

## Peterborough DAC

### Guidance Notes on Quinquennial Inspections of electrical and lightning installations in church buildings

#### Policy

The Archdeacons require PCCs to have electrical and lightning installations tested prior to the Quinquennial Inspection. There is considerable secular pressure to make PCCs undertake full electrical inspections in each church building every year but the Archdeacons consider that annual inspections would be prohibitively costly. This means that but a thorough inspection is required every five years and it makes practical sense to tie this in with the quinquennial inspection of the building as a whole. Failure to honour this commitment may invalidate the PCC's insurance.

#### Electrical installations

1. Every church building must be inspected and tested once every five years.
2. The inspection must be undertaken by a qualified NICEIC, NAPIT or ECA registered electrician.
3. The inspection must cover all aspects of the installation including the incoming mains.
4. The primary purpose of inspection and testing is to ensure that the installation is safe for use and does not have any potential for injury to people or for destruction of the fabric and contents of the building.
5. All circuits must be tested and full inspection must be made of every aspect of the installation. The report should specifically exclude any circuits or appliances which cannot be visually inspected or electrically tested. If necessary an indication should be given of what is required to achieve satisfactory inspection and testing.
6. The inspection report should include comment on the conformity of the various parts of the installation with the current IEE regulations or British Standard. In cases where the installation conformed to previous regulations but does not do so with current standards, a comment must be made explaining the difference and whether or not it is significant or could have particular consequences.
7. The inspection report should also indicate any remedial works necessary to make the installation safe and up to standard. A clear distinction must be made between essential (i.e. urgent or mandatory) and recommended improvements.
8. The inspection and test report, together with a copy of the certificate issued, should be kept in the church log book.
9. Copies of the inspection, test report and certificate should be made available to the inspecting architect or surveyor before s/he comes to undertake the Quinquennial Inspection of the whole building.

10. The architect/surveyor will need sufficient copies of the report and certificate to enable them to be included in her/his own Quinquennial Inspection Report, copies of which go to the PCC, the DAC and the Archdeacon.

### **Lightning installation**

1. Where protection is installed the system must be inspected by a suitably qualified person at least once every five years. Current guidance from the EIG and English Heritage recommends that a test should be conducted every two and a half years.
2. The inspection and test report should be made available to the inspecting architect/surveyor prior to the Quinquennial Inspection (as with the electrical inspection, above)

### **Works arising**

Works arising from electrical or lightning installation inspections can only be undertaken with permission. The PCC should obtain a specification for the necessary works and seek authority to go ahead and get them done so the installation meets the national standards.

If the work is urgent:

- Contact the Registrar and seek a Licence to Proceed; if the Chancellor is minded to allow the PCC to go ahead immediately the PCC can get the job done straight away but apply for the faculty in the usual way.

If the work is necessary but will cost less than £2500 and is based on a like-for-like replacement of existing, failed, equipment:

- Contact the Archdeacon and seek authorisation to go ahead under the Minor Matters Rules. If the Archdeacon is able to give the PCC permission no faculty application will be necessary.

If the work is necessary but will cost more than £2500, or involved new work e.g. additional sockets or light fittings, other modifications that will change the installation:

- Contact the DAC office for advice on the best way forward and guidance notes to help you, or visit <http://www.peterboroughdiocesanregistry.co.uk/electrics.doc>
- Obtain a specification from an NICEIC, NAPIT or ECA contractor and contact the DAC office.
- Send full details of the proposed works to the DAC office so the Committee can consider the proposals prior to the PCC applying for a faculty.