

SAFE SYSTEM OF WORK — REPLACING A LIGHT FITTING

SSW — ONE PAGE

Isolate, prove dead, fit, test — on one page

KD-SSW-LF-001 Rev A0

Electricity at Work Regulations 1989 reg 13: no work on a circuit until it is dead and cannot be made live again; reg 14: live working only where working dead is unreasonable, which a light fitting never is. MHSWR 1999 reg 3: the hazards assessed and the findings written down — this sheet. It is the one-page safe system of work for a small job by a competent electrician; the full activity RAMS is KD-RAMS-EL-003, and a consumer unit is KD-SSW-CU-007.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL

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

- ☐ Shock from a circuit still live — isolate the lighting circuit at the consumer unit, lock off or remove the fuse and keep it on you; prove dead at the fitting with a voltage indicator proved on a known source before and after
- ☐ Borrowed neutrals and two-way switching keeping the fitting live — test every conductor at the fitting, not only the switched line; treat any unexpected reading as live
- ☐ Falls from steps — a stepladder or hop-up on a level floor, three points of contact, not a chair; no overreaching; a platform for a high ceiling
- ☐ Weight of the fitting — a chandelier or a heavy fitting is fixed into a joist or a rated fixing, never plasterboard alone; two people for anything heavy
- ☐ Disturbed ceiling materials — in a building older than 2000, a textured coating or board is checked for asbestos before it is drilled or scraped; damp down, dust mask
- ☐ Hot lamps and broken glass — let lamps cool; bag broken glass; fluorescent tubes go to the right waste stream, not the skip

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

1. AGREE THE FITTING, THE CIRCUIT AND WHERE THE CONSUMER UNIT IS WITH THE CUSTOMER	WHO
2. SWITCH OFF, ISOLATE AND LOCK OFF THE LIGHTING CIRCUIT; KEEP THE KEY WITH YOU	WHO
3. PROVE THE TESTER ON A KNOWN SOURCE; PROVE DEAD AT THE FITTING; PROVE THE TESTER AGAIN	WHO
4. SET THE STEPS ON A LEVEL FLOOR; REMOVE THE OLD FITTING; NOTE HOW THE CONDUCTORS WERE ARRANGED	WHO
5. FIX THE NEW FITTING TO A SOUND FIXING; CONNECT LINE, NEUTRAL, EARTH AND SWITCHED LINE AS NOTED	WHO
6. CHECK EVERY TERMINATION IS TIGHT AND NO COPPER SHOWS; CLOSE THE FITTING	WHO
7. REMOVE THE LOCK-OFF; RE-ENERGISE; TEST THE SWITCH; RECORD THE WORK ON A MINOR WORKS 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 label, insulated screwdrivers, stepladder or hop-up, torch, dust sheet. PPE: safety footwear; eye protection when drilling; gloves for glass.

- ☐ The circuit cannot be isolated, or the consumer unit is not labelled and the circuit cannot be identified
- ☐ Anything still reads live after isolation
- ☐ The ceiling is a textured coating or board in a building older than 2000 and there is no asbestos information
- ☐ The wiring is damaged, discoloured, or a type you do not recognise

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.