

DEAD TESTING AND LIVE TESTING (BS 7671) — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Initial verification of the installation · calibrated instruments, dead tests before energising, live tests against the design values, sch...

KD-QA-EL-004 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	BOARD / INSTALLATION	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

INSTALLATION OR BOARD UNDER TEST — EXTENT	DESIGN VALUES — MAXIMUM ZS AND R1+R2 PER CIRC...	PERSON TESTING — NAME AND COMPETENCE...
TEST INSTRUMENTS — SERIAL NUMBERS AND CALIBRATION CERTIFICATE REFS	CERTIFICATE TYPE TO BE ISSUED	

3. Before dead tests — isolated and instruments proved

HOLD POINT

Installation isolated, locked off and proved dead by the tester with a voltage indicator proved before and after — permit reference recorded	EAWR 1989 · GS38
Every instrument in section 2 calibrated within the period the specification states and its accuracy checked against a known reference before use; test leads to GS38	GS38 · IET GN3
Electronic and sensitive equipment disconnected before insulation-resistance testing and listed for reconnection	IET Guidance Note 3
PERMIT-TO-WORK / ISOLATION REF	INSTRUMENT CHECK — REFERENCE USED
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S) Date/time on photo
SUB SELF-CHECK — INITIALS DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

4. Dead tests — witnessed and recorded per circuit

WITNESS

Continuity of protective conductors (R1+R2 or R2) on every circuit, and r1, rn and r2 on every ring final circuit — readings recorded on the schedule and within the design values	BS 7671 · IET GN3
Insulation resistance between live conductors and to earth on every circuit at the BS 7671 test voltage — every reading recorded and not below the BS 7671 minimum for the circuit	BS 7671 · IET GN3
Polarity confirmed on every circuit; earth electrode resistance measured and recorded where the installation is TT	BS 7671 · IET GN3
LOWEST INSULATION RESISTANCE (MΩ) / CIRCUIT	HIGHEST R1+R2 (Ω) / CIRCUIT
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S) Date/time on photo
SUB SELF-CHECK — INITIALS DATE	WITNESSED BY THE REVIEWER — NAME DATE

5. Live tests — witnessed and recorded per circuit

WITNESS

☐	Earth fault loop impedance (Z_e at the origin, Z_s at every circuit) measured and not above the maximum in section 2 for the protective device	BS 7671 · IET GN3
☐	Prospective fault current measured at the origin and at every board and not above the rating of the devices	BS 7671
☐	Every RCD tested at the currents and times BS 7671 requires — trip times recorded and within the limits; test button operated	BS 7671 · IET GN3
☐	Phase sequence at every three-phase board; functional test of every switch, interlock and control	IET Guidance Note 3
HIGHEST Z_s (Ω) / CIRCUIT / MAX PERMITTED		PFC AT ORIGIN (KA)
		SLOWEST RCD TRIP (MS) / DEVICE

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE WITNESSED BY THE REVIEWER — NAME DATE

6. Schedule of results and certificate — before energising for use

HOLD POINT

☐	Schedule of inspections and schedule of test results complete for every circuit — no blank, no "N/A" where a value exists; departures from BS 7671 listed on the certificate	BS 7671 · IET GN3
☐	Electrical Installation Certificate (or the certificate in section 2) signed for design, construction, and inspection and testing by the persons responsible, and its reference recorded	BS 7671
☐	Reviewer releases the installation for use only against the certificate reference below	Practice
CERTIFICATE REF / DATE		DEPARTURES LISTED (COUNT)

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

7 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

8 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

10 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

11 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.