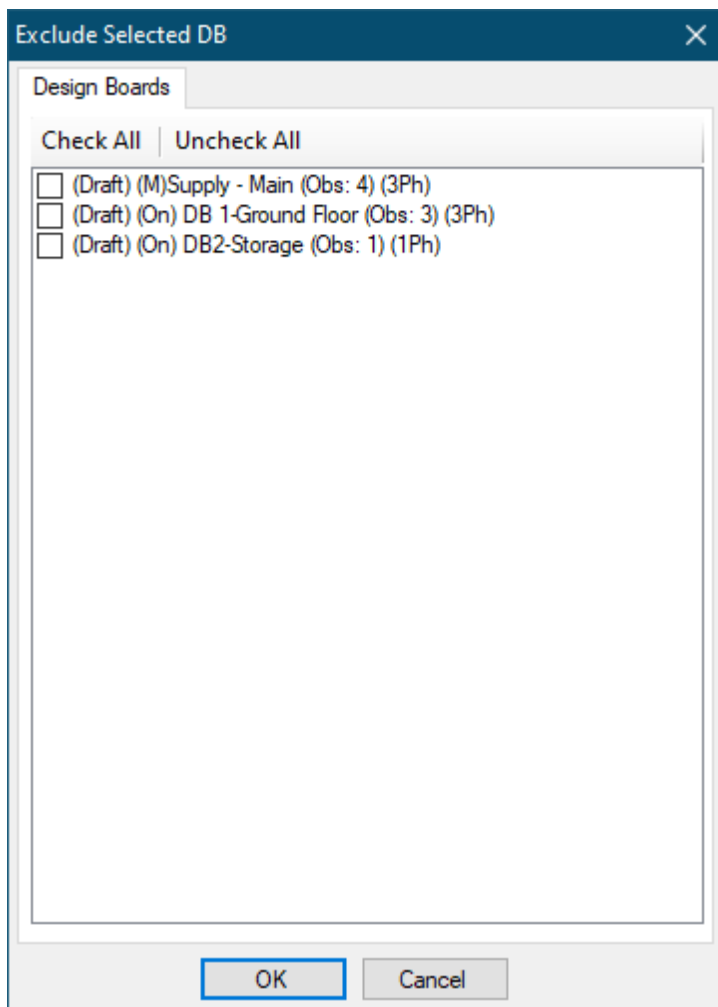


- *RCD circuit schedule* will print circuit details only for circuits with an RCD protection. Circuits will be listed under their respective boards.
- Blank will print an empty Circuit Details and Test Results page, in single page and landscape mode.
- *Export to Excel button*: This button will export the active Circuit Details and Test Results sheet as an Excel file, and will run MS Excel.

## Part 3 - Report Structure and Other Calculations

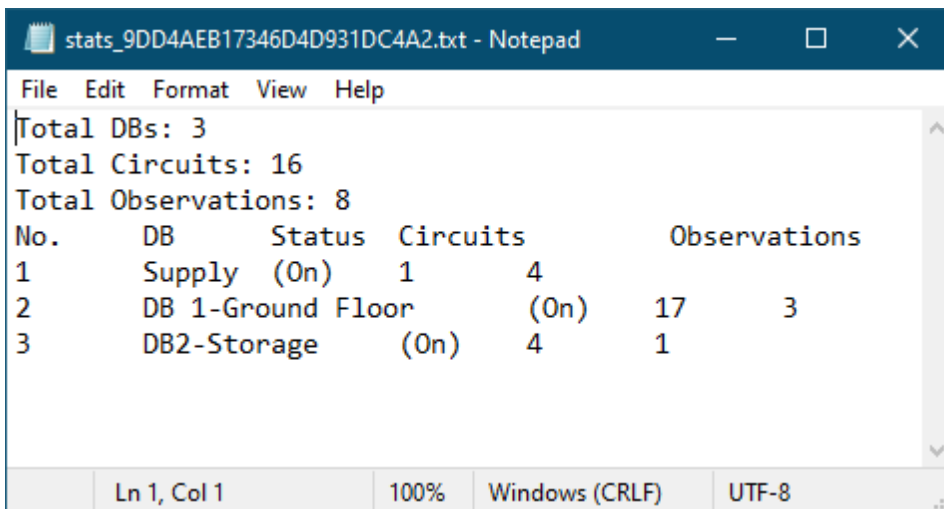


- **Exclude button:** This is a toggle button and a blue rectangle represents active state. If active, the active board's circuit details and test results will be excluded from the report. As a side note, this button will not exclude any other data related (if any) with the active board from the report.
- **Exclude Selected button:** This button will display a list of boards available with tick boxes next to each item. You can select boards to be excluded from the report by means of tick boxes. Similar to above, this will only exclude circuit details and test results sections only.



- **Lock Design button:** This is also a toggle button. If active, any changes to ElectricalOM data will be reflected to UK Forms automatically. This button is a global setting and all boards will be affected.

- *Lock Editing button*: This is a toggle button and will activate the read-only mode. If this is active, you will not be able to change/modify any parameter or setting. Observations and Limitations lists will display items but they will be greyed out. This button is a global setting and all boards will be affected.
- *Calc Zs button*: This button will calculate Zs values using R1+R2 and Ze data from the ElectricalOM project. Once this is applied, new values will be indicated with italic fonts and they will also be marked with \* on your report.
- *Calc R1+R2 button*: Similar to Calc Zs, this button will calculate the R1+R2 value using Ze and Zs values provided by ElectricalOM project. Once this is applied, new values will be indicated with italic fonts and they will also be marked with \* on your report.
- *? button*: This button will create a text file includes basic information about the system.
  - Total DBs
  - Total Circuits
  - Total Observations
  - List of DBs including their status, number of circuits and number of observations.



The screenshot shows a Notepad window titled 'stats\_9DD4AEB17346D4D931DC4A2.txt - Notepad'. The text content is as follows:

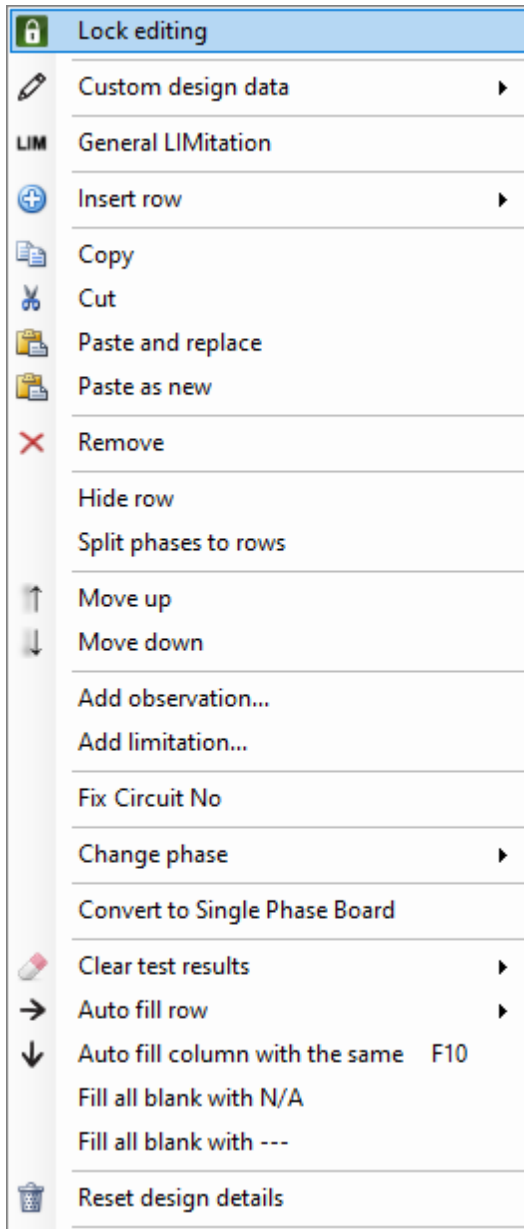
```

File Edit Format View Help
Total DBs: 3
Total Circuits: 16
Total Observations: 8
No.    DB          Status Circuits    Observations
1      Supply (On)   1         4           3
2      DB 1-Ground Floor (On) 17         3
3      DB2-Storage  (On)     4           1

```

The status bar at the bottom indicates 'Ln 1, Col 1', '100%', 'Windows (CRLF)', and 'UTF-8'.

## Right-Click Menu



Right-click menu is another way of initialising actions. This menu accommodates not only many of the actions discussed within the rest of this document but also some unique ones. However, many of the options are available only if Lock design feature (see [Part 3 - Report Structure and Other Calculations](#)) is deactivated.

Below is a list of options and their descriptions, or links to respective sections if available.

- *Lock editing*: [Part 3 - Report Structure and Other Calculations](#)
- *Custom design data*: This button will allow you to break links of certain cells with ElectricalOM project. These cells will not be updated during a refresh action (see [Part 2 - Observations, Limitations, Synchronisation with ElectricalOM etc.](#)). You can set any value for those selected cells, and they will be left as they are even if you synchronise UK FOrms with ElectricalOM. Options are as below:

- Circuit No.
- Circuit designation
- Wiring type
- Reference method
- Number of points served
- Live csa
- cpc csa
- Max. Disconnection Time
- Overcurrent Protective Device
- RCD mA
- Max Zs

- *General LIMitation*:
- *Insert raw - 1Ph/3Ph*: You can insert new rows into the circuits lists using this option. You need to remember these new rows will not be associated with ElectricalOM project.
- *Copy/Cut/Paste and replace/Paste as new*: Copy will copy the selected row where cut will copy it but also delete it from the list. Paste and replace will paste cut/copied row on the the selected row. Paste as new, on the other hand, will paste the cut/copied row as a new row.
- *Remove*: This will delete selected row.

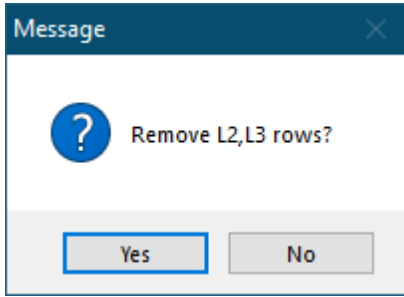
- *Hide row*: This will hide the selected row, it will not delete it.
- *Split phases to rows*: This option will split any 3ph circuit into individual phases.

6.L3	Spare	<input type="checkbox"/>	1	0	N/A	N/A	N/A	N/A
7.TP	Spare	<input type="checkbox"/>	1	0	N/A	N/A	N/A	N/A
8.L1	Lights first floor	<input type="checkbox"/>	1	0	A	C	1	1.5
8.L2	Office AC Unit	<input type="checkbox"/>	0	1	A	B	1	2.5

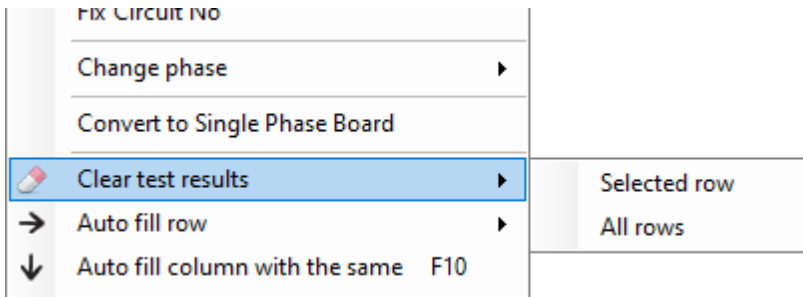
  

6.L3	Spare	<input type="checkbox"/>	1	0	N/A	N/A	N/A	N/A
7.L1	Spare	<input type="checkbox"/>	1	0	N/A	N/A	N/A	N/A
7.L2	Spare	<input type="checkbox"/>	0	0	N/A	N/A	N/A	N/A
7.L3	Spare	<input type="checkbox"/>	0	0	N/A	N/A	N/A	N/A
8.L1	PC 31-Lights first floor	<input type="checkbox"/>	1	0	A	C	1	1.5

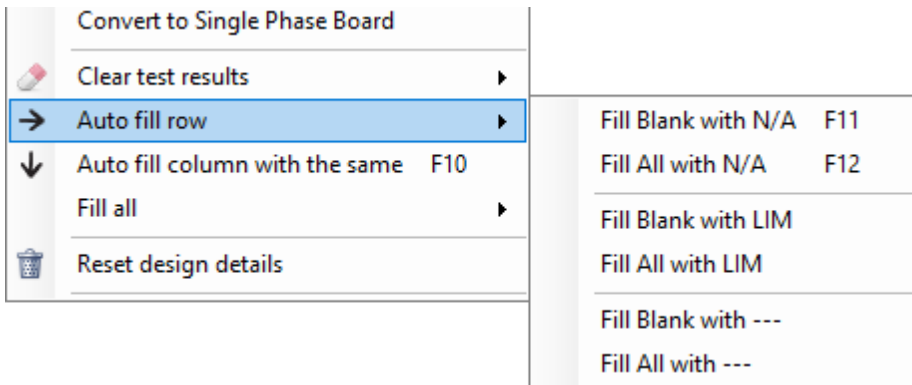
- *Split phases for all circuits in the DB*: Similar to above, this option will split all of the 3ph circuits into individual phases.
- *Move up/Move down*: Moves selected row up or down.
- *Add observation.../Add limitation...*: These options will add a observation or a limitation to the selected circuit. Using these options is essentially the same as clicking on the links on Observations and Limitations column.
- *Fix Circuit No.:*
- *Change Phase*: You can change the phase of a selected circuit by selecting an option. If you are changing a 1ph circuit into a 3ph circuit and there are other circuits after the selected 1ph circuit, remember UK Forms will remove next L2 and L3 to make space for the new circuit.



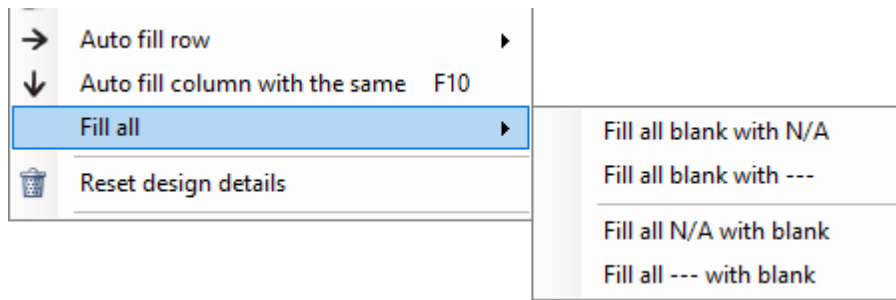
- *Convert to Three-/Single-Phase Board:* You can convert a 1ph board into a 3ph board or vice versa using this option.
- *Clear test results:* This option will delete all test results either from the selected circuit or from the whole board.



- *Auto fill row:* This option will fill in the cells of a selected row with some pre-populated values. See below:



- *Auto fill column with the same:* This option will fill in the cells of a column with the same value of the selected cell. However, it will auto fill only the cells below the selected cell. This action also has a hot key which is F10.
- *Fill all:* This option is similar to auto fill row option, but this time the option fill all of the unfilled cells with the selected value.



- *Reset design details*: This option will clear the circuit list so you can re populate it from the ElectricalOM project using one of the refresh options on the toolbar.

### Creating Certificates without a project file

It is possible to use UK Forms without an ElectricalOM project. The procedure is similar to creating a certificate, see [Creating New Certificates and Loading Existing Ones](#).

Difference will be the fact that UK Forms will not fill in any fields for you, and there will be no boards or circuits at Distribution Boards tab. All fields and sections requires you to fill in. The same features like database access is still available.

First four tabs, *Page 1*, *Page 2*, *Page 3*, *Inspection & Test Schedule*, can be filled in without requiring any boards or circuits defined as they are general data about the system. The last tab, *Distribution Boards*, is the main area where you will construct the installation you want to certify. You will not be able to insert a supply as there is no option for this. Your system will start with a board instead.

- A board can be inserted using the Insert Board button as described in [Part 1](#) under Insert board button title.

**Insert board**

Blank board | **Boards from design**

Designation: DB1

Location: Ground Floor

Phase:  Single  Three

Phase label: SP

Ways: 4

Default ways design data

Wire type: F - PVC/SWA cables

Reference meth.: D - Cables laid direct in ground or ir

Conductor - Live csa: 10 mm<sup>2</sup>

Conductor - CPC csa: Armour mm<sup>2</sup>

Overcurrent device: 60898 MCB - Type C

BS (EN): 60898 MCB

Device type: C

Device rating: 100 A

Device lcn: 6 kA

OK Cancel

- Once a board inserted, Details button can be used to define parameters. You can keep inserting boards and defining final circuits using the UK Forms' Distribution Boards tab and create a system.



- By interacting with the circuit details and test results fields, you can define any parameter for each final circuit. Most of the fields are type-in type cells where you can simply click inside and type in your values. Exceptions are listed below:
  - *Circuit No.* can be used to define way designation for the final circuit. This is a drop-down list.

Circuit				
Circuit No.	Circuit Designation	Not tested	Observations	Limitations
1.SP		<input type="checkbox"/>	0	0
L1		<input type="checkbox"/>	0	0
L2		<input type="checkbox"/>	0	0
L3		<input type="checkbox"/>	0	0
SP		<input type="checkbox"/>	0	0
TP		<input type="checkbox"/>	0	0
L1,L2,L3		<input type="checkbox"/>	0	0
L1,L2		<input type="checkbox"/>	0	0

- *Circuit Designation* is used for circuit description and can be edited by clicking inside the text field.
- *Not tested tick box* will mark the circuit as not tested, and mark test results as

N/A if this box is ticked.

- *Observations and Limitations fields* are displayed as links indicating the number of observations/limitations related with a circuit. New observations/limitations can be added by clicking on the link. Usage is similar to that described in [Part 2](#), only difference being is the observation/limitation will be assigned to that specific circuit.
- *Type of wiring* can be set using the drop-down list.

Circuit details			Circuit
Type of wiring	Reference method	Number of points served	Live
A	D		1.5

A - PVC/PVC cables  
 B - PVC cables in metallic conduit  
 C - PVC cables in non-metallic conduit  
 D - PVC cables in metallic trunking  
 E - PVC cables in non-metallic trunking  
 F - PVC/SWA cables  
 G - XLPE/SWA cables

- *Reference method* can be set using the drop-down list.

Circuit details			Circuit conductors csa (mm <sup>2</sup> )		Sec.	Overcurrent protective devices			
Type of wiring	Reference method	Number of points served	Live	cpc	Max disconnection time permitted by BS7671	BS (EN)	Type	Rating (A)	Capacity (kA)
A	D		1.5			60898 MCB	B	32	6

A - Enclosed in conduit in thermally insulating wall  
 B - Enclosed in conduit, trunking in wall  
 C - Clipped direct (including single-core or multicore cable direct in masonry)  
 D - Cables laid direct in ground or in ductings in ground  
 E - Free air / Perforated cable tray (Multi-core)  
 F - Free air / Perforated cable tray (Single-core)  
 G - Free air, flat spaced by 1 cable diameter

- *Live conductors cross sections* can be set using the drop-down list.

Circuit conductors csa (mm <sup>2</sup> )	
Live	cpc
1.5	
1.0	
1.5	
2.5	
2x2.5	
4	
6	
10	

- *Max disconnection time* can be set using the drop-down list.

Sec.
Max disconnection time permitted by BS7671
5
1
0.8
0.4
0.3
0.2
0.1

- *BS (EN)* is used to set a standard for the protective devices (both for over current and RCD) for that circuit.

Overcurrent protective device	
BS (EN)	Type
50898 MCB	B
<ul style="list-style-type: none"> <li>60898 MCB - Type B</li> <li>60898 MCB - Type C</li> <li>60898 MCB - Type D</li> <li>61009 RCBO - Type B</li> <li>61009 RCBO - Type C</li> <li>61009 RCBO - Type D</li> <li>88-2 Fuse HRC - Type gG</li> </ul>	

- o *RCD Type* can be used to set the RCD type for the final circuit.

RCD	
BS (EN)	Type
	<ul style="list-style-type: none"> <li>N/A</li> <li>AC</li> <li>A</li> <li>F</li> <li>B</li> </ul>

- o *RCD Operating Current* can be used to set the RCD's I<sub>n</sub> value.

RCD	
Type	Operating current I <sub>Δn</sub>
	<div style="border: 1px solid gray; padding: 2px;">                                       </div> <ul style="list-style-type: none"> <li>N/A</li> <li>10</li> <li>30</li> <li>100</li> <li>500</li> <li>1000</li> <li>3k</li> </ul>

- *Test Voltage (DC)* drop-down list can be used to set the test voltage used for insulation test.

Insulation resistance		
	Live-Earth (MΩ)	Test Volts DC (V)
	1	<div style="border: 1px solid gray; padding: 2px;">                     1000                 </div>
	1	<ul style="list-style-type: none"> <li>250</li> <li>500</li> <li>1000</li> </ul>
	1	

- *Polarity/RCD Test Button Operation/AFDD Test Button Operation* fields are toggle fields. Each left mouse click will change the state of the field in the order of ✓ / ✗ / LIM. Once LIM option is reached, UK Forms will display a Auto LIM screen automatically. This is used to define a limitation and set type of limitation, Agreed or Operational.

Auto LIM
✕

Limitation

Agreed

 Operational

Add from template...

OK

Cancel

Once you define all your boards and final circuits inside UK Forms environment, you can save this file as a project.

### **Converting an EICR to an EIC or vice versa**

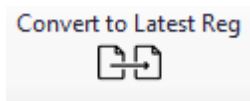
UK Forms main toolbar contains two special button which is only visible when an EICR or an EIC is selected.



These are used to create an EICR from an EIC or vice versa. Once clicked, UK Forms automatically converts one certificate to the other, and places the new one as the last item on the list giving it a new and unique number.

### **Updating a BS7671 Certificate to The Latest Version**

UK Forms main toolbar contains another special button which is only visible when a BS7671 certificate is selected.



This is used to create update an old certificate to the latest version. It will keep the original one as it is, create an updated copy with a new and unique number, and place this new certificate as the last item on the certificates list.