Longhurst Group

CUSTOMER BOOKLET

COMPLIANCE CERTIFICATES

Gas safety certificates

As your landlord, we're responsible for gas safety in your home and must make sure a gas service is carried out every year.

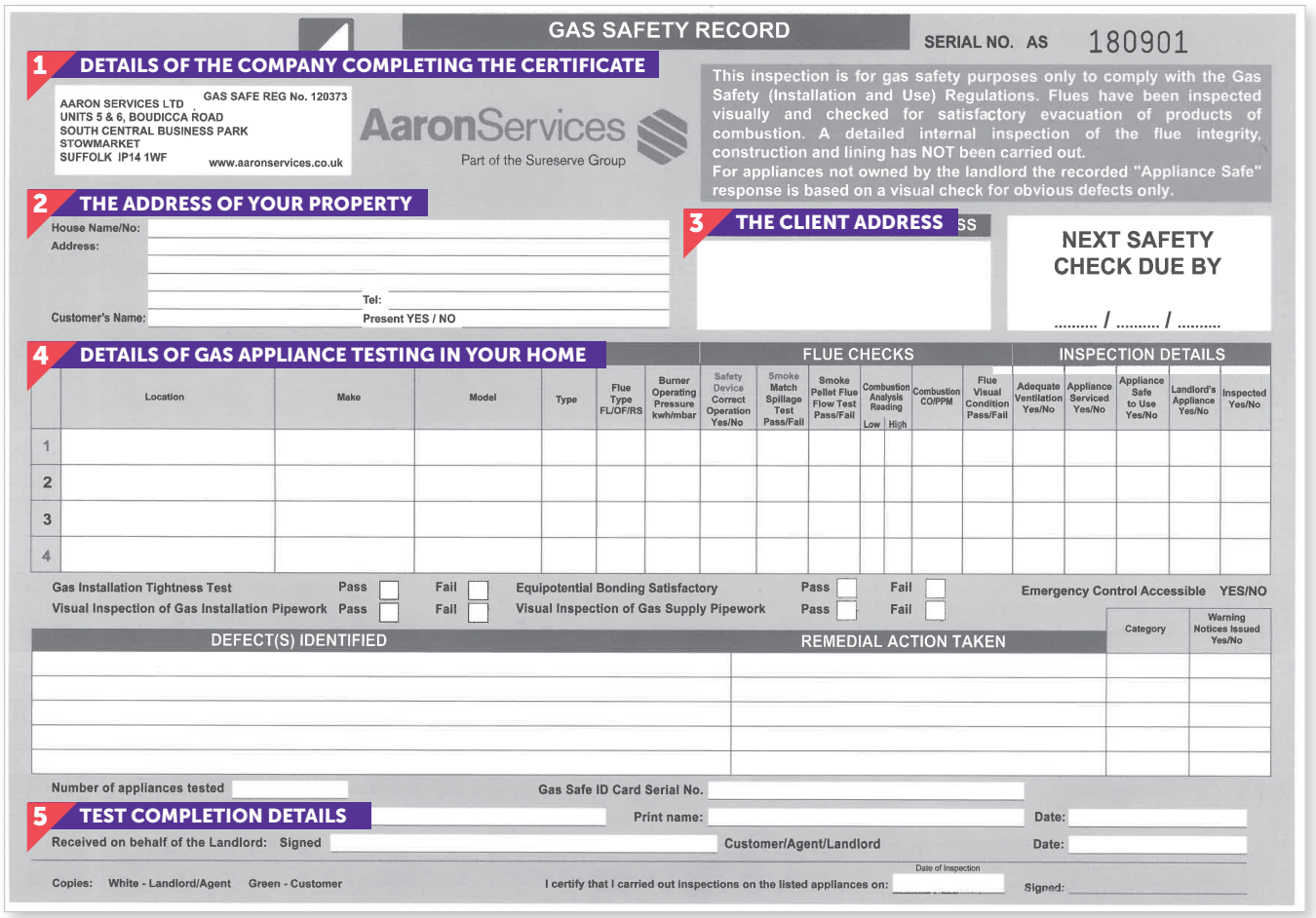
Our contractor, Aaron Services, will send you an appointment letter with a date and time for your service, approximately 60 days before it's due.

A gas service should only take between 15 minutes and one hour, depending on the type and condition of the appliances.

A Gas Safe registered engineer will visit your home to service all gas-fired heating appliances (except cookers) and will then complete a gas safety record certificate.

We have a responsibility to check this certificate and make sure everything is correct, but this guide is to help you understand what the certificate means.

Gas safety certificate:



GAS SAFETY RECORD SERIAL NO. AS 180901

1 DETAILS OF THE COMPANY COMPLETING THE CERTIFICATE

AARON SERVICES LTD GAS SAFE REG No. 120373
UNITS 5 & 6, BOUDICCA ROAD
SOUTH CENTRAL BUSINESS PARK
STOWMARKET
SUFFOLK IP14 1WF www.aaronservices.co.uk

AaronServices Part of the Sureserve Group

This inspection is for gas safety purposes only to comply with the Gas Safety (Installation and Use) Regulations. Flues have been inspected visually and checked for satisfactory evacuation of products of combustion. A detailed internal inspection of the flue integrity, construction and lining has NOT been carried out.
For appliances not owned by the landlord the recorded "Appliance Safe" response is based on a visual check for obvious defects only.

2 THE ADDRESS OF YOUR PROPERTY

House Name/No:
Address:
Tel:
Customer's Name: Present YES / NO

3 THE CLIENT ADDRESS SS

NEXT SAFETY CHECK DUE BY
..... / ..... / .....

4 DETAILS OF GAS APPLIANCE TESTING IN YOUR HOME

	Location	Make	Model	Type	Flue Type FL/OF/RS	Burner Operating Pressure kwh/mbar	Safety Device Correct Operation Yes/No	Smoke Match Spillage Test Pass/Fail	Smoke Pellet Flue Flow Test Pass/Fail	Combustion Analysis Reading Low	Combustion Analysis Reading High	Combustion CO/PPM	Flue Visual Condition Pass/Fail	Adequate Ventilation Yes/No	Appliance Serviced Yes/No	Appliance Safe to Use Yes/No	Landlord's Appliance Yes/No	Inspected Yes/No
1																		
2																		
3																		
4																		

FLUE CHECKS | INSPECTION DETAILS

Gas Installation Tightness Test Pass ☐ Fail ☐ Equipotential Bonding Satisfactory Pass ☐ Fail ☐ Emergency Control Accessible YES/NO
Visual Inspection of Gas Installation Pipework Pass ☐ Fail ☐ Visual Inspection of Gas Supply Pipework Pass ☐ Fail ☐

DEFECT(S) IDENTIFIED	REMEDIAL ACTION TAKEN	Category	Warning Notices Issued Yes/No

Number of appliances tested Gas Safe ID Card Serial No.

5 TEST COMPLETION DETAILS

Received on behalf of the Landlord: Signed Print name: Date:
Customer/Agent/Landlord Date:

Copies: White - Landlord/Agent Green - Customer I certify that I carried out inspections on the listed appliances on: Date of Inspection Signed:

1. Details of the company completing the certificate, including its Gas Safe number, company name, address, postcode and telephone number.

2. The address of your property, including the plot number if you live in a new build home and full postal address, including your postcode.

3. The client address, which should be our full address as follows:

   Longhurst Group
   1 Crown Court
   Crown Way
   Rushden
   Northamptonshire
   NN10 6BS

4. Details of the full testing of all the gas appliances in your home.

5. Details including the date the test was completed, who is issuing the certificate and a signature from the engineer.

Electrical safety certificates

Our contractors will send you an appointment letter with a date and time, about 90 days before the current safety certificate expires.

A suitably qualified electrician will visit your home to inspect all the electrics and will then complete an Electrical Installation Condition Report (EICR).

Depending on which contractor visits your home, the certificate will look slightly different, but they all contain the same information.

These will be issued after an electrical safety check, or when you sign-up for your new home.

Below is an example of a commonly used certificate template and the information you need to know about.

Electrical safety certificate:

ELECTRICAL INSTALLATION CONDITION REPORT - UP TO 100A SUPPLY
Requirements For Electrical Installations - BS 7671

Certificate Number:

1 DETAILS OF THE PERSON ORDERING THE REPORT

Client:

Address:

2 REASON FOR PRODUCING THIS REPORT

Reason for producing this report:

Date on which inspection and testing was carried out:

3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address:

Estimated age of wiring system: years

Evidence of additions/ alterations: if yes, estimated age: years

Installation records available? (Regulation 651.1)

Date of last inspection:

4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

Agreed limitations including the reasons (see Regulation 653.2):

Agreed with:

Operational limitations including the reasons:

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2022.
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

5 SUMMARY OF THE CONDITION OF THE INSTALLATION

See section 8 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*:

*** An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.**

6 RECOMMENTATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.
Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.
Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by:

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 1 of 7

Electrical safety certificate:

7 OBSERVATIONS AND RECOMMENDATIONS FOR 7 ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations specified on page 1 of this report under 'Extent of the Installation and Limitations of Inspection and Testing':

☐ There are no items adversely affecting electrical safety

or

☐ The following observations and recommendations are made

Item No	Observations	Classification Code

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

C1 **Danger Present** Risk of injury. Immediate remedial action required	**C2** **Potentially dangerous** Urgent remedial action required	**C3** **Improvement recommended**	**FI** **Further investigation required without delay**

Immediate remedial action required for items:	
Urgent remedial action required for items:	
Improvement recommended for items:	
Further investigation required for items:	

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 2 of 7

Electrical safety certificate:

8 GENERAL CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

9 DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section 4 of this report.

Trading Title:

Address:

Postcode:

Registration Number (if applicable):

Telephone Number:

For the INSPECTION, TESTING AND ASSESSMENT of the report:

Name: Position: Signature: Date:

10 SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Earthing Arrangements

TN-S:

TN-C-S:

TT:

Number and Type of Live Conductors

1-phase (2-wire):

2-phase (3-wire):

3-phase (3-wire):

3-phase (4-wire):

Other:

Confirmation of supply polarity:

Nature of Supply Parameters

Nominal voltage, U/Uo: V

Nominal frequency, f: Hz

Prospective fault current, Ipf: kA

External earth fault loop impedance, Ze: Ω

Supply Protective Device

BS(EN):

Type:

Rated current: A

11 PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT

Means of Earthing

Distributor's facility:

Installation earth electrode:

Details of Installation Earth Electrode (where applicable)

Type:

Location:

Resistance to Earth: Ω

Method of measurement:

Main Switch / Switch-Fuse / Circuit-Breaker / RCD

Location: BS (EN): Number of poles:

Current rating: A Fuse/device rating or setting: A Voltage rating: V

If RCD main switch:

RCD Type: Rated residual operating current ($I_{\Delta n}$): mA Rated time delay: ms Measured operating time: ms

Earthing and Protective Bonding Conductors

Earthing conductor

Conductor material: csa: mm^2 Connection/ continuity verified:

Main protective bonding conductors

Conductor material: csa: mm^2 Connection/ continuity verified:

Bonding of extraneous-conductive parts

To water installation pipes:

To gas installation pipes:

To oil installation pipes:

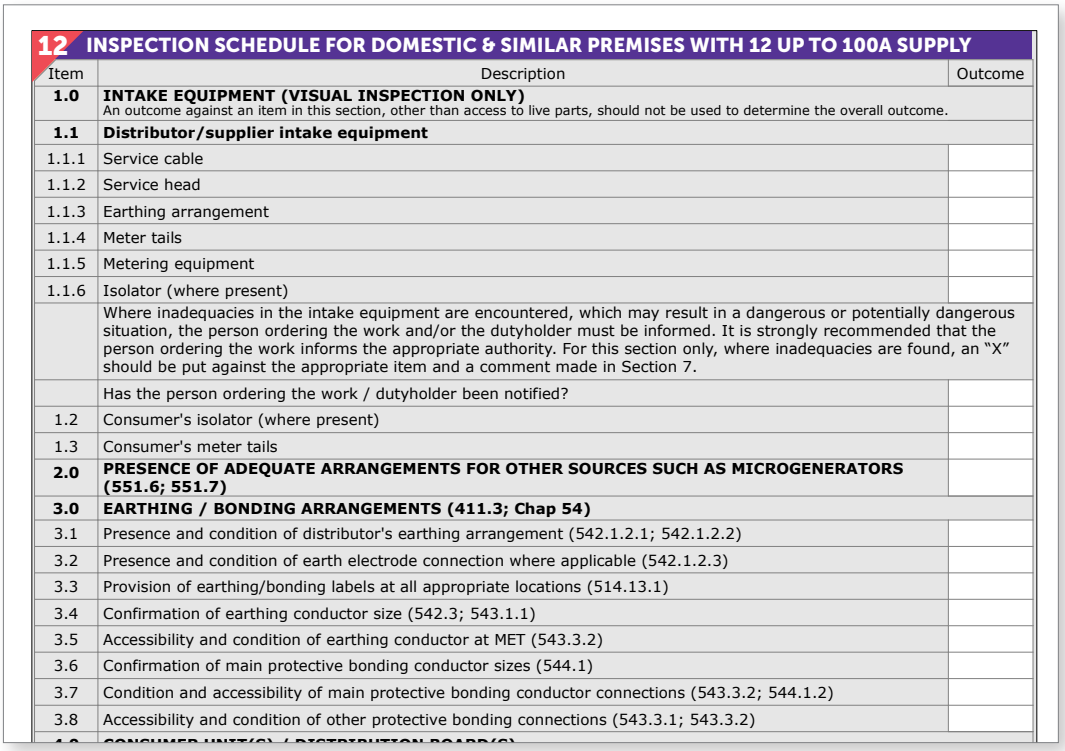
To lightning protection:

To structural steel:

To other service(s):

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 3 of 7

Electrical safety certificate:



12 INSPECTION SCHEDULE FOR DOMESTIC & SIMILAR PREMISES WITH 12 UP TO 100A SUPPLY

Item	Description	Outcome
1.0	**INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)** An outcome against an item in this section, other than access to live parts, should not be used to determine the overall outcome.	
1.1	**Distributor/supplier intake equipment**	
1.1.1	Service cable	
1.1.2	Service head	
1.1.3	Earthing arrangement	
1.1.4	Meter tails	
1.1.5	Metering equipment	
1.1.6	Isolator (where present)	
	Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or the dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority. For this section only, where inadequacies are found, an "X" should be put against the appropriate item and a comment made in Section 7.	
	Has the person ordering the work / dutyholder been notified?	
1.2	Consumer's isolator (where present)	
1.3	Consumer's meter tails	
2.0	**PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS (551.6; 551.7)**	
3.0	**EARTHING / BONDING ARRANGEMENTS (411.3; Chap 54)**	
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)	
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)	
3.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)	
3.4	Confirmation of earthing conductor size (542.3; 543.1.1)	
3.5	Accessibility and condition of earthing conductor at MET (543.3.2)	
3.6	Confirmation of main protective bonding conductor sizes (544.1)	
3.7	Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2)	
3.8	Accessibility and condition of other protective bonding connections (543.3.1; 543.3.2)	

1. The client address, which should be our full address as follows:

Longhurst Group
1 Crown Court
Crown Way
Rushden
Northamptonshire
NN10 6BS

2. The reason for the certificate being issued.

3. Information of what has been installed or tested, as well as your address.

4. Details of the scope of the testing.

5. An outline of the condition of the tested or installed item.

6. Any recommendations made by the engineer.

7. Further observations and recommendations of required actions.

8. A general description of the installation.

9. Details of the company completing the certificate, including its NICEIC number, company name, address, postcode and telephone number.

10, 11 & 12.
Technical results of installation and testing.

Longhurst Group,
1 Crown Court,
Crown Way, Rushden,
Northamptonshire NN10 6BS

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