



EDIS WORK INSTRUCTIONS

INSTRUCTION TO CONTRACTORS

Version: 27 June 2016, 09:29

[THIS IS A CONTROLLED DOCUMENT](#)

Please refer to the latest version on:

<http://www.electricalcertificates.co.uk/user-guides>

(EDIS is the Electrical Distribution Information System)

www.electricalcertificates.co.uk



After reading this document you should be able to:

- Understand the processes and responsibilities for contractors when using the EDIS System
- Use EDIS to use the System in a way that facilitates electrical compliance and compliance reporting

Contents

1	Pre-requisites	3
2	Electrical Compliance Management.....	3
3	Summary of the basic Steps to using EDIS	3
3.1	To register on EDIS	3
3.2	To create a certificate and certify the certificate on EDIS	3
3.3	To certify a certificate	4
4	Key EDIS responsibilities for the contractor.....	4
4.1	Registration and use	4
5	Boards and circuits data	4
6	Distribution Board schedules	5
6.1	Distribution Board Schedules: Board Data	5
6.2	Distribution Board Schedules: Circuit Data	5
7	EDIS Certificates.....	5
7.1	New installation certificates, minor works certificates and condition reports.....	5
8	NEXT STEPS.....	6
9	APPENDIX A: BS7671 and The Law.....	6
9.1	The Law.....	6
9.2	BS7671.....	7
9.3	Industry bodies	7
9.4	Electrical certificates and electrical safety data.....	7



1 Pre-requisites

1. You should be registered on the EDIS system; www.electricalcertificates.co.uk
2. You must have requested and received estate visibility for the Estate in which you are doing work
(Refer: EDIS User Guides – www.electricalcertificates.co.uk)

2 Electrical Compliance Management

In order to meet the statutory requirements of the Electricity at Work Regulations 1989 organisations need to complete a series of activities. These activities including, amongst other things, proper installation, inspection and testing of the system by competent people. Proof of this is provided via the creation and maintenance of electrical safety records.

To achieve the above, our organisation uses EDIS to manage the creation and maintenance of electrical records. It is important that the EDIS system is used correctly so that we can efficiently manage the electrical compliance of our buildings.

EDIS is a web based system, accessible from any internet connection. The data in EDIS includes distribution board schedules, distribution network information, electrical documents, drawings, electrical certificates and related documentation.

EDIS enables electricians, installers and designers to easily find, view, edit and create distribution board schedule information. It allows safety manager to easily plan and monitor electrical compliance.

We require your assistance in managing the electrical records and compliance. This document describes the responsibilities for contractor doing electrical works in the estate.

3 Summary of the basic Steps to using EDIS

This section provides a summary of how EDIS needs to be used. Registration and use of the system is free for designers, contractors and electricians to use.

3.1 To register on EDIS

1. Go to www.electricalcertificates.co.uk
2. Complete the registration
3. Validate the email by clicking on the link in the email that EDIS sends after you have registered
4. Login
5. Request estate visibility for the estate
6. Request Building access

3.2 To create a certificate and certify the certificate on EDIS

1. Inspector and Tester: Select the Create certificate menu option



2. Inspector and Tester: Create, select the qualifying supervisor, designers, constructor that need to certify the certificate
3. Inspector and Tester: Complete the certificate
4. EDIS: Emails will be sent to the users that need to certify the certificate
5. Qualifying supervisor, designers, constructor can then certify the certificate by clicking the link in the email

3.3 To certify a certificate

Certificates in EDIS use a two stage validation for the electronic sign off process:

1. User must receive an email requesting certificate certification (a link will be provided in the email)
2. User must sign into EDIS to verify the certification

When both these steps are completed the certificate will be deemed certified by the user; the date and time of the email and the sign-off process are recorded on the certificate and the PDF is created.

Further information and assistance:

- www.electricalcertificates.co.uk
- support@electricalcertificates.co.uk

4 Key EDIS responsibilities for the contractor

The instructions below should be carefully carried out when updating data in the EDIS system:

4.1 Registration and use

Registration is free for contractors. Users self-register and request access to estate and buildings:

1. Each tester, electrical designer and qualifying supervisor will register on the EDIS system and provide organization details and an email associated with the organization
2. Each EDIS user should familiarise themselves with the system; training will be provided if required, contact support@electricalcertificates.co.uk, user manuals are available and EDIS support will respond to questions via email. If required a telephone conversation or meeting can be arranged to address any issues which cannot be resolved remotely

5 Boards and circuits data

3. The EDIS board list provides a list of the current boards in a building, completing a new installation, minor works or condition report automatically updates the EDIS board list. Changes to the board and circuit data is tracked via an audit log and can be viewed for each board and circuit.

6 Distribution Board schedules

6.1 Distribution Board Schedules: Board Data

4. The Contractor is responsible for creating, updating and removing new boards from the system. Specific care should be taken to ensure that:
 - a. Complete and correct data is entered for new and existing boards are worked is captured
 - b. The board reference is unique and follows the format used in the rest of the building
 - c. The board section (e.g. east wing), floor(e.g. G) and location (e.g. space reference or room number) should be complete and correct
 - d. The contractor is responsible for marking boards as obsolete if it is decommissioned
 - e. The contractor is responsible for identifying where the board is fed and selecting or entering the data into the EDIS system

6.2 Distribution Board Schedules: Circuit Data

5. The Contractor is responsible for creating new circuits and completing the data associated with new and existing circuits that they work on. Care should be taken to ensure:
 - a. The circuit data is complete
 - b. The circuit last test and next test dates are correct
 - c. A suitable description for each circuit should be provided or the description should be SPARE if the circuit is not connected to any other equipment

7 EDIS Certificates

7.1 New installation certificates, minor works certificates and condition reports

Any electrical work requires an electrical certificate:

6. The contractor will complete a minor works certificate when after completing any minor works, e.g., extending an existing circuit
7. The certificates created must be EDIS certificates, the non-EDIS feature is only used for historical certificates where the certificate was completed before adoption of the EDIS system
8. The contractor will complete a new installation certificate if a new board is installed, the circuit characteristics are changed or added
9. The contractor will complete a condition report when reporting on the condition of an existing electrical installation
10. When completing a certificate, the contractor will ensure the data in the certificate is correct, including the supply details, the board details and the circuits
11. For circuits not tested the full distribution board schedule including circuit details need to be included in the New Installation Certificates and Condition Reports; this data is required for future use and testing.

12. All circuits tested will have a value or LIM in the measured Zs field
13. If values are not applicable N/A should be placed in the field
14. If no measurement was made the field can be left blank
15. Circuit designations which are spare should state "SPARE"
16. Circuit designations which cannot be verified should state NOT Verified and no value should be included in the measure Zs value
17. When completing a certificates care should be take not to test circuits that are not planned or where the next test date is in the future. Circuits which have a next test date in the future should only be tested after confirmation with the responsible person.
18. Certificates should be certified, certification is an electronic process. After completing the certificate the contractor, qualifying supervisor and designers should certify the certificate via email.
19. Certificates are completed when a PDF, with the status 'Signed Original' is in the EDIS certificate list
20. Certificates in status Draft or Awaiting Approval are not deemed complete
21. Certificates should be completed within 2 weeks after the testing on that certificate has been completed; certificates should not be left incomplete.

8 NEXT STEPS

The next steps you can take after registration:

- Login
- Request estate visibility
- Request building permissions
- Create, edit complete electrical certificates

9 APPENDIX A: BS7671 and The Law

9.1 The Law

The Electricity at Work Regulations 1989 (SI 1989/635) (as amended) (the Regulations)* came into force on 1 April 1990. The purpose of the Regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.

The Regulations are made under the Health and Safety at Work etc Act 1974 (HSW Act). The HSW Act imposes duties principally on employers, the self-employed and on employees, including certain classes of trainees. The Regulations impose duties on people (referred to in this Memorandum as 'dutyholders') in respect of systems, electrical equipment and conductors, and in respect of work activities on or near electrical equipment. The duties are in addition to those imposed by the HSW Act.¹

¹ HSE, Memorandum of guidance on the Electricity at Work Regulations 1989 Guidance on Regulations

9.2 BS7671

British Standard BS 7671 "Requirements for Electrical Installations. IET Wiring Regulations.", informally called The "Regs" (wiring regulations), is the national standard in the United Kingdom for electrical installation and the safety of electrical wiring in domestic, commercial, industrial, and other buildings..²

The British Standard BS 7671 are non-statutory regulations. They 'relate principally to the design, selection, erection, inspection and testing of electrical installations. **BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the 1989 Regulations.**

9.3 Industry bodies

There are many different bodies associated with the electrical industry, here are a selection of some of them: [JIB](#), [NAPIT](#), [NICEIC](#), [ECA](#), [IET](#), [ECS](#), [ESC](#)

Each of these bodies provides some level of certification of electrical competence aimed at ensuring their members are competent to do work covered by the Electricity at Work Regulations and BS7671. **Care should be taken to ensure that individual electricians carrying out the work are in fact competent.**

9.4 Electrical certificates and electrical safety data

EDIS provides forms and templates based directly on the latest BS7671. If the forms are completed correctly, by a competent person, the electrical documentation for the installation should be sufficient – the correct completion of the documentation is the responsibility of the electrician.

² https://en.wikipedia.org/wiki/BS_7671