	ABERDEEN CITY COUNCIL	
	ELECTRICAL MANAGEMENT PROCEDURES	
	ARRANGED ACCESS PROCEDURE	
	ACC-EMP-1	

An Electrical Installation Condition Report (EICR) is a formal document that is produced following an assessment of the electrical installations within a property. The requirements for electrical safety checks are highlighted in the Housing (Scotland) Act. Further statutory guidance was introduced in December 2015 in private rented properties with later roll-out to social housing. The purpose of an EICR is to ensure that the electrical systems are safe for continued use and to identify any potential hazards that need to be addressed.

An EICR involves a thorough inspection and testing of the electrical installations in a property. This includes visual inspections of all electrical accessories, testing of distribution equipment and earthing, de-energized testing, re-energized testing, and functional testing. The process requires access to various electrical components throughout the property, and any identified issues must be rectified to ensure safety.


The legal requirements for EICR are as follows:

1. **Mandatory EICR Every 5 Years:** Landlords must ensure their properties have a valid EICR conducted every 5 years by a qualified electrician.
2. **Provide EICR to Tenants:** Landlords must provide a copy of the EICR to tenants within 28 days of the inspection.
3. **Compliance with National Standards:** The electrical installations must meet national standards for electrical safety, as set out in the 18th edition of the Wiring Regulations (British Standard 7671).
4. **Remedial Work:** If the EICR identifies any issues, landlords must carry out remedial work to make the electrical installation safe


All EICR checks to be planned 4 years 9 months from the previous check date. The Electrical Contractor is to make three access attempts via lettered appointment before a property can be passed back to ACC for addition to the Arranged Access program. The property must be returned to ACC with a minimum of 4 weeks left on the current certificate.

Process:

- a) Following 3 failed access attempts by the Electrical Contractor via lettered appointment to complete the EICR check properties are passed back to ACC on the Hard No Access (HNA) daily update to be added to the Arranged Access program. The update also includes removals of properties on the Arranged Access program that are now complete whether that be due to Arranged Access, appointment request from the tenant, void request or new installation.
- b) Following receipt of the HNA update each property received is checked for new installations (which the Electrical Contractor may not have been made aware of yet) and the tenancy status of the property e.g. is it a new void/pending void/void for extensive period? Once these checks have been completed any properties identified as void/installs complete are highlighted to the Electrical Contractor.

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	ARRANGED ACCESS PROCEDURE	
	ACC-EMP-1	

- c) When paperwork is being generated for a property being planned for Arranged Access, the tenancy status and new installation status are rechecked in case any changes have taken place between receipt of the property and planning. Properties are planned in batches of a maximum of 15 properties a day Tuesday – Thursday, Monday and Fridays can be used if there is an extensive number of properties on the Arranged Access program to ensure certificate dates are not lost.
- d) When a property is planned for Arranged Access the tenant is notified with an Arranged Access Notice which is hand delivered by an ACC Inspector. The Arranged Access date is a minimum of 5 working days after delivery, however, we are only required to give 24 hours notice in writing as per Section 27 and Schedule 4, Para. 4 of the Housing (Scotland) Act 2001 to take entry.
- e) The Arranged Access Notice details the Electrical Contractor has been attempting to gain access to complete the EICR check, the planned Arranged Access date, contact information for Electrical Contractor and an overview of what steps will be taken should there be no access via appointment prior to the Arranged Access date. Tenants have until 12pm the day before the Arranged Access date to get the service/safety check completed to avoid the Arranged Access being attended.
- f) Following confirmation from the Electrical Contractor, the day before the Arranged Access date, that the EICR check has not been completed, a job number will be raised on the ACC system. The job raised is for the Arranged Access to take place with a tenant charge budget code against the job for an attended Arranged Access (charge of £120). Tenants are made aware of the charge for an Arranged Access being attended when canvased with the Arranged Access Notice and that it will stand whether they are there on the day to give access or not.
- g) Prior to the job number being generated the tenancy status and new installation status are rechecked.
- h) Order of properties and job numbers are provided to Electrical Contractor after 12pm the day prior to the Arranged Access date for outstanding properties.
- i) On the day of the Arranged Access an ACC inspector attends the property with an engineer from Electrical Contractor and Locksmith to change the locks if required.
- j) The tenant is given the opportunity to allow access on the day of Arranged Access, should there be no access the property lock is opened for access to complete the EICR check. Once the check has been carried out, the property is re-secured, and keys returned to ACC depot for collection by named tenant.
- k) Completed paperwork for properties attended for Arranged Access is completed by ACC Inspector and returned to Work Planner for processing. ACC Arranged Access program is updated to remove the completed properties and completed paperwork sent to Housing for their records.

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Note:

- Should there be refused access on the day, or another obstruction of access e.g. dog in property, and no access via tenant, the property is to be re-planned and Housing contacted for assistance. Housing may then request assistance from the dog warden, the Police or contact the tenant/attend next Arranged Access as joint visit depending on issue highlighted/previous dealings with tenant.

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