

# CREATING AND MANAGING BOARD REFERENCE NUMBERS

## After reading this document you should be able to:

- Determine the appropriate number for a new board in an existing building
- Effectively manage the numbering of boards in a building
- Ensure that boards are accurately documented and easily discovered

We appreciate you reading this document and hope you find it useful. If there are any errors or omissions please report them to [support@electricalcertificates.co.uk](mailto:support@electricalcertificates.co.uk)

## Disclaimer

The document is provided as an opinion only and you should always ensure that you base your decisions on the latest electrical laws, standards and regulations. This document is not a substitute for these laws, standards and regulations.

## Contents

EDIS TERMINOLOGY	2
1. The distribution board numbering challenge	3
2. Capturing the distribution board details	3
3. Determining the next board number	5

## EDIS TERMINOLOGY

1. **Estate** – A group of buildings, managed by an Estate Manager
2. **Building** - A building in an estate, managed by building administrators
3. **User** – any person with an EDIS login
4. **Data Administrator** – can create and edit certificates, but cannot sign them off
5. **Contractor** – can create edit and authorise certificates as complete
6. **Supervisor** – can accept certificates, once the certificate has been signed by the Supervisor the certificate is deemed a Signed Original
7. **Building Administrator** – can assign rights to Users
8. **Estate Administrator**- Is the person creating the Estate, is the first Building Administrator by default

## **1. The distribution board numbering challenge**

Different buildings have different board numbering schemes and different engineers interpret the numbering schemes in different ways. The result is an inconsistent board numbering scheme, leading to confusion and potentially danger through incorrect identification.

In order to achieve board numbering consistency, there are two activities that need to be carefully carried out:

1. All Distribution board details need to be captured; this will ensure that the board can be easily found and identified in the field.
2. The existing numbering scheme for the building needs to be interpreted and used as a guide for the subsequent distribution board number

The above steps are elaborated below.

## **2. Capturing all the distribution board details**

By correctly capturing all the details of a distribution board it will be easier to find the board and manage the compliance and safety of the board. EDIS provides the following fields for each distribution board; each field should be checked and updated during the Minor Works, Condition Reporting or New Electrical Installation:

Board Ref:*	112 A	DB	Mains Distribution:	<input type="checkbox"/>
Board Function:	G.S POWER			
Manufacturer:	MEM EXEL			
Board Phase:*	1	Select Circuit Naming Convention:	S	
Ways:	12			
Board Type:	HRC			
Board Rating:	32	A		
Nominal Voltage:	230	V		
Z <sub>s</sub> - Impedance:	0.13	W		
Prospective Fault Current:	1.61	kA		
<b>Board Location</b>				
Section:				
Floor:	1			
Location:	1ST FLOOR			
<b>Supply to DB is from:</b>				
Lookup Board Designation:	BY5/T/01/2 - DB » Circuit: 4-L3			
OR				
Enter a Board Designation:	BY5/T/01/2	DB	Circuit:	4 L3
Supply Cable Size:	16	mm <sup>2</sup>		
Supply Cable Type:	D - PVC in metallic trunking E - PVC cables in non-metallic trunking F - PVC/SWA cables G - XLPE/SWA cables			If Other, specify:
<b>Overcurrent Protection Device for Distribution Circuit</b>				
BS(EN) & Type No:	88	gG		
Rating:	63	Amps		
<b>Associated RCD (if any)</b>				
BS(EN):	0			
RCD no of Poles:	0			
RCD Rating I <sub>Dn</sub> :	0	mA		
<b>Other Info</b>				
Asset Number:				

Figure 1 - Board Details – Each board’s details should be captured in full

List of Board fields for describing the board, \*-Must have, \*\*-Should have, \*\*\*-Good to have , is an option

**Identifying the Board:**

- \*Board Ref: (the combination of the Board Ref and Board Suffix must be unique within the building )
- \*Board suffix: (can be used to distinguish boards, e.g DB, PANEL)
- \*Mains Distribution (is the board fed from mains, a panel, another distribution board):
- \*\*\*Board Function: e.g. Power
- \*\*\*Manufacturer: e.g. Excel
- \*Board Phase: 1 or 3
- \*Cct Naming Conv.: RYB or L1L2L3
- \*\*\*Ways:
- \*\*Board Type: -this field can be used to further categorize boards

\*Board Rating: the Amp rating of the board, this is not the over current protection rating

\*Nom. Voltage:

\*\*\*Zs:

\*\*\*PFC: (kA)

Location of the Board:

\*Section: e.g. West wing

\*Floor: e.g. 3

\*Location: e.g Rm123A or “under the stairs”

**Identifying the feeds to the board:**

\*\*Supply From Ref: Board reference or supply reference from which the supply is fed, e.g. Board123 DB or TX-1

\*\*Type: The suffix of the supplying Board, e.g. DB

\*\*Cct: the circuit number of the supplying circuit, e.g. 1

\*\*Phase: the phase of the supplying circuit, e.g L1

\*\* Cable Size:

\*\*Cable Type:

**Overcurrent Protection:**

\*\*\*BS(EN):

\*\*\*Type No:

\*\*\*Rating:

**RCD Details**

\*\*\*Associated RCD (if any):

\*\*\*BS(EN):

\*\*\*No of Poles:

\*\*\*RCD Rating:

### 3. View the existing board numbers

1. Goto [www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk) and log into EDIS; if you have forgotten your password you can request a password reminder; a password will be sent to your email address.
2. The Select Building Page: The select building page is one of the key EDIS pages; it allows the user to navigate to buildings and request Estate wide reports. This page allows you to select a building or if the building is unavailable, you can request access rights to the building or the estate which contains the building. You may also search for the building using a partial name, this will shortlist the buildings that match the partial name.
3. The select the building you require.
4. Determine the next board number:
  - a. Approach 1: View the list of boards via Boards menu option

BOARD LIST							
	Item	Board Ref.	Board Type	Board Function	Board Section	Floor	Location
-	1	<a href="#">#A-001/1 DB</a>	HRC	board fn	Sec	fl	loc
-	2	<a href="#">#A-001/1 DB</a>	HRC	board fn	Sec	fl	loc
-	3	<a href="#">-A-001 DB</a>	N/A	Power suply for 3rd floor	North section	3	Sw/3-D-001
-	4	<a href="#">-A-001 DB</a>	N/A	Power suply for 3rd floor	North section	3	Sw/3-D-001
-	5	<a href="#">-A-001 DB</a>	N/A	Power suply for 3rd floor	North section	3	Sw/3-D-001
-	6	<a href="#">-A-001 DB</a>	N/A	Power suply for 3rd floor	North section	3	Sw/3-D-001
-	7	<a href="#">-A-001 DB</a>	N/A	Power suply for 3rd floor	North section	3	Sw/3-D-001
-	8	<a href="#">-A004 DB</a>	N/A	N/A	N/A	N/A	N/A
-	9	<a href="#">-UTest_A1 Tech section Fed fro F/S</a>	HRC	N/A	N/A	N/A	N/A
-	10	<a href="#">-UTest_A1 Tech section Fed fro F/S</a>	HRC	N/A	N/A	N/A	N/A

b. Approach 2: download a distribution Board summary

From the Reports menu select the **Distribution Board Summary** option

**EDIS / estate 18/ Ashleigh Court**



Figure 2 - Select Reports Menu – can be used to generate a Distribution Board Summary

Electrical Distribution Board Summary Report									
<i>Building: Ashleigh Court</i>									
<i>Filtered on Section:</i>									
<i>Filtered on Floor:</i>									
<i>Included Boards: Both Active and Obsolete Boards</i>									
Distribution	Location of	No of	Nominal	Board Rating:	Number of	Supply to Distribution	Overcurrent Protective device	OCPD Type	OCPD Rating
Board Designation	Distribution Board	Phases:	Voltage:	A	Attached	Board is from:	Type BS(EN):		
#A-001/1 DB	Section: Sec, Floor: fl, loc	3	400	250	3	General Supply	60947	3	250
-A-001 DB	Section: North section, Floor: 3, Sw/3-D-001	3	0	300	24				
-A004 DB		3	0		24				
-UTest_A1 Tech section Fed fro F/S		3	400	160	3	General Supply	60947	3	250
-UTest_A1 Tech section Fed fro F/S		3	400	160	3	General Supply	60947	3	250
-UTest_A1 Tech section Fed fro F/S		3	400	160	3	General Supply	60947	3	250
-UTest_A1 Tech section Fed fro F/S		3	400	160	3	General Supply	60947	3	250
-UTest_A1 Tech section Fed fro F/S		3	400	160	3	General Supply	60947	3	250
-UTest_A1 Tech section Fed fro F/S		3	400	160	3	General Supply	60947	3	250

Figure 3 - Board Summary - Provides a list of the distribution boards

The above list of boards can be filtered on different parameters, e.g. floor, board type, etc.

#### **4. Determining the next board number**

The next board number can be determined by reviewing the list of boards and then making an informed decision based on the board-numbering scheme. Depending on the existing board numbers this decision may be an art or a science – if the scheme is consistent and easy to follow it is a science, otherwise a reasonable decision will be required to determine on the next board number.

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