

SAFE SYSTEM OF WORK — INSTALLING A CONSUMER UNIT

SSW — ONE PAGE

Every source isolated, proved dead, tested before and after — on one page

KD-SSW-CU-007 Rev A0

Electricity at Work Regulations 1989 reg 13: the supply is cut off and locked before the unit is touched; reg 14: the cut-out and tails are not worked on live — with no isolator, the supplier or the DNO isolates; reg 16: the person is competent. In England and Wales a consumer unit is notifiable work: the person doing it is registered with a competent person scheme, or building control is told first. MHSWR 1999 reg 3 is the assessment — this sheet. The full activity RAMS is KD-RAMS-EL-004; testing is KD-RAMS-EL-005.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL
ISOLATION AND TEST LINE: ISOLATED AT	LOCKED OFF — KEY HELD BY	PROVED DEAD AT (TIME) — INDICATOR PROVED BEFORE AND AFTER	

2 HAZARDS ON THIS JOB — TICK EACH ONE PRESENT; THE CONTROL BESIDE IT IS WHAT YOU WILL DO

- ☐ Live tails and cut-out — isolated at the supplier's isolator; where there is none, the supplier or DNO isolates — the cut-out fuse is not pulled
- ☐ A second source keeping circuits live (PV, a generator, a second supply) — every source found, isolated and locked; proved dead at every conductor
- ☐ Proving dead — voltage indicator to GS38 (4th edition, 2015), proved on a proving unit before and after every test; an indicator that will not prove is not used
- ☐ Stored charge or induced voltage on long runs — discharge and test again before touching
- ☐ Working from a ladder with both hands full — a hop-up or platform on a level floor, the unit at working height
- ☐ Old wiring: rubber, lead sheath, undersized earths — nothing reconnected that will not pass its dead tests; a light fitting is KD-SSW-LF-001

3 SEQUENCE OF WORK — AMEND EACH STEP TO THIS JOB, OR WRITE "AS PRINTED"; SAY WHO DOES IT

1. CONFIRM THE EARTHING ARRANGEMENT, THE SUPPLY AND EVERY SOURCE OF SUPPLY; FIND THE ISOLATOR	WHO
2. ISOLATE THE SUPPLY; LOCK OFF; KEEP THE KEY; TELL THE HOUSEHOLD THE POWER IS GOING OFF	WHO
3. PROVE THE INDICATOR ON THE PROVING UNIT; PROVE DEAD AT THE TAILS AND EVERY CIRCUIT; PROVE IT AGAIN	WHO
4. LABEL EVERY CIRCUIT AS IT COMES OUT OF THE OLD UNIT; NOTE ANYTHING THAT WILL NOT TEST	WHO
5. FIX THE NEW UNIT; TERMINATE TAILS, MAIN EARTH, BONDING AND CIRCUITS TO THE MANUFACTURER'S TORQUE	WHO
6. DEAD TESTS ON EVERY CIRCUIT — CONTINUITY, INSULATION RESISTANCE, POLARITY — AND RECORD THEM	WHO
7. RE-ENERGISE; LIVE TESTS — EARTH FAULT LOOP, RCD; LABEL THE UNIT; ISSUE THE CERTIFICATE	WHO

4 KIT AND PPE — AND STOP CONDITIONS: STOP AND GET THE SUPERVISOR IF... (TICK WHEN BRIEFED)

Kit: voltage indicator and proving unit, lock-off kit and labels, insulated tools, multifunction tester in calibration, torque screwdriver, hop-up, torch. PPE: safety footwear; eye protection; insulating gloves and a face shield where the supplier's isolator is opened.

- ☐ There is no isolator and the supplier or DNO has not agreed to isolate
- ☐ Any conductor reads live after isolation, or the proving unit will not prove the indicator
- ☐ The earthing arrangement cannot be confirmed, or the main earth is missing
- ☐ A circuit fails its dead tests — it is not reconnected until the fault is found

5 SIGNATURES

Person doing the work — I have read this sheet, the kit and PPE are on the job, and I will stop at the conditions in section 4:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Briefed by / supervisor — I have checked the job against this sheet and amended what needed it:

PRINTED NAME	ROLE	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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.