

Safe Electric Procedures Manual	<b>Notice of Potential Hazard &amp; Emergency Works Notice Procedure</b>	<b>SECTION</b> : 3.15 <b>PAGE</b> : Page 1 of 5 <b>ISSUE</b> : 1 <b>DATE</b> : 12/02/2016
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## 1. Introduction

While in, or in the vicinity of an Electrical Installation or while carrying out work in an electrical installation, a Safe Electric Inspector or a Registered Electrical Contractor or their Representative discovers a safety or non-compliance issue or issues in any such Electrical Installation or in an existing part of the electrical installation that they are working in, and which is not covered by Annex 63B (Guidelines for Certification for Alterations to Existing Installations) and where it is not possible to rectify this issue or issues on the day, a Notice of Potential Hazard (N.O.H) must be issued to the person responsible for the electrical installation.

## 2. The Notice of Potential Hazard

When issuing a Notice of Potential Hazard, the Safe Electric Inspector or the Registered Electrical Contractor or their Representative needs to ensure that the problem observed is not only a breach of the national wiring rules but that it is a Hazard (Safety Issue), as not all rule breaches would be classed as a hazard.

A- The Notice of Potential Hazard shall specify the following:

- The Breach or Breaches of the National Wiring associated with the Notice being issued,
- A Description of the Hazard,
- The type of electrical installation (Domestic or Non-Domestic)
- Details advising the Person Responsible for the electrical installation to contact a Registered Electrical Contractor as soon as possible in order to ensure that the necessary remedial actions are undertaken.
- Details of the Safe Electric web site,
- That this Notice has been issued in the interests of safety to persons, property and livestock (If applicable),
- For Safe Electric only: Emergency Works Notice issued, yes or no (Tick box).

In addition to the Notice of Potential Hazard where the Safe Electric Inspector is of the view that having encountered or being presented with direct evidence that the electrical installation could reasonably give rise to an immediate and serious threat to health and safety should it be or remain to be energised, he/she shall issue an "Emergency Works Notice".

When an Immediate hazard has been identified the Safe Electric Inspector shall arrange for the De-Energisation of the electrical installation or part thereof in accordance with the CER Criteria Document (Version 2.0) CER/13/098.

B- The Notice of Potential Hazard Form (see Appendix A)

- The White Copy of the Notice of Potential Hazard is to be given to the Person Responsible for the Electrical Installation.
- The Yellow Copy of the Notice of Potential Hazard should be posted to the SAFE ELECTRIC office immediately or no later than two working days from the date of issue  
On receipt of the yellow copy of the Notice of Potential Hazard SAFE ELECTRIC will send a letter to the person responsible for the electrical installation quoting the N.O.H number and date of issue, this letter which will include a copy of the N.O.H, will inform the person responsible that the N.O.H has been issued in the interests of safety of persons, property and livestock (If applicable).

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Where deemed necessary, Safe Electric will send a copy of the N.O.H. to the HSA.

- The **Blue Copy** of the N.O.H is retained by the Registered Electrical Contractor.

### 3. The Emergency Work Notice ( To be issued by a Safe Electric Inspector only)

A- An Emergency Works notice should be issued in the following cases, (This is not an Exhaustive List)

1. Exposed Live Parts accessible to touch such as:
  - MCBs or Fuse carriers and or blank plate missing from distribution boards leaving access to live parts,
  - Terminations/Connections with no proper barriers or enclosures,
  - Insulation to live conductors missing/damaged,
  - Electrical accessories damaged, with access to live parts.
2. Class 1 equipment/fittings live as a result of a fault.
3. Absence of a Main Protective conductor (Neutralising Link) to an installation,
4. Evidence of excessive heat (such as charring) from electrical cables or equipment causing damage to such cables or equipment or to an installation or its surroundings.
5. Any breach of the national wiring rules where the Safe Electric inspector deems there to be a real and Immediate Danger to Persons, Property and Livestock (if applicable).

The Safe Electric Inspector shall issue an Emergency Works Notice to the customer/person responsible for the installation and in doing so, shall arrange for the de-energisation of the installation or part thereof in accordance with the CER Common procedure No. 5.

The Emergency Works notice shall specify the following:

- (i) That in the view of the Safe Electric Inspector the works poses an immediate danger to health and safety and the reasons therefore;
- (ii) That the installation or part thereof has been de-energised in the interests of health and safety and the Safe Electric Inspector is authorised to do so,
- (iii) That a Registered Electrical Contractor should be instructed to carry out emergency works;
- (iv) That the installation should not be re-energised until such time as remedial works have been carried out by the REC and , further to same and the requirements of the CER Common Procedure No 1-Certification, the installation is certified as being in compliance with the Technical Rules;
- (v) That to re-energise the installation against the advice listed above may result in injury or death; and
- (vi) That the DSO is to be immediately notified of the details pertaining to the present situation.
- (vii) That the HAS is to be immediately notified where required of the details pertaining to the present situation.

With Respect to the above the Safe Electric Inspector, the REC or their representative shall at all times act reasonable and prudently in order to protect health and safety with respect to electrical installations inspected by them in the course of their duties whilst having due regard to the consequences of any action to de-energise an Installation or part thereof.

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B- The Emergency Works Notice Form (see Appendix B)

Copies of the Emergency Works Notice are to be handled as follows:

- The **White Copy** of the notice is given to the Customer or the Person responsible for the Electrical Installation,
- The **Yellow Copy** of the notice should be posted to the SAFE ELECTRIC office immediately or no later than two working days from the day of issue,  
On receipt of the yellow copy of the Emergency Works Notice, Safe Electric will send a letter to the customer /person responsible for the electrical installation quoting the E.W.N number and date of issue. This letter will include a copy of the E.W.N. and will inform the customer/person responsible that this notice has been issued in the interests of safety of persons, property and livestock (If Applicable).  
Where deemed necessary, Safe Electric will send a copy of the E.W.N. to the HSA.
- The **Blue Copy** of the E.W.N is retained by the Safe Electric Inspector.

#### **Associated Documentation**

- Procedure: 3.3 – Inspection & Audit
- Criteria Document Version 3.0 – CER16001
- Form R35: Notice of Potential Hazard
- Form R36: Notice for Emergency Work

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## Appendix A



# Electrical Installation Notice of Potential Hazard

Form R35 V2

Issued by: Safe Electric Inspector <input type="checkbox"/>		REC or their representative <input type="checkbox"/>	NoHz: XXXXXX
<b>BLOCK CAPITALS ONLY</b>		<b>Inspector (BLOCK CAPITALS ONLY)</b>	
MPRN: <input type="text"/>	Name: _____		
Address: _____	Inspection O/N: <input type="text"/>		
_____	<b>Registered Electrical Contractor (REC)</b>		
Occupier: _____	Name of REC _____		
Phone: _____	Name of Representative (if different from above) _____		
Installation Type: Domestic <input type="checkbox"/>	Non-Domestic <input type="checkbox"/>	Reg. No: <input type="text"/>	
		Mobile Tel: _____	
<b>ET101 Rule No Breached</b>	<b>Description of Potential Hazard</b>		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
Comments: _____			
I HAVE RECEIVED A COPY OF THIS NOTICE ADVISING ME OF A POTENTIAL HAZARD IN THIS ELECTRICAL INSTALLATION, WHICH MIGHT AFFECT THE SAFETY OF PERSONS, PROPERTY and LIVESTOCK (IF APPLICABLE)			
Recipient	Signature	or left in Premises by Signatory: _____	
Inspector or REC or their Representative	Signature	Date: _____	
Emergency Works Notice issued:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
			Please note this Notice may be sent to the HSA if deemed necessary
<b>CUSTOMER INFORMATION</b>			
This notification of a potential hazard has been issued in the interests of the safety to persons, property and livestock (if applicable). It has been issued by a Safe Electric Inspector or a REC or their representative as he/she has found in your installation serious issues relating to a breach or breaches of the ETCI National Wiring Rules - Current Edition.			
Note the following:			
● You should contact a Registered Electrical Contractor as soon as possible in order to ensure that the necessary remedial actions are undertaken			
● For a Registered Electrical Contractor (REC) visit <a href="http://www.safeelectric.ie">www.safeelectric.ie</a>			
● You should obtain a Certificate from the Registered Electrical Contractor on completion of the repair			
<u>Disclaimer</u>			
This Notice of Potential Hazard is based on the findings of a partly visual inspection and partly random sample tests (where deemed appropriate) of the electrical works. It does not take account of any wiring concealed or inaccessible. No liability can be attached to the CER, the SSB, the REC or their Representative arising from the conduct of any such inspection, testing or contents of this Notice.			

WHITE - Customer

YELLOW - Safe Electric

BLUE - REC

