

ELECTRICAL INSTALLATION CERTIFICATE

Contractor's Reference Number

Issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

CRN/ Ref

DETAILS OF THE CLIENT

Client / Address: **A. Smith** 123 Business Centre, Main Road, Big City **A12 3AZ**

DETAILS OF THE INSTALLATION

The installation is:

Address:	123 Business Centre, Main Road, Big City	A12 3AZ	New	--	
Extent of the installation covered by this certificate:	New Reception Sockets & New Reception Lighting Fixed Wiring Only.			An addition	<input checked="" type="checkbox"/>
			An alteration	--	

DESIGN

§ Details of permitted exceptions appended: / N/A Risk assessment appended: / N/A No. of pages **0** §Delete as appropriate

I/We, being the person(s) responsible for the design of the electrical installation (as indicated by my/our signature(s) below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design, hereby CERTIFY that the design work for which I/we have been responsible is, to the best of my/our knowledge and belief, in accordance with BS 7671, amended to **17th Edition, Amendment 3:2015** (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.5): **None**

The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate. For the **DESIGN** of the installation: **** (Where there is divided responsibility for the design)**

Signature	Date	Name (CAPITALS)	Designer 1
Signature	Date 01/01/2016	Name (CAPITALS) A. Engineer	** Designer 2

CONSTRUCTION

I, being the person responsible for the construction of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the construction, hereby CERTIFY that the construction work for which I have been responsible is, to the best of my knowledge and belief, in accordance with BS 7671, amended to **17th Edition, Amendment 3:2015** (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.5):

The extent of liability of the signatory is limited to the work described above as the subject of this certificate.

For the **CONSTRUCTION** of the installation:

Signature X	Date 01/01/2016	Name (CAPITALS) A. Engineer	Constructor
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INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation (as indicated by my signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby CERTIFY that the work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671, amended to **17th Edition, Amendment 3:2015** (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.5): **None**

The extent of liability of the signatory/signatories is limited to the work described above as the subject of this certificate.

For the **INSPECTION AND TESTING** of the installation:

Signature	Date 01/01/2016	Signature	Date 01/01/2016
Name (CAPITALS) A. Engineer	Inspector	Name (CAPITALS) Qualified Supervisor	Qualified Supervisor †

DESIGN, CONSTRUCTION, INSPECTION AND TESTING *

* This box to be completed only where the design, construction, inspection and testing have been the responsibility of one person.

§ Details of permitted exceptions appended: / N/A Risk assessment appended: / N/A No. of pages **0** §Delete as appropriate

I, being the person responsible for the design, construction, inspection and testing of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design, construction, inspection and testing, hereby CERTIFY that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671, amended to **17th Edition, Amendment 3:2015** (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.5): **None**

The extent of liability of the signatory is limited to the work described above as the subject of this certificate. For the **DESIGN**, the **CONSTRUCTION** and the **INSPECTION AND TESTING** of the installation.

Signature	Date 01/01/2016	Signature	Date 01/01/2016
Name (CAPITALS) A. Engineer		Name (CAPITALS) A. Engineer	Qualified Supervisor ††

† Where the inspection and testing have been carried out by an Approved Contractor, the inspection and testing results are to be reviewed by the registered Qualified Supervisor.

†† Where the design, the construction, and the inspection and testing have been the responsibility of one person, the inspection and testing results are to be reviewed by the registered Qualified Supervisor.

NOTES FOR RECIPIENT

THIS SAFETY CERTIFICATE IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

This safety certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected, tested and verified in accordance with the national standard for the safety of electrical installations, British Standard 7671 (as amended) - *Requirements for Electrical Installations*.

Where, as will often be the case, the installation incorporates a residual current device (RCD), there should be a notice at or near the main switchboard or consumer unit stating that the device should be tested at quarterly intervals. For safety reasons, it is important that you carry out the test regularly.

Also for safety reasons, the complete electrical installation will need to be inspected and tested at appropriate intervals by a skilled person or persons competent in such work. NICEIC* recommends that you engage the services of an Approved Contractor for this purpose. The maximum interval recommended before the next inspection is stated on Page 2 under *Next Inspection*. There should be a notice at or near the main switchboard or consumer unit indicating when the inspection of the installation is next due.

Only an NICEIC Approved Contractor or Conforming Body responsible for the **construction** of the electrical installation is authorised to issue this NICEIC Electrical Installation Certificate.

The certificate consists of at least six numbered pages. The certificate is invalid if any of the six pages are missing. The certificate has a printed seven-digit serial number which is traceable to the Approved Contractor to which it was supplied by NICEIC.

For installations having more than one distribution board or more circuits than can be recorded on pages 5 and 6, one or more additional *Schedules of Circuit Details for the Installation*, and *Schedules of Test Results for the Installation* (pages 7 and 8 onwards) should form part of the certificate.

This certificate is intended to be issued only for a new electrical installation or for new work associated with an alteration or addition to an existing installation. It should not have been issued for the inspection of an existing electrical installation. An 'Electrical Installation Condition Report' or, where appropriate, a Domestic Electrical Installation Condition Report should be issued for such a periodic inspection.

This certificate should not have been issued for electrical work in a potentially explosive atmosphere (hazardous area) unless the Approved Contractor holds an appropriate extension to NICEIC enrolment for such work.

You should have received the certificate marked 'Original' and the Approved Contractor should have retained the certificate marked 'Duplicate'.

If you were the person ordering the work, but not the user of the installation, you should pass this certificate, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

The 'Original' certificate should be retained in a safe place and shown to any skilled person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this certificate will demonstrate to the new user that the electrical installation complied with the requirements of the national electrical safety standard at the time the certificate was issued.

Page 1 of this certificate provides details of the electrical installation, together with the name(s) and signature(s) of the person(s) certifying the three elements of installation work: design, construction and inspection and testing. Page 2 identifies the organisation(s) responsible for the work certified by their representative(s).

Certification for inspection and testing provides an assurance that the electrical installation work has been fully inspected and tested, and that the electrical work has been carried out in accordance with the requirements of BS 7671 (except for any departures sanctioned by the designer) and recorded in the appropriate box(es) of the certificate.

* NICEIC, is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).

For further information about electrical safety and how NICEIC can help you, visit **www.niceic.com**

continued on the reverse of page 2

NOTES FOR RECIPIENT
(continued from the reverse of page 1)

Where responsibility for the *design*, the *construction* and the *inspection and testing* of the electrical work is divided between the Approved Contractor and one or more other bodies, the division of responsibility should have been established and agreed before commencement of the work. In such a case, NICEIC considers that the absence of certification for the *construction*, or the *inspection and testing* elements of the work would render the certificate invalid. If the *design* section of the certificate has not been completed, NICEIC recommends that you question why those responsible for the design have not certified that this important element of the work is in accordance with the national electrical safety standard.

Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems) in accordance with British Standards BS 5839 and BS 5266 respectively, this electrical safety certificate should be accompanied by a separate certificate or certificates as prescribed by those standards.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator, the number of sources should have been recorded in the box entitled Number of Sources, under the general heading *Supply Characteristics and Earthing Arrangements* on page 2 of the certificate, and the *Schedule of Test Results* compiled accordingly. Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, an additional page should have been provided which gives the relevant information relating to each additional source, and to the associated earthing arrangements and main switchgear.

Should the person ordering the work (e.g. the client, as identified on Page 1 of this certificate), have reason to believe that any element of the work for which the Approved Contractor has accepted responsibility (as indicated by the signatures on this certificate) does not comply with the requirements of the national electrical safety standard (BS 7671), the client should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the client may make a formal complaint to NICEIC, for which purpose a standard complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

PARTICULARS OF THE ORGANISATION(S) RESPONSIBLE FOR THE ELECTRICAL INSTALLATION

DESIGN (1)	Organisation † Techniserve Ltd	NICEIC Enrolment No (where appropriate)	0	2	1	4	7	2
Address:	New Mesters Business Park	Branch number: (if applicable)	0	0	0			
	Postcode S3 8EN							
DESIGN (2)	Organisation †	NICEIC Enrolment No (where appropriate)						
Address:		Branch number: (if applicable)						
	Postcode							
CONSTRUCTION	Organisation Techniserve Ltd	NICEIC Enrolment No (Essential information)	0	2	1	4	7	2
Address:	New Mesters Business Park	Branch number: (if applicable)	0	0	0			
	Postcode S3 8EN							
INSPECTION AND TESTING	Organisation † Techniserve Ltd	NICEIC Enrolment No (where appropriate)	0	2	1	4	7	2
Address:	New Mesters Business Park	Branch number: (if applicable)	0	0	0			
	Postcode S3 8EN							

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System Type(s) TN-S N/A TN-CS <input checked="" type="checkbox"/> TN-C N/A TT N/A IT N/A		Number and Type of Live Conductors a.c. <input checked="" type="checkbox"/> d.c. <input type="checkbox"/> 1-phase (2-wire) N/A 1-phase (3-wire) N/A 2-pole N/A 2-phase (3-wire) N/A 3-pole <input checked="" type="checkbox"/> 3-phase (3-wire) N/A 3-phase (4-wire) <input checked="" type="checkbox"/> other <input type="checkbox"/> Other Please state		Nature of Supply Parameters Nominal voltage(s): 400 V U _o ⁽¹⁾ 230 V Nominal frequency, f ⁽¹⁾ : 50 Hz Prospective fault current, I _{pf} ⁽²⁾⁽³⁾ : 16 kA External earth fault loop impedance, Z _e ⁽²⁾⁽³⁾ : 0.35 Ω Number of sources: 1			Tick boxes and enter details, as appropriate Characteristics of Primary Supply Overcurrent Protective Device(s) BS(EN) 88 Type gG Rated current 200 A Short-circuit capacity 33 kA Confirmation of supply polarity <input checked="" type="checkbox"/> (✓)	
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PARTICULARS OF INSTALLATION AT THE ORIGIN

Means of Earthing Distributor's facility: <input checked="" type="checkbox"/> Installation earth electrode: N/A Type: N/A (eg rod(s), tape etc) Electrode resistance, R _A : N/A (Ω)		Details of Installation Earth Electrode (where applicable) Location: N/A Method of measurement: N/A	
Main Switch/Switch-Fuse/ Circuit-Breaker/RCD Type BS(EN) 60947-3 Voltage rating 400 V No of poles 4 Supply conductors material copper Supply conductors csa 120 mm ²		Maximum Demand (Load): kVA / Amps *Delete as appropriate Protective measures against electric shock:	
Rated current, I _n 200 A RCD operating current, I _{Δn} * N/A mA RCD operating time (at I _{Δn})* N/A ms Rated time delay* N/A ms		Earthing and Protective Bonding Conductors Earthing conductor Conductor material copper Conductor csa 70 mm ² Continuity/connection verified <input checked="" type="checkbox"/> (✓)	
		Main protective bonding conductors Conductor material copper Conductor csa 50 mm ² Continuity/connection verified <input checked="" type="checkbox"/> (✓)	
		Bonding of extraneous-conductive-parts (✓) Water installation pipes <input checked="" type="checkbox"/> Oil installation pipes <input checked="" type="checkbox"/> Gas installation pipes <input checked="" type="checkbox"/> Lightning protection <input checked="" type="checkbox"/> Structural steel <input checked="" type="checkbox"/>	

COMMENTS ON EXISTING INSTALLATION

In the case of an alteration or additions see Section 633 None

Note: Enter 'NONE' or, where appropriate, the page number(s) of additional page(s) of comments on the existing installation.

NEXT INSPECTION **

§ Enter interval in terms of years, months or weeks, as appropriate § 3 years

I/We, the designer(s), RECOMMEND that this installation is further inspected and tested after an interval of not more than

** The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life, and the period should be agreed between the designer, installer and other relevant parties.

† Where the Approved Contractor responsible for the construction of the electrical installation has also been responsible for the design and the inspection and testing of that installation, the 'Particulars of the Organisation(s) responsible for the Electrical Installation' may be recorded only in the section entitled 'CONSTRUCTION'.

‡ Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, a separate sheet must be provided which identifies the relevant information relating to each additional source.

SCHEDULE OF ITEMS INSPECTED

† See note below

1.0 CONDITION OF ELECTRICAL INTAKE EQUIPMENT (the Distributor should be notified of any unsatisfactory equipment)

1.1	Service cable	✓
1.2	Service head	✓
1.3	Distributor's earthing arrangement	✓
1.4	Meter tails - Distributor/Consumer	✓
1.5	Metering equipment	✓
1.6	Isolator	✓

2.0 PARALLEL OR SWITCHED ALTERNATIVE SOURCES OF SUPPLY

2.1	Presence of adequate arrangements where generator to operate as a switched alternative	
a)	Dedicated earthing arrangement independent of that of the public supply	N/A
2.2	Presence of adequate arrangements where generator to operate in parallel with public supply system	
a)	Correct connection of generator in parallel	N/A
b)	Compatibility of characteristics of means of generation	N/A
c)	Means to provide automatic disconnection of generator in the event of loss of public supply system or voltage or frequency deviation beyond declared values	N/A
d)	Means to prevent connection of generator in the event of loss of public supply system or voltage or frequency deviation beyond declared values	N/A
e)	Means to isolate generator from the public supply system	N/A
2.3	Presence of alternative/additional supply warning notices at:	
a)	The origin	N/A
b)	The meter position, if remote from origin	N/A
c)	The consumer unit/distribution board to which the alternative/additional sources are connected	N/A
d)	All points of isolation of ALL sources of supply	N/A

3.0 AUTOMATIC DISCONNECTION OF SUPPLY

3.1	Presence and adequacy of protective earthing/ bonding arrangements as follows:	
a)	Distributor's earthing arrangement or installation earth electrode arrangement	✓
b)	Earthing conductor and connections	✓
c)	Main protective bonding conductors and connections	✓
d)	Earthing/bonding labels at all appropriate locations	✓
3.2	Accessibility of:	
a)	Earthing conductor connections	✓
b)	All protective bonding connections	✓
3.3	FELV – requirements satisfied	✓
3.4	Reduced low voltage – requirements satisfied	✓

4.0 BASIC PROTECTION

4.1	Presence and adequacy of protective measures to provide basic protection	
a)	Insulation of live parts	✓
b)	Barriers or enclosures	✓
c)	Obstacles**	N/A
d)	Placing out of reach**	N/A

5.0 ADDITIONAL PROTECTION

5.1	The presence and effectiveness of additional protection methods used, as follows:	
a)	RCDs not exceeding 30 mA operating current	✓
b)	Supplementary bonding	✓

6.0 OTHER METHODS OF PROTECTION (insert location in box provided)

The presence and effectiveness of other methods of protection against electric shock where used, as follows:

		LOCATION	
6.1	Basic and fault protection		
a)	SELV	✓	
b)	PELV	N/A	
c)	Double insulation/ Reinforced insulation	✓	
d)	Electrical separation for one item of equipment	✓	
6.2	Fault protection		
a)	Non-conducting location/Earth-free local equipotential bonding**	N/A	
b)	Electrical separation for more than one item of equipment**	N/A	

7.0 DISTRIBUTION EQUIPMENT

7.1	Adequacy of working space/accessibility	✓
7.2	Security of fixing	✓
7.3	Insulation of live parts not damaged during erection	✓
7.4	Adequacy / security of barriers	✓
7.5	Suitability of enclosures for IP and fire ratings	✓
7.6	Enclosures not damaged during installation	✓
7.7	Presence and effectiveness of obstacles	✓
7.8	Presence of main switch(es), linked where required	✓
7.9	Operation of main switch(es) (functional check)	✓
7.10	Operation of circuit-breakers and RCDs to prove functionality	✓
7.11	RCD(s) provided for fault protection, where specified	✓
7.12	RCD(s) provided for protection against fire	✓
7.13	RCD(s) provided for additional protection, where specified	✓
7.14	Confirmation overvoltage protection (SPDs) provided where specified	✓
7.15	Confirmation of indication that SPD is functional	✓
7.16	Presence of RCD quarterly test notice at or near the origin	✓
7.17	Presence of diagrams, charts or schedules at or near each distribution board, where required	✓
7.18	Presence of non-standard (mixed) cable colour warning notice at or near the appropriate distribution board, where required	✓
7.19	Presence of next inspection recommendation label	✓
7.20	Presence of other required labelling	✓
7.21	Selection of protective device(s) and base(s); correct type and rating	✓
7.22	Single-pole protective devices in line conductor only	✓
7.23	Protection against mechanical damage where cables enter equipment	✓
7.24	Protection against electromagnetic effects where cables enter ferromagnetic enclosures	✓
7.25	Confirmation that ALL conductor connections, including connections to busbars are correctly located in terminals and are tight and secure	✓

8.0 CIRCUITS

8.1	Identification of conductors	✓
8.2	Cables correctly supported throughout their length	✓
8.3	Examination of cables for signs of mechanical damage during installation	✓
8.4	Examination of insulation of live parts, not damaged during erection	✓

** For use in controlled supervised/conditions only

† All boxes must be completed. '✓' indicates that an inspection was carried out and that the result was **satisfactory**. 'N/A' indicates that an inspection was **not applicable** to the particular installation.

* Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems), this electrical safety certificate should be accompanied by the particular certificate(s) for the system(s).

SCHEDULE OF ITEMS INSPECTED

† See note below

8.5	Non-sheathed cables protected by enclosure in conduit, ducting or trunking	✓
8.6	Suitability of containment systems (including flexible conduit)	✓
8.7	Correct temperature rating of cable insulation	✓
8.8	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation	✓
8.9	Adequacy of protective devices: type and rated current for fault protection	✓
8.10	Presence and adequacy of circuit protective conductors	✓
8.11	Coordination between conductors and overload protective devices	✓
8.12	Wiring systems and cable installation methods / practices appropriate to the type and nature of installation and external influences	✓
8.13	Cables installed under floors, above ceilings, in walls / partitions, adequately protected against damage	
	• installed in prescribed zones	✓
	• incorporating earthed armour or sheath, or installed within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like	✓
8.14	Provision of additional protection by RCDs having rated residual operating current ($I_{\Delta n}$) not exceeding 30 mA	
a)	for mobile equipment with a current rating not exceeding 32 A for use outdoors	✓
b)	For all socket-outlets of rating 20 A or less, unless exempt	✓
c)	For cables installed in walls/partitions at a depth of less than 50 mm	✓
d)	For cables installed in walls/partitions containing metal parts regardless of depth	✓
8.15	Provision of fire barriers, sealing arrangements so as to minimize the spread of fire	✓
8.16	Band II cables segregated/separated from Band I cables	✓
8.17	Cables segregated/separated from non-electrical services	✓
8.18	Termination of cables at enclosures	
a)	Connections under no undue strain	✓
b)	No basic insulation of a conductor visible outside enclosure	✓
c)	Connections of live conductors adequately enclosed	✓
d)	Adequately connected at point of entry to enclosure (glands, bushes etc.)	✓
8.19	Suitability of circuit accessories for external influences	✓
8.20	Circuit accessories not damaged during erection	✓
8.21	Single-pole devices for switching in line conductor only	✓
8.22	Adequacy of connections, including cpcs, within accessories and at fixed and stationary equipment	✓

9.0 ISOLATION AND SWITCHING

9.1	Isolators	
a)	Presence and location of appropriate devices	✓
b)	Capable of being secured in the OFF position	✓
c)	Correct operation verified (functional check)	✓
d)	The installation, circuit or part thereof that will be isolated is clearly identified by location and/or durable marking	✓
e)	Warning label posted in situations where live parts cannot be isolated by the operation of a single device	✓

9.2	Switching off for mechanical maintenance	
a)	Presence of appropriate devices	✓
b)	Acceptable location (state if local or remote)	✓
c)	Capable of being secured in the OFF position	✓
d)	Correct operation verified (functional check)	✓
e)	The circuit or part thereof to be disconnected clearly identified by location and/or durable marking	✓
9.3	Emergency switching/stopping	
a)	Presence of appropriate devices	✓
b)	Readily accessible for operation where danger might occur	✓
c)	Correct operation verified (functional check)	✓
d)	The installation, circuit or part thereof to be disconnected, clearly identified by location and/or durable marking	✓
9.4	Functional switching	
a)	Presence of appropriate devices	✓
b)	Correct operation verified (functional check)	✓

10.0 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)

10.1	Suitability of equipment in terms of IP and fire ratings	✓
10.2	Enclosure not damaged/deteriorated during installation so as to impair safety	✓
10.3	Suitability for the environment and external influences	✓
10.4	Security of fixing	✓
10.5	Cable entry holes in ceilings above luminaires, sized or sealed so as to restrict the spread of fire	✓
10.6	Recessed luminaires (downlighters)	
a)	Correct type of lamps fitted	✓
b)	Installed to minimise build-up of heat	✓
10.7	Provision of undervoltage protection, where specified	✓
10.8	Provision of overload protection, where specified	✓
10.9	Adequacy of working space/accessibility to equipment	✓

11.0 SPECIAL INSTALLATIONS OR LOCATIONS

List below any Special Installations or Locations which are part of the installation to be verified, and confirm that the additional requirements given in the respective section of Part 7 are fulfilled.

	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A

12.0 OTHER

	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A

SCHEDULE OF ADDITIONAL RECORDS* (See attached schedule)

Note: Additional page(s) must be identified by the Electrical Installation Certificate serial number and page number(s).

Page No(s)

† All boxes must be completed. '✓' indicates that an inspection was carried out and that the result was **satisfactory**. 'N/A' indicates that an inspection was **not applicable** to the particular installation.

* Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems), this electrical safety certificate should be accompanied by the particular certificate(s) for the system(s).

