

**Specification for using EDIS to preparing, complete and store electrical certificates for**

**<<YOUR ORGANISATION NAME>>
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**(EDIS is the Electrical Distribution Information System)**

**www.electricalcertificates.co.uk**

#  SPECIFICARION FOR RECORDING NEW ELECTRICAL INSTALLATIONS, MINOR ELECTRICAL WORKS AND ELECTRICAL INSTALLATION CONDITION REPORT DATA AND RECORDS

All electrical work undertaken requires a New Electrical Installation Certificate, Minor Works Certificate or Electrical Installation Condition Report.

In order for **<<YOUR ORGANISATION NAME>>** to EFFICIENTLY AND EFFECTIVELY manage electrical compliance certificates, documents, reporting and planning, the **<<YOUR ORGANISATION NAME>>** uses an online database referred to as EDIS ([www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk)).

All New Electrical Installation Certificate, Minor Works Certificate or Electrical Installation Condition Report created for works in **<<Your Organisation Name >>** buildings must to be created, completed and verified using the EDIS system.

 The EDIS system will store and report on the resulting PDF’s, electrical certificates, and on completion of the certificates EDIS will automatically update the distribution board schedules and associated last/next test dates, observations and recommendations and any additional information. The data will be available for download by authorised users. The EDIS certificates comply with the model forms in the latest BS7671 standard.

To access the system all system users must register at [www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk), all training will be provided you can also review the EDIS basic training videos <http://www.electricalcertificates.co.uk/video-basic-training>

 Access to the system and training is free of charge for contractors and sub-contractors.

# CONTRACTOR WORK INSTRUCTIONS AND RESPONSIBILITIES FOR USING EDIS

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

## Register on EDIS

1. Go to [www.electricalcertificates.co.uk](http://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, (locate the Request estate Visibility link on the Dashboard page, then search and select *<<Estate Name>>*
6. Refresh the page to see the buildings
7. Request Building access by clicking on the grey boxes

## Create and enter data into EDIS electrical certificates

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: Enter the results of the testing and inspection.
4. On completion of the test data the tester will electronically sign off the certificate and confirm the sign off via email.

## Certify certificates as completed.

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

1. Complete certificate: The final step after completing the capture of the test data is to review and complete the certificate, this is done by clicking the ‘certify complete box’ on step 5 of the certificate, then saving the certificate. Emails will be sent to the users that need to certify the certificate
2. The testing electrician must certify the certificate by clicking the link in the email they receive.
3. The qualifying supervisor must click on the link in the email, sign into EDIS and verify the certification.
4. The EDIS system will generate the final signed original PDF. The date and time of the email and the sign-off process are recorded on the certificate and included in the PDF.

## Attach and Scan EDIS QR codes and Distribution Board Schedules

1. EDIS provides a QR code labels that should be attached to the distribution board on completion of any testing.
	1. The QR codes will be provided to the contractor,
	2. The contractor will attach the QR code the distribution board,
	3. The contractor will Scan the QR Code and associate the code with the Distribution Board reference using the EDIS Mobile app.
2. A standard mobile device QR code reader will be used to verify that the QR code is associated with the correct distribution board.
3. The Distribution Board chart (PDF type 4), with the QR Code, will be attached toor next to the the distribution board door.

**Further information and assistance:**

* [www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk)
* support@electricalcertificates.co.uk