



Routine Operational & Visual Inspection (Electrical) (ROVI)

According to the Landlord and Tenant Act 1985, (England and Wales), section 11 places a duty on landlords to keep in repair and proper working order the installations in the property for the supply of water, gas and electricity and for sanitation.

To ensure compliance with the Electricity at Work Regulations 1989 and the continued electrical safety of your property and of your tenants, IET Guidance Note 3 on Inspection and Testing, (Table 3.2), recommends the maximum periods between inspection and testing be at least every 5 years for privately rented dwellings. Then for non-rented domestic properties every 10 years. This test is called a periodic inspection, and an Electrical Installation Condition Report (EICR) is produced.

However, for new or rewired properties, an Electrical Installation Certificate (EIC) should be accepted for an installation under 5 years old in privately rented dwellings or 10 years in private dwellings. After which, an EICR should be undertaken, in line with the timescales outlined above.

When a Periodic Inspection is carried out and an EICR is issued, providing that all observation(s) coded, C1, C2 and FI faults, (or action points), are addressed and rectified with supporting certificates of either an Electrical Installation Certificate (EIC), or a Minor Electrical Installation Works Certificate (MEIWC), the electrical installation is classed as satisfactory.

The electrician who undertakes this EICR should be a skilled person registered with a Full Scope Electrical Competent Person Scheme who monitor and regularly assess the electrician, to prove their competency and to ensure that they have Public Liability Insurance. It is then up to the person contacting the electrician to ensure that they have Professional Indemnity Insurance.

With an up-to-date EICR and with all action points cleared it is then recommended that a Routine Operational and Visual Inspection of the electrical installation is carried out every 12 months and on change of occupancy.

Guidance Note 3 section 3.5 informs us that: The routine check need not be carried out by an electrically skilled person but should be done by someone who is able to safely use the installation and recognise defects.

Supplementary to any electrical testing or to visual and operational checks, the landlord should instruct their tenants to report ASAP any breakages or excessive wear to the electrical installation or accessories so that repairs can be carried out. It should also be noted that the tenants are not to alter any electrical fittings without authorisation, as electrical testing and appropriate certificates are.

1. Pre-Routine Operational & Visual Inspection

Contact Name	<input type="text"/>		
Address	<input type="text"/>		
Property Type	<input type="text"/>	New/Rewired	<input type="text"/>
Purpose of Inspection	<input type="text"/>		
Date	<input type="text"/>		
Inspector Name	<input type="text"/>		

1	Electrical Installation has an EICR	<input type="text"/>
2	All observation codes C1, C2 and FI have been repaired to a satisfactory outcome and appropriate certification to verify this is held	<input type="text"/>
3	Date of last EICR	<input type="text"/>
4	Recommended date of next EICR	<input type="text"/>
5	EICR valid for property type and condition	<input type="text"/>

Providing a valid EICR has been produced, there are no outstanding observation codes and the EICR is still valid as required depending on the property type and ownership; this check can commence. If not an EICR should be commissioned.

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 met.

Landlord or Principal Duty Holder Signature	<input type="text"/>	Tenant Signature	<input type="text"/>
Print name	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Inspector Signature	<input type="text"/>		
Print name	<input type="text"/>	Date	<input type="text"/>

2. Checklist of the Electrical Installation

1 Electrical Intake Position	Yes/No/NA	Action Required*
a The suppliers' fuse and meter seals are in place		
b No visual signs of overheating or damage and no burning smell at the electrical intake position		
c The electrical intake position is easily accessible and free from clutter		
d Checking for abstract of electricity (meter bypass) and tampering. Where found, contact the following with a photo (if possible) and address – enquires@ukrps.co.uk		
2 Consumer Unit (Fuse Box)	Yes/No/NA	Action Required*
a There is adequate space around the consumer unit with no combustibile materials stored near		
b There are no noticeable signs of electrical burning at the consumer unit		
c The consumer unit is correctly labelled for identification of circuits, RCD testing, date of next inspection within 5 or 10 years		
d There are no blanks or lid missing from the consumer unit		
e All fuses and circuit breakers appear to be the same product type		
f Consumer unit appears in a visually satisfactory condition and free from dust and debris, damage and is secure		
g Functional check of consumer unit main switch and circuit breakers, switch on and off, (ask permission first), to confirm they are working		
3 Residual Current Device (RCD, RCBO, RCCB)	Yes/No/NA	Action Required*
a 30mA RCD(s) are present in the consumer unit or before the consumer unit		
b I have operated the test button(s) on the RCD(s) during this check and confirm they are switched off (ask permission first)		
c After consulting the owner/tenant, there is no regular tripping from the RCD and/or circuit breakers to the best of my knowledge†		
4 Main protective bonding	Yes/No/NA	Action Required*

a	A bonding conductor is securely and correctly connected to the copper water pipe bonding clamp		
b	A bonding conductor is securely and correctly connected to the copper gas/oil pipe bonding clamp		
c	All bonding clamps are secure to gas and or water pipe with BS951 labels connected, if accessible		
5	Fixtures and Fittings	Yes/No/NA	Action Required*
a	All accessories and equipment on the premises are tightly secured in their back box, with all screws present		
b	All sockets on the premises are working; advise a socket plug-in tester is used		
c	No accessories or equipment on the premises show signs of burning or damage		
d	There are no signs of uncertified modification/alteration(s) to the electrical installation by the tenant or others		
e	The tenant has been informed to report any breakages and excessive wear to the landlord as soon as it is noticed†		
6	Electrical Appliances	Yes/No/NA	Action Required*
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 property duty holder		
b	The tenant is advised to have their own electrical appliances tested†		
c	The tenant has been made aware of the danger posed by overloading the sockets and understands that it is their responsibility to use all appliances safely†		
7	Additional Checks smoke and carbon monoxide detectors	Yes/No/NA	Action Required*
a	Smoke alarm fitted on every floor and all alarms sound when test button pressed		
b	Carbon monoxide detectors fitted where solid fuel burning appliance installed, alarm sounds if able to test		
c	Check to confirm operation of any other safety devices via the manual test button (A safety device is considered as any of the following: Heat, Arc Fault, Surge protection, etc.		

With Reference to Guidance Note 3, the above is a guide only, the list is not exhaustive.

3. Details of Actions Required

Any action points to be addressed, or issues that warrant further inspection by a competent, registered electrical installer

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This Routine Operational and Visual Inspection of the electrical installation is satisfactory if no action is required.

*If you have identified that action is required, we strongly recommend that you contact a competent, registered electrician, which can be found at: www.electricalcompetentperson.co.uk

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

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

This document has been faithfully reproduced from the Electrical Safety Roundtables' Routine Visual & Operational Check of the Electrical Installation in Rented and Private Dwellings which is available for download from www.homesafetyguidance.co.uk/downloads.aspx. Additional guidance provided from NAPITs' On-site Solutions.