



ELECTRICAL & PAT TESTING PROCEDURES FOR JOHN SHEPHERD LETTINGS



Electrical Inspections and PAT Testing

All domestic electrical installations at a property must be safe and satisfactory for purpose before letting. In order to fulfil this obligation an NICEIC qualified and approved contractor should carry out either a Domestic Visual Condition Report or a Domestic Electrical Installation Periodic Report. Any repairs or recommendations highlighted as a result of the test will be the responsibility of the Landlord and they will need to be carried out before any tenancy can commence.

Anyone who lets residential accommodation is required by law to ensure the equipment they supply as part of the tenancy is safe. The Electrical Equipment (Safety) Regulations 1994 requires that all mains electrical equipment (cookers, washing machines, kettles, irons etc), new or second-hand, supplied with the accommodation must be safe. Landlords therefore need to regularly maintain the electrical equipment they supply to ensure it is safe. The supply of goods occurs at the time of the tenancy contract. It is, therefore, essential that property is checked prior to the tenancy to ensure that all goods supplied are in a safe condition. A record should be made of the goods supplied as part of the tenancy agreement and of checks made on those goods. The record should indicate who carried out the checks and when they did it.

It is strongly advisable to have the equipment checked before the start of each let. It would be good practice to have the equipment checked at regular intervals thereafter. You should obtain and retain test reports detailing the equipment, the tests carried out and the results.

Electrical Inspections and PAT Testing along with comprehensive supporting documentation is absolutely necessary and the only practical way of achieving compliance. Records of maintenance, including test results, preferably kept throughout the working life of an electrical system will enable the condition of the equipment and effectiveness of maintenance polices to be monitored. Without effective monitoring duty holders cannot be certain that the requirements for maintenance have been complied with.

Procedure

Visual and Full Periodic Electrical inspection reports must be carried out by an NICEIC qualified and approved contractor as listed on P2Gold. The contractor should be issued with a Work Order which will provide details of access arrangements and any timescale in which it must be carried out. John Shepherd Lettings also require that PAT Testing should be completed by a suitably qualified NICEIC contractor.

Frequency

Fixed Wiring Electrical Installations should be tested at intervals not exceeding 5-10 years, the completed Electrical Report will recommend when the next test should be carried out.

Portable Appliance testing can vary depending upon the type of appliance, however, it is recommended that they should be carried out annually.



Costs

TEST TYPE	COST
Full NICEIC Periodic Certificate	Subject to quotation by a qualified electrician. Estimate between £150 + VAT to £200 + VAT (depending on the age and size of property)
PAT Testing	Subject to quotation by a qualified electrician.
All in One Complete package	Subject to quotation by a qualified electrician.
The above pricing does not include repairs or recommendations made in the electrical report, any such works required will remain the Landlords liability.	

For additional Information please refer to the Terms of Business or ask a member of the Residential Lettings Team.

Recording Information

(The following information is for Office Use Only)

All Electrical Periodic Inspection reports must be stored in the **NICEIC ELECTRICAL CERTIFICATES** folder on 'k' drive in the form of a 'pdf' document. The document must be saved under '[P2Gold Ref number]_NICEIC[date]' i.e. **4354_NICEIC01122008**. The sub-folder will be under "2 – RL PROPERTY MANAGEMENT".

All Visual reports are stored in the same way, in the same folder, except the NICEIC is prefixed with a 'v' i.e. **4354_vNICEIC01122008**.

All the original Certificates should then be forwarded to the Person/Assistant Property Manager responsible for maintaining and keeping records for their particular portfolio.

All PAT Testing documentation must be stored in the **NICEIC PAT TESTING CERTIFICATES** folder on 'k' drive in the form of a 'pdf' document. The document must be saved under '[P2Gold Ref number]_PAT[date]' i.e. **4354_PAT01122008**. The sub-folder will be under 2 – RL PROPERTY MANAGEMENT.

Diary Management

P2Gold should also be updated to include a new Diary Entry for each event due to take place to ensure that due dates are flagged up going forward and the appropriate 'tick boxes' on the Various tab should also be updated as a matter of priority.

Note

This Fact Sheet is of a general nature and has been written as a guide only and makes no attempt to state or conform to legal requirements. Compliance with the law is the Landlords responsibility. Whilst every effort has been made to ensure the accuracy of the information contained in this Fact Sheet, it must be emphasised that because the Agent has no control over the precise circumstances in which it will be used, the Agent, its Employees and Partner Members can accept no liability arising out of its use.

John Shepherd Lettings Limited
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