Business name _____
Address _____
Phone _____
Email _____
VAT no. _____
Scheme and registration no. _____

JOB SHEET

Electrician

Job no. _____
Date _____

CUSTOMER

ADDRESS OF THE WORK

WORK ASKED FOR

WORK DONE

Arrived _____ Left _____ Hours _____

CHECKS

	Done	N/A
Supply isolated, locked off and proved dead before work	☐	☐
Condition of the existing installation noted, and faults reported to the customer	☐	☐
Protective devices match the circuit design	☐	☐
Continuity, insulation resistance and polarity tested	☐	☐
Earth fault loop impedance and RCD trip times recorded	☐	☐
Consumer unit labelled and schedule of circuits fitted	☐	☐
Certificate issued (EIC or Minor Works) and Part P notification made	☐	☐
Customer shown the new board and how to test the RCDs	☐	☐
Old fittings and waste taken away, area left clean	☐	☐

MATERIALS USED

Item	Qty

NOTES, PHOTOS TAKEN, ANYTHING TO COME BACK FOR

SIGN-OFF

Customer signature _____ Date _____
Electrician signature _____ Date _____

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