

Visual Electrical Checklist

In order to ensure the electrical safety of your property and of your tenants, it is important that you make simple visual checks at least once a year and it is strongly recommended that you also do so at each change of tenancy.

This document is designed to help you maintain a record of the visual safety checks you have undertaken and will help to demonstrate that you have fulfilled your legal duty of care to your tenants.

- Visual electrical inspections should be supplementary to, rather than a replacement for, a full Electrical Installation Condition Report (EICR). An EICR should be carried out by a competent, registered electrician with experience of carrying out inspecting and testing within the last five years or within the time frame determined by the electrical installer. Industry guidance recommends this should not exceed ten years.
- If you are unable to confirm any of the points on the checklist overleaf, it is strongly advised that you seek advice from a competent, registered electrician.
- Visual checks should take no more than an hour to complete.
- Please use the Visual Electrical Guidance document to help you understand key terms within this checklist and identify potential hazards. It is available to download from www.homesafetyguidance.co.uk/downloads.aspx

These general checks are designed to provide an appropriate home safety framework under most circumstances. However, if your tenants are vulnerable, elderly or have a disability, special consideration should be given to determine whether additional checks may be required.

Please keep this Checklist safe for your own records. You may be required to produce it by your insurer, tenant or mortgage provider. You may also be required to produce it in a court of law to help demonstrate that your duty of care has been fulfilled.

Visual Electrical Checklist

Checks to be undertaken

		Confirm	Date for remedial work
1	Meter equipment		
a	There are no visual signs of burning, overheating or damage and no burning smell at the electrical intake position (usually where the consumer unit and electricity meter are located).*		
b	The electrical intake position and consumer unit are easily accessible and free from storage materials		
2	Consumer unit (fuse box)		
a	There are no blanks missing from the consumer unit.*		
b	The consumer unit is correctly labelled for identification of circuits.*		
c	There are no noticeable signs of electrical burning near the consumer unit/ electricity meter (by smell or visual evidence).*		
3	Residual Current Device (RCD, RCBO, RCCB)		
a	30mA RCD(s) are present in the consumer unit. † <i>Please state if not applicable due to RCD(s) being present on all sockets (by writing NA in the tick box).</i>		
b	I have operated the test button(s) on these RCD(s) during the course of this inspection and confirm they are operating properly.		
c	RCD(s) not present in consumer unit, but sockets are provided with RCD protection and the test button on each has been operated within the last quarter. <i>Please state if not applicable because RCDs are present in the consumer unit only (by writing NA in the tick box).</i>		
d	After consulting my tenant, to the best of my knowledge the RCD and/or circuit breakers do not trip frequently. **		
4	Fixtures and Fittings		
a	All fittings [light fittings/sockets /switches/outlets/showers/storage heaters etc.] on the premises are tightly secured in their back box, with all screws present.		
b	All sockets on the premises are working (i.e. power a simple appliance such as a lamp).		
c	No fittings [light fittings /sockets/switches/outlets/showers/storage heaters etc.] on the premises show signs of burning or damage.		
d	There are no signs of modification/alteration to the electrical installation from the previous tenant.		
5	Electrical Appliances		
a	All portable electrical appliances supplied by the landlord have been visually inspected and tested in line with the risk assessment carried out by the tester. ♦		
b	The tenant has been made aware of the danger posed by overloading sockets and understands that it is their responsibility to use appliances safely.**		

Date completed / /

This Visual Inspection Checklist will be valid for one year after the above date for the property specified below.

Property Address

If you let more than one property, please complete a separate Checklist for each. Visual Inspection Checklists can be downloaded from www.electricalsafetyroundtable.co.uk

Landlord's or Principal Duty Holder's signature

Tenant's signature

Print name:

Date: / /

Print name:

Date: / /

*If you are unable to check this box, immediate action is required. Please contact a competent, registered electrician at your earliest convenience. Competent electricians can be found at www.electricalcompetentperson.co.uk

**Ticking this box will not constitute a valid check unless your tenant(s) sign to confirm.

† 30mA RCDs are designed to prevent fatal electric shocks. If an RCD of this rating is not present, it is strongly recommended that you have one fitted by a competent, registered electrician.

♦ This assessment and agreed schedule of testing is supporting documentation which you may need to produce to demonstrate the validity of this checklist.

N.B. If your house is occupied by multiple tenants - a lead tenant should be identified to sign this document. In the event of the lead tenant vacating the property - existing tenants are required to make the landlord aware so that an updated checklist can be completed and issued.

The latest version of this document is available to download from www.homesafetyguidance.co.uk/downloads.aspx