

CREATING AND COMPLETING ELECTRICAL CERTIFICATES

(EDIS is the Electrical Distribution Information System)

www.electrical certificates.co.uk



After reading this document you should be able to:

• Create and complete electrical certificates

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1 Pre-requisites

- 1. You should be registered on the EDIS system; www.electricalcertificates.co.uk
- 2. Have requested and received estate visibility for the Estate in which you are doing work
- 3. Have requested and received building access rights for the building in which you are working

2 Login and select the building

Login at <u>www.electricalcertificates.co.uk</u>

The screenshot below shows the EDIS Dashboard page:

- 1. Select the required Estate
- 2. Search for a building
- 3. Select the required building
- 4. Check the building details
- 5. Check your permissions
- 6. Click the certificates option on the main menu

EDIS 🚓 Estate 20	2 🖪 Build202/2			Cont
Site Advancementan + Supply Detail	Distriction Network Bissonia Centralise	Adam Required Tommerm	and Drawings Manage Compliance +	
R. ESTATES		6 Duation lanna	Building	Current building roles (12) (12) (12) (13)
L + Estate 202		Address	Bu80202/1 a	
BUILDINGS			Buikt20121 b Buikt2021 c Buikt2020/P	 Request Estate Visibility Register New Estate
Smarch Building Nam	4	Number of Floors	7	
L C Saura Buirran Late	-	Building Area	8.0	
A Distance Internal Sector		Description of Pre	mises	
	Q Seanth State Beanth	Commercial		
A New building	65 EE EM 108	Building Administ	rators	
Gw8/12/02/1		Edio user two o	edsuser269@gmail.com	
1 Di00202/2		three		
05/ed202/3	83 GR 0A 06	User 202	edsuser2028bamat.com	

3 Certificate statuses and Step-1 (first page)

After clicking the certificates menu option you will be presented with a list of certificates currently in the building. The certificates list has a number of features, the screenshot below lists the features:



Dashboard / Manag	e Certificales								
1 Quarantine Di	2 aft Authoris	a ed/ awaiting app	roval Origin	4 sal/ Duplicate	Signed Original	All			
List of Certificates									
						_	-	Showing 1 to	10 of 141 entries
						Previous	1 2 3	4 5	15 Next
Action	Certificate Number *	Job Reference	Certificate Type	Certificate Description	Creation Date	Status	Contractor	Supervisor	Completion Date
8 Greate -	search	search	search •	search	search		search	search	search
	100347		New Installation	w	16/07/2015	CA Drat	User 202	User 202	
	100345		New Installation	.e.	16/07/2015	C Drat	User 202	User 202	
	100342		Minor Works	1	15/07/2015	C Draft	User 202	e.	
(<u></u>	100344		New Installation	dsad	16/07/2015	O Draft	User 202	User 202	

EDIS certificates have three statuses:

1. QUARANTINE	2. <u>DRAFT</u>	3. <u>AWAITING</u>	4. ORIGINAL/DUPLICATE	5. <u>SIGNED</u>
		AUTHORISATION		ORIGINAL
Certificates	Certificate has	Certificate has been	Certificates that have not	Certificate has
uploaded from	been started,	certified as complete by	been fully completed	been signed off
EDIS Local are	but is not yet	the		by all parties
placed in	completed.	contractor/electrician.		
quarantine				
before being				
processed.				

- 6. Refresh the certificate: Click this icon to regenerate the certificate PDF. The PDF is auto generated when a status changes, to update a draft certificate the refresh icon should be clicked.
- 7. Certificate attachments can be loaded, if an attachment is loaded the paper clip is shown
- 8. Click the Create button to create a certificate

4 Create the certificate template

Clicking Create and selecting the certificate type will generate a draft certificate; this will open a form with default information pre-populated:

EDIS TRAINING

List	of Certificates									
-									Showing 1 to	10 of 141 entries
							Previous	1 2 3	4 5	15 Next
1	Action	Certificate Number	Job Reference	Certificate Type	Certificate Description	Creation 0 Date 0	Status 0	Contractor	Supervisor	Completion Date
-	Create +	search	search	search •	search	search		search	search	search
ľ	New Installa Minor Works	tion		New Installation	*	16/07/2015		User 202	User 202	
	Condition Re	eport		New Installation	6.	16/07/2015	COG Draft	User 202	User 202	
	Non-EDIS C	ertificate		New	ty	16/07/2015		User 202	Uper 202	

EDIS provides 3 options for loading certificates:

- New installation
- Minor Works
- Condition Report

Non-EDIS Certificates should only be used for historical certificates; all new certificates should be created using the above options.

	Condition Report - 100348			Step
itep 🕚 🔪	Basic Info Associated Boards. Additional Comments			
itep 🕑	Details of the Client			
Step (2) Step (2) Step (5) (2)	Client Org Resp., Responsible Person 202 Address 1RP addr202 2RP addr202 3RP addr202 PRP 202	Created Completed Edition of Certificate	16/07/2015 N/A 17th	
	Purpose of the Report			
	"Description Condition report northwest side of the	Tower Black		

Step 1:

- Basic information: Provides the certificate details
- Associating Boards with a certificate is achieved when clicking on the Associated Boards link.
- Additional Comments allows the electrician to enter a risk assessment or any other reportable comments; the test is included in the PDF report on the last page.

Step 2:

Provides the templates for entering Observations and Recommendations for Action **Step 3**:

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Allows the selection and editing of the Supply and Earthing details

Step 4:

User create and edit the board and circuit details

Step5:

Certification step

5 Saving and Editing a certificate

At any stage in the process a Draft certificate can be saved and then accessed at a later stage for editing. From the certificate list, select edit from the Action column next to the certificate.

t of Certificales									
								Showing 1 to	10 of 141 entrie
						Previous	1 2 3	4 5	15 Next
Action	Certificate Number *	Job Reference	Certificate Type	Certificate Description	Creation Date	Status	Contractor	Supervisor	Completion (Date
Create +	search	search	search •	search	search		search	search	search
	100347		New Installation	w	16/07/2015		User 202	User 202	
Edit certificate Delete certificat	6 le		New Installation	A	16/07/2015	CBBCorat	User 202	User 202	
Sign-off Status Add Attachmen Export Boards I	ts 5 Report		New Installation	ty.	16/07/2015	CODDat	User 202	User 202	

6 Signing off a certificate

When the certificate has been complete it must be certified by clicking the box in Step-5.



Sign-off is completed digitally- there is a two stage sign off process:

- 1. The electrician signs into EDIS and certifies the certificate is completed
- 2. An email is sent to the electrician and other signatories they then click a link in the email to confirm the certification and completion of the certificate.

After certifying the certificate the user is sent an email and the certificate status changes to *Awaiting Contractors Authorisation*

board / Manay	e Certificates								
unrantine D	aft Authoris	ed/ awaiting app	oroval. Origin	al/ Ouplicate 5	gned Original	All			
						And and a second second			
a of Genincality									
								Showing 1 to	10 of 142 entr
						Previous	1 2 3	4 0 -	15 Nev
Action	Certificate Number	Job Reference	Certificate Type	Certificate Description	Creation Date	Status	Contractor	Supervisor #	Completion Date
Greate +	search	search	search *	search	search		search	search	search
•	100348		Condition Report	Condition report northwest side of the Tower Block	16/07/2015	CODDat Autors Connecture Autornactor	User 202	User 202	
•	100347		New Installation		16/07/2015	CBBBBban	User 202	User 292	
	100346		New Installation	(A)	16/07/2015	CO 自己 Draft	User 202	User 202	

The user must now check their email and confirm the certification by clicking the link in the email.

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	-	EDIS System <support@electricalcertificates.co.uk- <math="" display="inline" ednuser200="" me,="" to="">\overline{(\ast)}</support@electricalcertificates.co.uk->			5:37 AM (2 minutes ago) ☆	*	+
		Certificate Signing by Contractor	5				
		You have marked	d a Certificate (100348)	Dear User 202, for competetion. Please use the following link to Sign	the Certificate:		
		http://edia-dev.electricalcertificates.co.u	or cut and par	lick here to Sign the Certificate de the link to your browser and press enter: 1996/25.545e-4x80-811f-87a7aff2ea26/UCXest06P8Nx8	QQe6B6WQa8CaveGm6Kab1XiZ6a		
			Certificate Details				
2			Estate	Estate 202			
4			Building	Build202/2			
			Certificate Type	Condition Report			
			Certificate Number:	100348			
			Description:	Condition report northwest side of the Tower Block			
		If you do not	want to sign the Certific	ate, please use the following link to Reject the Signin	g Process		
			Click	here to Reject the Staning Process			
		http://adia.day.alactrical.autilicatas.co.uk/ra	or cut and pas	the link to your browser and press enter:	web COncerning and Concerning on TV 750		

On clicking the '<u>Click here to sign certificate link</u>' the certificate will be changed to 'Signed Original'.

The certificate can now be downloaded if required.

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erantine Dra	ett Authorise	ed) awaiting appro	wal Origina	al/ Duplicate Si	med Original	All			
of Certificales									
						Showing	1 to 1 of 1 entri	es (filtered from	142 total entrie
								Previou	i 1 Next
Action	Certificate Number	Job Reference	Certificate Type	Certificate Description	Creation Date	Status	Contractor	Supervisor	Completion (Date
Create -	100348	search.	search •	search	search		search	search	search .
	100348		Condition Report	Condition report northwest side of	16/07/2015	SignedOriginal	User 202	User 202	17/07/20.15

7 Certificates requiring multiple parties

When multiple parties need to sign off a certificate each party will receive a link via email that they will need to click before the certificate is certified, any party can reject the certificate. If rejected the sign-off process will need to be initiated again by the contractor.