

Send us the test sheet. Get the cert back tomorrow.

This pack is everything you need to order a certificate from CertBack: what to send, how to send it, how to dictate your results if you would rather not photograph a sheet, a one-off set-up form, and a blank results sheet. Keep it in the van.

- 1 Finish the job**
Photograph the board with the cover off and the supply head. Then either photograph your test sheet, or read every result out circuit by circuit using the order on page 3. Add the two-minute voice note from page 2.
- 2 Send it**
WhatsApp or email, from the van or the kitchen table. Say which certificate you want and whether you want the client pack or same-day. We acknowledge within the hour.
- 3 Check and sign**
Your certificate comes back as an unsigned PDF with a one-line note on anything that looked off. Read it against your sheet, sign it, send it to your client.

WHATSAPP**07700 900000****EMAIL****orders@certback.co.uk****HOURS**

Mon to Fri, 7am to 8pm.
Messages after 6pm count as the next working day.

Turnaround

Service	Order in by	Back by
Standard	6pm, any working day	6pm the next working day
Same-day (+50%)	1pm, any working day	6pm the same day

Turnaround runs from when your order is complete. If anything on the checklist is missing we hold the order and send you one message listing every gap, rather than guessing. Working days are Monday to Friday, excluding English bank holidays.

Prices

Certificate	Covers	Price
Minor Works	One circuit altered or added, single MEIWC	£15
EIC	One board, up to 24 ways, schedules included	£35
EICR	One board, up to 24 ways, up to 12 coded observations	£45
Extra board	Each additional DB or sub-board on any certificate	+£15
Client pack	Remedial quotation and covering letter, in your branding	+£15
Same-day	In by 1pm, back by 6pm	+50%
Commercial or multi-board	Quoted before we start	from £85

Prices include VAT where it applies. Account customers (five or more a month) get 10% off and one monthly invoice. One round of corrections within seven days is included; fixing our typing is always free.

What to send, by certificate

Tick these off before you press send. An order with everything on it is back the next working day; an order with a gap is held until we have it.

	Minor Works	EIC	EICR
Client name, address and contact; installation address if different	☐	☐	☐
Description of the work done / extent of the installation covered	☐	☐	☐
Extent and limitations agreed with the client, and the reason for the report			☐
Supply: earthing (TN-S, TN-C-S, TT), voltage, phases, Ze, PFC/PSCC, main fuse BS and rating	☐	☐	☐
Main switch / RCD: BS (EN), type, rating, poles, IΔn, measured operating time	☐	☐	☐
Main earthing and bonding conductors: material, csa, and where bonding connects		☐	☐
Test results for every circuit: photo of your sheet, or dictated (order on page 3)	☐	☐	☐
Photo of the board with the cover off, and of the supply head and meter	☐	☐	☐
Circuit details: designation, wiring type, reference method, live and cpc csa, OCPD BS (EN), type, rating	☐	☐	☐
Test instrument details (make, model, serial) and date of last calibration	☐	☐	☐
Observations with your code (C1, C2, C3, FI), location, and the regulation if you want it quoted			☐
Your overall assessment: Satisfactory or Unsatisfactory			☐
Dates: inspection/testing date, and the recommended date of next inspection with the reason	☐	☐	☐
Design and construction responsibility: who, and whether the same person		☐	
Departures from BS 7671, if any	☐	☐	
Client pack: your remedial rates (hourly and typical items) or a note of what you want quoted			☐

The voice note: a script that takes two minutes

Say it in this order and we can type it straight in. If you photographed your sheet the numbers are on it; if not, add the results using page 3.

Certificate	"EICR, domestic, one board, with the client pack."
Client	"Client is Smith Lettings, acting for the landlord, address on file. Installation is 14 Mill Road, Cambridge CB1 2AB, tenanted, occupier Mrs Patel."
Extent and limitations	"Whole installation, 100 per cent of circuits tested, no sampling. Limitations: no access to the loft, couldn't lift fitted carpets, tenant's cooker not disconnected."
Supply and board	"TN-C-S, 230 volts single phase, 100 amp BS 88-3 cut-out, Ze 0.19, PFC 1.2 kA. Board is a Wylex 10-way metal consumer unit, 100 amp main switch, type A RCBOs 30 milliamp on every way."
Observations	"Observation one, C2, no main protective bonding to the incoming gas pipe, 411.3.1.2. Observation two, C3, protective devices not labelled to identify circuits, 514.8.1."
Assessment and dates	"Unsatisfactory. Inspected and tested today, the 16th. Next inspection five years. Instruments: Megger MFT1741, serial on the photo, calibrated March."
Client pack	"Quote the C2 at my usual rate, allow two hours and 10 mm bonding conductor plus clamp. Letter to the agent, copy the landlord."

Dictating the test results

No sheet to photograph? Read the results out, one circuit at a time, in the order below. It matches the schedule columns, so nothing is lost and we type it straight in. Say "not applicable" or "limitation" for a test you did not do, and "greater than 999" or "over range" for insulation. A ten-way board takes four to five minutes.

First, the supply and the board

Earthing and supply	"TN-C-S. 230 volts, single phase. Cut-out BS 88-3, 100 amps. Ze 0.19. PFC 1.2 kA."
Main switch and RCDs	"Main switch BS EN 60947-3, 100 amp, two pole. RCBOs type A, 30 milliamp, on every way." (or: "Dual RCD board, BS EN 61008, type A, 63 amp, 30 milliamp.")
Earthing and bonding	"Earthing conductor 16 mm, continuity confirmed. Water bond 10 mm, verified. Gas bond 10 mm, verified. No oil, no structural steel."
Board	"Wylex metal consumer unit, 10 ways, 7 in use, kitchen cupboard."

Then each circuit, in this order

	Say	Example
1	Circuit number and designation	"Circuit 3, kitchen sockets, ring."
2	Cable: type, live and cpc sizes, reference method	"Twin and earth, 2.5 by 1.5, method C."
3	Protective device: BS EN, type, rating	"60898, B32." or "61009 RCBO, type A, B32, 30 milliamp."
4	Ring continuity, rings only: r1, rn, r2	"r1 0.42, rn 0.42, r2 0.70."
5	R1 plus R2, or R2 for a lighting circuit tested that way	"R1 plus R2 0.28."
6	Insulation resistance: live to live, live to earth	"IR greater than 999 both." or "IR live-live 250, live-earth greater than 999."
7	Polarity	"Polarity confirmed."
8	Zs	"Zs 0.61."
9	RCD: operating time at I-delta-n, and test button	"RCD 26 milliseconds, test button OK."
10	AFDD test button, if fitted	"AFDD OK." or "No AFDD."
11	Anything unusual on that circuit	"Limitation: spur to outbuilding not tested, locked."

Two circuits, read out in full

"Circuit 1, lights down, radial. Twin and earth, 1.5 by 1.0, method C. 60898, B6. R1 plus R2 0.84. IR greater than 999 both. Polarity confirmed. Zs 1.12. RCD 28 milliseconds, test button OK. No AFDD."

"Circuit 3, kitchen sockets, ring. Twin and earth, 2.5 by 1.5, method C. 61009 RCBO, type A, B32, 30 milliamp. r1 0.42, rn 0.42, r2 0.70. R1 plus R2 0.28. IR greater than 999 both. Polarity confirmed. Zs 0.61. RCD 26 milliseconds, test button OK. No AFDD."

Tips that save a second take

- Say the circuit number first, every time. If you lose your place, start that circuit again from the number.
- Made a mistake? Say "correction" and the value again. We take the last one you say.
- Pause for a second between circuits. It makes the recording easy to step through.
- Still send the board photo: device BS numbers and ratings come off the labels, and it is how we check what you said against what is fitted.
- Dictated results add about five minutes of checking at our end; turnaround is unchanged.

Set-up form: fill in once

This becomes your profile. Every certificate we produce for you carries these details in the same places, so they come out identical job after job. Send it with your first order, or dictate it in the voice note.

Your business

Trading name (exactly as it should appear)	
Legal name, if different (Ltd, sole trader name)	
Address for the certificate header	
Phone	
Email	
Website	

Scheme and registration

Competent person scheme (NICEIC, NAPIT, other, none)	
Registration / enrolment number	
Qualified Supervisor name, if different from signatory	
Insurer and policy number (optional, for the EIC)	

Signatory

Name of the person who inspects / installs and signs	
Position (e.g. Proprietor, Electrician)	
Second signatory for EICs, if design/construction differ	
Default test instruments: make, model, serial, calibration date	

Preferences

Observation style: terse (one line) or full (with explanation for the client)	
Hourly rate and day rate for remedial quotations	
Standard covering-letter sign-off	
Anything else we should know (house style, abbreviations you use)	

Also send: your logo as a PNG or JPG on a plain background, at least 600 pixels wide. If your scheme requires its own mark on certificates, send that too and confirm you are entitled to use it.

Site results sheet

Optional. Use your own sheet if you have one; photograph either and send it. Keep writing inside the boxes so the photo reads cleanly.

Client / address		Date		Cert type	MW / EIC / EICR
Earthing	TN-S / TN-C-S / TT	Ze (Ω)		PFC / PSCC (kA)	
Supply	230 V 1φ / 400 V 3φ Main fuse BS rating A	Board make / ways		Main switch	BS A poles
Main earthing cond.	 mm²	Water bond	 mm² verified ☐	Gas / other bond	 mm² verified ☐
Instruments		Serial		Calibrated	

Cct	Designation	Wiring type	Ref method	Live mm²	cpc mm²	OCPD BS (EN)	Type	Rating A	RCD BS (EN)	RCD type	IΔn mA	r1 Ω	rn Ω	r2 Ω	R1+R2 Ω	R2 Ω	IR L-L MΩ	IR L-E MΩ	Pol. ✓	Zs Ω	RCD ms	Test btn	AFDD ✓
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							

Wiring type: A = thermoplastic insulated/sheathed, B = thermoplastic in metallic conduit, C = thermoplastic in non-metallic conduit, D = thermoplastic in metallic trunking, E = thermoplastic in non-metallic trunking, F = thermoplastic SWA, G = thermosetting SWA, H = MICC, O = other. Reference method per BS 7671 Table 4A2. Enter N/A or LIM where not applicable or limited.

Observations and extent

One line per observation. Codes are yours: C1 danger present, C2 potentially dangerous, C3 improvement recommended, FI further investigation. Any C1, C2 or FI makes the overall assessment Unsatisfactory.

Extent of installation covered		Agreed limitations	
Operational limitations		Purpose of report / client instruction	

No.	Location	Observation (what, where, and what is wrong)	Code	Reg.	Cct	Photo
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Overall assessment	SATISFACTORY ☐ UNSATISFACTORY ☐	Next inspection	 years reason:	Inspected by	
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