



EDIS USER GUIDE

**Guide for project managers using
EDIS to complete electrical certificates**

(EDIS is the Electrical Distribution Information System)

www.electricalcertificates.co.uk

Prepared by: MICHAEL JOUBERT

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Purpose of this document:

- To provide a Project Manager’s overview of electrical certification documentation delivery.

Table of Contents

1 PRE-REQUISITATES 3

2 Training and Support..... 3

3 Instructions to Contractors 3

4 Workflow for creating and delivering electrical certificates..... 4

TABLE OF FIGURES

Figure 1- Process for delivering EDIS electrical certificates 4

1 PRE-REQUISITATES

- User must be registered on the system
- Sub-Contractors must be registered on the system

2 Training and Support

- Training and support is available via support@electricalcertificates.co.uk
- User guide available <https://www.electricalcertificates.co.uk/edis-user-guides/>

3 Instructions to Contractors

The text below should be sent to the Designers and Electrical Contractors working on the project:

ABOUT EDIS

EDIS, is an online electrical data management system that automates the storage, update, and retrieval of all electrical data. It's web portal, accessible to permitted users via a permission-controlled portal – EDIS aligns with BS7671

EDIS is used to obtain a 360-degree view of electrical compliance, including test coverage, remedial works, and certification status.

In order to report and achieve electrical compliance in the most efficient way all electrical works must be accompanied by an EDIS electrical certificate. This means that an electrical certificate must be entered into EDIS and an EDIS PDF must be generated – EDIS automates the storage and distribution of the certificate PDF and automatically updates the relevant distribution board schedules, schematics and compliance reports.

EDIS REGISTRATION AND ESTATE ACCESS

To access the estate's data, please register, confirm your email and request estate access.

- here is the main site : www.electricalcertificates.co.uk

Ask all team members who have access to electrical certificate data to register

After registering and login in you will need to click on the **blue Request Estate Visibility** link and search/select for the client's estate

Here is a guide to registration and estate access

requests: <https://www.electricalcertificates.co.uk/edis-user-guides/getting-started-with-edis/register-in-the-case-where-you-need-access-to-an-existing-estate-or-building/>

You can view the training videos here:

<https://www.electricalcertificates.co.uk/edis-user-guides/edis-training-videos/>

4 Workflow for creating and delivering electrical certificates

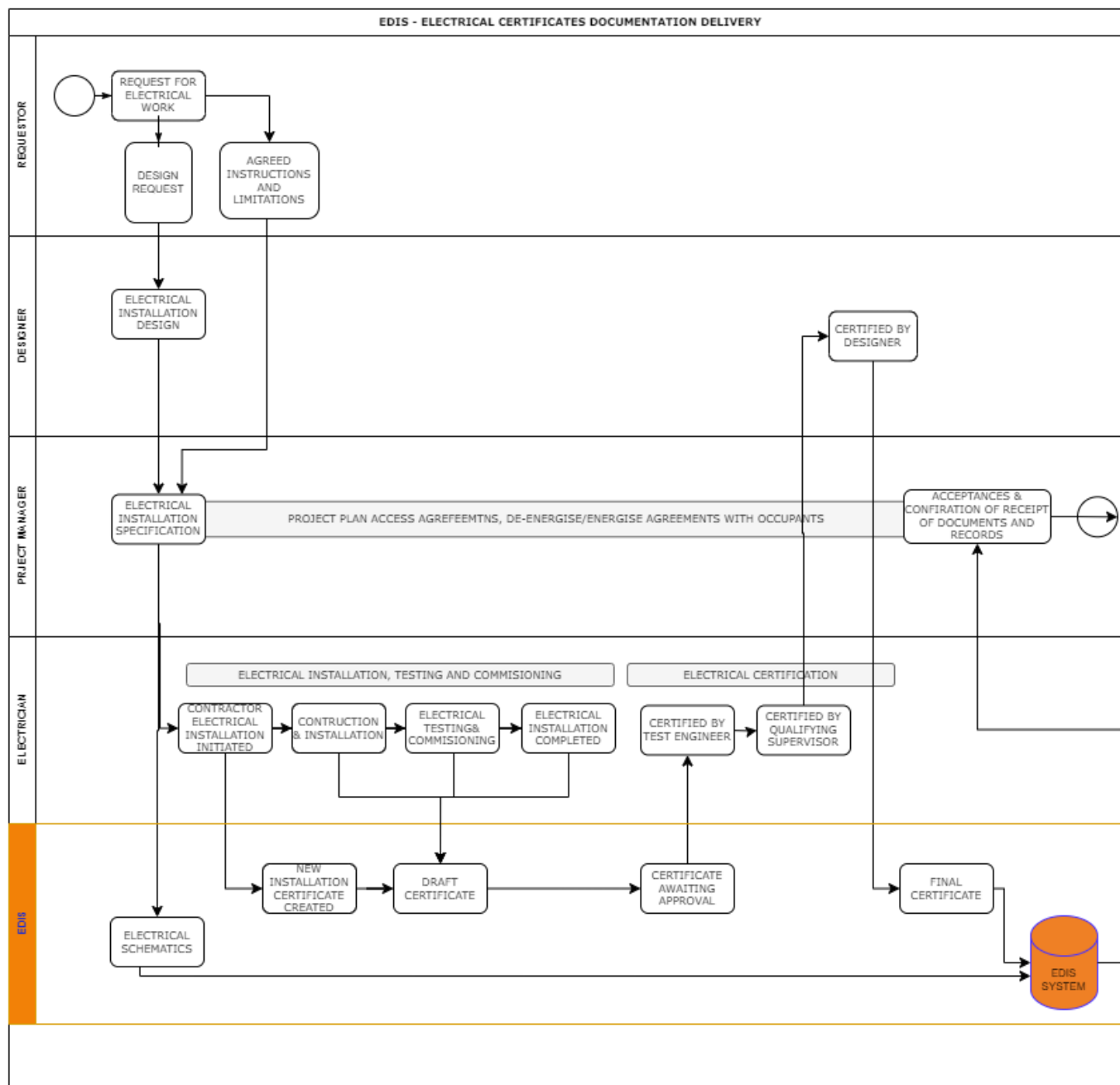


Figure 1- Process for delivering EDIS electrical certificates