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Action required:	For Information	

Dear Member,

Guidance on Periodical Inspection Reports for Electrical Installations

Summary

This bulletin is intended to clarify the industry requirements for periodic inspection and testing, it covers issuing a Periodic Inspection Report (PIR) and offers practical guidance to workshops and dealers providing this service. The bulletin covers periodic inspection and test frequencies for electrical installations in all Caravans i.e. Park Homes, Touring Caravans, Holiday Homes and Motorhomes. There is also information contained on the frequency of testing for Park installations.

Where a periodic inspection and test has been recommended and the user declines the service, the workshop can issue a disclaimer: whereby the owner signs to confirm that the PIR has been offered but declined.

Instructions in this bulletin describe how and when to use the disclaimer.

Requirements

There are two separate and distinct areas to consider:

- 1) Electrical installations in Caravans.
- 2) Electrical installations on parks to supply Caravans.

The IET and HSE have both issued guidance in this subject. The IET (IEE) in Guidance Note 3 and the HSE through guidance on the Statutory Regulations regarding the supply of electricity: the Electrical Safety, Quality and Continuity Regulations 2002 (ESQCR). In addition to this technical bulletin, the NCC has released a guide to the safe management of electrical installations and distribution on parks.

The 17th edition wiring regulations (BS 7671:2008), regulation 622.1, stipulates that a periodic inspection and test of an electrical installation should be carried out at a frequency determined with regard to the type of installation and equipment. In regulation 721.514 there is direct reference to this subject with respect to Caravans.

Frequency of Inspection and Test

It is the duty of the engineer carrying out a periodic inspection and test, on a Caravan or Park, to establish when the next periodic inspection is required. This will be based on the condition, age and type of installation.

To recommend when the next periodic inspection and test is due for installations in Caravans, the engineer will also need to take into account the use of the Caravan, and the mileage covered for a Touring Caravan or Motorhome: this will then be reviewed at that time. This period will be not less than 3 years and in some cases could be 1 year.

For Park installations, see the NCC guide for ESQCR safe management for complete advice, but the PIR test frequencies are:

- Touring Caravan and Motorhome pitches – annually
- Holiday Homes and Park Homes – at least every 3 years
- Overhead installations - annually

Inspections on Used Caravans

It is recommended that each time a used Caravan is sold commercially an inspection is carried out and a PIR issued. This is considered by the NCC to be 'Best Practice' for the industry. It should be noted that in the event of any safety issues with a Caravan subsequent to its sale, the supplying dealer could be held liable for any injury or damages caused under the Consumer Protection Act 1987 and the European Product Liability Directive 85/374/EEC.

CITO Training

The minimum standard for a Competent Person for PIR inspection on Caravans is the certificate "*Electrical Competence for Touring Caravans & Motorhomes*" issued by the caravan industry training organisation (CITO). This CITO course is the only industry recognised training for electrical competency.

The Disclaimer Form

When a PIR has been advised by a workshop or inspector and this service is declined by the customer, to formally record that the service has been offered and declined, the workshop can use the Electrical Disclaimer form.

This should be completed in the presence of the customer and signed by both parties. The signed copy is given to the customer and a duplicate copy kept to record the agreement between the workshop and the customer.

Yours Faithfully,
Martin Perman

Encl.– PIR SERVICE DISCLAIMER FORM

PIR SERVICE DISCLAIMER FORM

1. Vehicle details

Manufacturer:	
Model:	
Serial Number:	
VIN or VRN:	

2. Details of company carrying out the service

Company name:		
Telephone number:		
Company address:		
Name:		Signature:

3. Guidance for recipients

This Disclaimer Form confirms that the owner of the caravan or motorhome has been made aware of the requirements for a full periodic inspection and test and the issue of a Periodic Inspection Report at intervals not exceeding 3 years.

4. Recipient declaration

I have had explained to me the purpose of a Periodic Inspection and Test on the electrical installation of my caravan/motorhome* (*delete as appropriate). I have read and understood item 3 above and do not wish for a Periodic Inspection and Test to be carried out on this occasion. I have read and understood the terms of this disclaimer as given overleaf.

Name:	Signature:
Address:	
Date:	

PIR SERVICE DISCLAIMER FORM

The Inspector who has issued this disclaimer to you is trained to carry out inspection and testing and to issue a Periodic Inspection Report, based on the requirements of BS 7671:2008.

In respect of any legal requirements, the Electricity Safety, Quality and Continuity Regulations (ESQR) 2002, Regulation 25 clearly requires that an electrical installation cannot be connected to the UK public supply unless the supply provider (the Distributor) is satisfied the installation complies with the relevant provisions of the British Standard – BS 7671:2008 – also referred to as 17th Edition Wiring Regulations.

The Minor Electrical Installation Works Certificate makes clear the need to comment on the condition of the existing installation. This is an implied term requiring the issue of a Periodic Report.

PERIODIC INSPECTION AND TEST

Beyond the normal service there is a need to inspect and test the original electrical installation of the caravan or motorhome to ensure the electrical installation is satisfactory for continued use. This condition survey is referred to as a '**PERIODIC INSPECTION AND TEST**' and is subject to the issue to the customer of a: '**PERIODIC INSPECTION REPORT**'.

HAZARD AND RISK

Periodic inspection and testing is based upon hazard and risk:

- **HAZARD:** anything with the potential to cause harm
- **RISK:** the likelihood that the harm will be realised

ELECTRICAL HAZARD

Essentially, when it comes to caravan electrical installations, there are only two hazards, viz:

- Electric shock and burns
- Fire

All electrical installations are hazardous. In other words, they have the potential to cause harm of electric shock and burns and/or fire. The purpose of a periodic inspection and test is to quantify the risk of the hazard being realised.

ELECTRICAL RISK

Essentially, with electrical risk, i.e. the likelihood of harm, there are four recognized levels and these are codified as:

- Code 1: requires urgent attention
- Code 2: requires improvement
- Code 3: requires further investigation
- Code 4: does not comply (but is not a safety risk)

The purpose of a periodic inspection and test is to codify and report the level of risk the electrical installation poses to the user. For instance, where the inspector identifies a code 1 risk this indicates an imminent threat of death or fire '**WHICH MUST BE MADE SAFE**' before the installation is handed back to the customer.

The level of risk identified in the periodic inspection and test (other than a Code 1) will determine the action to be taken, and the advice to be given to the customer (the user of the installation).

The issue of a Periodic Inspection Report does not carry the same legal provisions for safety as a certificate, but the inspector must show, so far as is reasonable, that all foreseeable risks are identified and that recommendations to remove such risks have been given. This signed disclaimer confirms the customer has understood the need for issuance of a Periodic Inspection Report but has declined the issuance of said document along with any recommendations made by the inspector to rectify any hazard or risk.

Without prejudice
E&OE