

EMERGENCY LIGHTING COMPLETION CERTIFICATE AND ASSOCIATED DECLARATION FORMS

FORM 1 – COMPLETION CERTIFICATE

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Trading Title (where applicable): TNA Electrical Ltd		Reference Number (RN): E468		Occupier: Girl Guides	
Name: Neil Jones		Name: Holloway Head Girl Guides.		Address: Trefoil House, 2 Ellis Street, Birmingham,	
Address: Unit 13 Heritage Park, Hayes Way, Cannock,		Address: Winvic Construction Ltd, 19 Tenter Road,		West Midlands	
Staffordshire		Moulton Park Industrial Estate, Northampton,			
Postcode: WS11 7LT	Tel No: 01543 425349	Postcode: NN3 6PZ	Tel No: N/A	Postcode: B1 1HL	Tel No: N/A

PART 2 : DETAILS OF THE EMERGENCY LIGHTING INSTALLATION COVERED BY THIS CERTIFICATE (tick appropriate bracket)

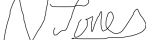
Description and extent of the installation covered by this certificate: Complete installation of emergency lighting throughout Girl Guides HQ.

The installation is – **New:** (☒) or **An addition:** (☐) or **An alteration:** (☐)

PART 3 : DECLARATION OF CONFORMITY

In consequence of acceptance of the appended declarations on **Forms 2, 3 and 4**, I hereby declare that the emergency lighting installation, as described in PART 2, conforms, to the best of my knowledge and belief to the appropriate recommendations and requirements given in *BS 5266-1: 2016*, *BS EN 1838: 2013 Lighting applications – Emergency lighting* and *BS EN 50172: 2004 Emergency escape lighting systems*, as set out in the declared outcomes on **Forms 2, 3 and 4**, except for any deviations listed in PART 4. **This certificate is not valid unless accompanied by current versions of the following documentation:** i) **Signed declarations** (Forms 2, 3 & 4); ii) **Photometric design data** (see Note 1 of Recipient Notes) & iii) **Test log book**.

To be signed by the **Responsible Person** (as defined by BS 5266-1, see 'Notes for Recipient') on behalf of the owner/occupier

Name (capitals): NEIL JONES Signature:  Position: QS Date: 28/02/2023

The contractor issuing this certificate MUST sign to verify that i), ii) and iii) above have been supplied with this certificate and that all essential related reference documents have been recorded in PART 5.

Name (capitals): NEIL JONES Signature:  Position: QS Date: 28/02/2023

PART 4 : DETAILS OF DEVIATIONS FROM THE RECOMMENDATIONS OF BS 5266-1 (*Insert role: Design (see Form 2), Installation (see Form 3) or Verification) (see Form 4))

Declaration*	Clause No.	Details of the deviation	(See additional page No. <input type="text" value="N/A"/>
		N/A	

PART 5 : RELATED REFERENCE DOCUMENTS

Please state and provide reference number(s) of all appropriate documentation: (See additional page No.)

Electrical installation cert	(Ref No 26837125)	N/A	(Ref No N/A)	N/A	(Ref No N/A)
N/A	(Ref No N/A)	N/A	(Ref No N/A)	N/A	(Ref No N/A)

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 1 : DETAILS OF THE DESIGNER, CLIENT AND INSTALLATION

DETAILS OF THE DESIGNER		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Trading Title (where applicable): TNA Electrical Ltd		Reference Number (RN): E468		Occupier: Girl Guides	
Name: Neil Jones		Name: Holloway Head Girl Guides.		Address: Trefoil House, 2 Ellis Street, Birmingham,	
Address: Unit 13 Heritage Park, Hayes Way, Cannock,		Address: Winvic Construction Ltd, 19 Tenter Road,		West Midlands	
Staffordshire		Moulton Park Industrial Estate, Northampton,			
Postcode: WS11 7LT	Tel No: 01543 425349	Postcode: NN3 6PZ	Tel No: N/A	Postcode: B1 1HL	Tel No: N/A

PART 2 : DETAILS OF THE EMERGENCY LIGHTING INSTALLATION COVERED BY THIS CERTIFICATE *(tick appropriate bracket)*

Description and extent of the installation covered by this certificate: Complete installation of emergency lighting throughout Girl Guides HQ.	The installation is – New: (..... <input checked="" type="checkbox"/>) or An addition: (N/A.....) or An alteration: (N/A.....)
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PART 3 : DESIGN DECLARATION OF CONFORMITY *(Where a declared outcome is identified by an 'X', the details of the deviation must be accurately recorded in this Form 2 (PART 4) and on the Completion certificate (Form 1))*

✓ indicates that an item (Clause No.) was assessed and the declaration outcome was SATISFACTORY; ✗ indicates that a deviation was identified; N/A indicates that the assessment of an item was NOT APPLICABLE to the particular installation

Clause No.	Items assessed for compliance	Declared outcome
4.2	D1 – Accurate plans available showing escape routes, fire alarm control panel, call points and fire extinguishers	(...✓...)
5.2.9	D2 – Escape route signs in accordance with BS ISO 7010 and BS 5499-4 and other safety signs in accordance with BS ISO 7010 and BS 5499-10, clearly visible and adequately illuminated	(...✓...)
6.7	D3 – The luminaires conform to BS EN 60598-2-22	(...✓...)
5.2.8.1	D4 – Luminaires located at following positions: a) At each exit door intended to be used in an emergency b) Near stairs so each tread receives direct light c) Near any other change in level d Externally illuminated escape route signs, escape route direction signs mandatory and safety signs needing to be illuminated under emergency lighting conditions e) At each change of direction f) Near to each final exit and outside to a place of safety g) At intersections of corridors h) Near fire fighting equipment and call points i) Near each first aid post j) Near escape equipment provided for disabled people k) Near refuges and call points, including two-way communication systems and disabled toilet alarm call position l) Near manual release controls provided to release electronically locked doors.	(...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...) (...✓...)

NOTE: The term 'near' means within 2 m horizontally

EMERGENCY LIGHTING COMPLETION CERTIFICATE AND ASSOCIATED DECLARATION FORMS

FORM 2 – DESIGN DECLARATION

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 3 : DESIGN DECLARATION OF CONFORMITY (Where a declared outcome is identified by an 'X', the details of the deviation must be accurately recorded in this Form 2 (PART 4) and on the Completion certificate (Form 1))

'✓' indicates that an item (Clause No.) was assessed and the declaration outcome was SATISFACTORY; 'X' indicates that a deviation was identified; 'N/A' indicates that the assessment of an item was NOT APPLICABLE to the particular installation

Clause No.	Items assessed for compliance	Declared outcome
6.3	D5 – Illumination from at least two luminaires provided in each section of an escape route and in each open area (room)	(...✓...)
5.2.8.3	D6 – Additional emergency lighting provided where needed to illuminate: a) Evacuation lift cars	(...N/A...)
5.2.8.4	b) Moving stairways and walkways	(...N/A...)
5.2.8.5	c) Toilet facilities larger than 8 m ² floor area or without borrowed light, and those for disabled use	(...N/A...)
5.2.8.6	d) Motor generator, control, plant and switch rooms	(...✓...)
5.2.8.7	e) Covered car parks	(...N/A...)
6.7.3	D7 – Design duration adequate for the application	(...✓...)
10.6; 10.7; 11	D8 – Operation and maintenance instructions and a suitable log book produced for retention and use by the building occupier	(...✓...)
5.2.5; 5.2.6; 5.2.7	D9 – At least the minimum illuminance provided for escape routes, open areas and high risk task areas	(...✓...)
5.3.2	D10 – At least the minimum illuminance provided for emergency safety lighting	(...✓...)

PART 4 : DETAILS OF DEVIATIONS FROM THE RECOMMENDATIONS OF BS 5266-1

Clause No.	Details of the deviation	(See additional page No. N/A)
	N/A	

PART 5 : DESIGN

I/We* hereby declare that the emergency lighting installation, as described in PART2 of Form 2, has been DESIGNED by me/us and, to the best of my/our knowledge and belief, the design complies with the relevant recommendations and requirements given in BS 5266-1: 2016, BS EN 1838: 2013 Lighting applications – Emergency lighting, and BS EN 50172: 2004 Emergency escape lighting systems.

The extent of liability of the signatory is limited to the installation described in PART 2 of Form 2.

Name (capitals): GARRY CARTER Signature:  Position: Designer Date: 28/02/2023

Name* (capitals): N/A Signature: N/A Position: N/A Date: N/A

EMERGENCY LIGHTING COMPLETION CERTIFICATE AND ASSOCIATED DECLARATION FORMS

FORM 3 – INSTALLATION DECLARATION

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Trading Title (where applicable): TNA Electrical Ltd		Reference Number (RN): E468		Occupier: Girl Guides	
Name: Neil Jones		Name: Holloway Head Girl Guides.		Address: Trefoil House, 2 Ellis Street, Birmingham,	
Address: Unit 13 Heritage Park, Hayes Way, Cannock,		Address: Winvic Construction Ltd, 19 Tenter Road,		West Midlands	
Staffordshire		Moulton Park Industrial Estate, Northampton,			
Postcode: WS11 7LT	Tel No: 01543 425349	Postcode: NN3 6PZ	Tel No: N/A	Postcode: B1 1HL	Tel No: N/A

PART 2 : DETAILS OF THE EMERGENCY LIGHTING INSTALLATION COVERED BY THIS CERTIFICATE (tick appropriate bracket)

Description and extent of the installation covered by this certificate: Complete installation of emergency lighting throughout Girl Guides HQ.

The installation is – **New:** (☒) or **An addition:** (☐) or **An alteration:** (☐)

PART 3 : DESIGN DECLARATION OF CONFORMITY (Where a declared outcome is identified by an 'X', the details of the deviation must be accurately recorded in this Form 3 (PART 4) and on the Completion certificate (Form 1))

'✓' indicates that an item (Clause No.) was assessed and the declaration outcome was SATISFACTORY; 'X' indicates that a deviation was identified; 'N/A' indicates that the assessment of an item was NOT APPLICABLE to the particular installation

Clause No.	Items assessed for compliance	Declared outcome
6	IN1 – The system installed conforms to the agreed design	(...✓...)
6.1	IN2 – Non-maintained luminaires operate on failure of supply to local lighting circuit	(...✓...)
6.4	IN3 – Luminaires mounted at least 2 m above the floor	(...✓...)
	IN4 – Luminaires mounted at a suitable height to avoid being located in smoke reservoirs or other likely areas of smoke accumulation	(...✓...)
5.2.9; 5.2.9.1; 5.2.9.2	IN5 – Escape route signs in accordance with BS ISO 7010 and BS 5499-4 and other safety signs in accordance with BS ISO 7010 and BS 5499-10, clearly visible and adequately illuminated	(...✓...)
8.2	IN6 – Cables of a centrally supplied system adequately resist the effects of fire	(...✓...)
8.2.7	IN7 – Conductors of the emergency lighting installation are adequately sized	(...✓...)
8.3.5	IN8 – Output voltage range of the central power system is compatible with the supply voltage range of the luminaires, taking into account supply cable voltage drop	(...✓...)
8.2.12	IN9 – All plugs and sockets protected against unauthorised use	(...✓...)
8.3.3	IN10 – The system has suitable and appropriate testing facilities for the specific site	(...✓...)
11	IN11 – The equipment manufacturers' installation and verification procedures satisfactorily completed	(...✓...)
8	IN12 – Fixed wiring of the emergency lighting installation has been installed in accordance with BS 7671 (as amended)	(...✓...)

EMERGENCY LIGHTING COMPLETION CERTIFICATE AND ASSOCIATED DECLARATION FORMS

FORM 4 – VERIFICATION DECLARATION

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Trading Title (where applicable): TNA Electrical Ltd		Reference Number (RN): E468		Occupier: Girl Guides	
Name: Neil Jones		Name: Holloway Head Girl Guides.		Address: Trefoil House, 2 Ellis Street, Birmingham,	
Address: Unit 13 Heritage Park, Hayes Way, Cannock,		Address: Winvic Construction Ltd, 19 Tenter Road,		West Midlands	
Staffordshire		Moulton Park Industrial Estate, Northampton,			
Postcode: WS11 7LT	Tel No: 01543 425349	Postcode: NN3 6PZ	Tel No: N/A	Postcode: B1 1HL	Tel No: N/A

PART 2 : DETAILS OF THE EMERGENCY LIGHTING INSTALLATION COVERED BY THIS CERTIFICATE (tick appropriate bracket)

Description and extent of the installation covered by this certificate: Complete installation of emergency lighting throughout Girl Guides HQ.

The installation is – **New:** (☒) or **An addition:** (☐ N/A) or **An alteration:** (☐ N/A)

PART 3 : VERIFICATION DECLARATION OF CONFORMITY (Where a declared outcome is identified by an 'X', the details of the deviation must be accurately recorded in this Form 4 (PART 5) and on the Completion certificate (Form 1))

'✓' indicates that an item (Clause No.) was assessed and the declaration outcome was SATISFACTORY; 'X' indicates that a deviation was identified; 'N/A' indicates that the assessment of an item was NOT APPLICABLE to the particular installation

Clause No.	Items assessed for compliance	Declared outcome
4.2	V1 – Plans available and correct	(...✓...)
8.3.3	V2 – System has a suitable test facility for the application	(...✓...)
5.2.9	V3 – All escape route safety signs and fire fighting equipment location signs, and other safety signs identified from risk assessment, visible with the normal lighting extinguished	(...✓...)
5	V4 – Luminaires correctly positioned and oriented as shown on the plans	(...✓...)
6.7.1	V5 – Luminaires conform to BS EN 60598-2-22	(...✓...)
	V6 – Luminaires have an appropriate category of protection against ingress of moisture or foreign bodies for their location as specified in the system design	(...✓...)
12	V7 – Luminaires tested and found to operate for their full rated duration	(...✓...)
	V8 – Adequate illumination is provided under test conditions, for safe movement on escape routes, open areas, paths under emergency safety lighting , and operations within high risk task areas. (1 lux minimum on the centre line) and in open areas (0.5 lux minimum)	(...✓...)
	V9 – After test, the charging indicators operate correctly	(...✓...)
8.2	V10 – Cables of a centrally supplied system adequately resist the effects of fire	(...✓...)
8.2.6	V11 – Emergency circuits correctly segregated from other supplies	(...✓...)
10.6; 10.7; 11	V12 – Operation and maintenance instructions together with a suitable test log book showing a satisfactory verification test provided for retention and use by the building occupier	(...✓...)
10.7; 12	V13 – Building occupier and their staff trained on suitable maintenance, testing and operating procedures	(...✓...)

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

NOTES FOR RECIPIENT

THIS CERTIFICATE IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This certificate (Form 1 of 4) should be accompanied by:

- **Form 2 'Emergency Lighting – Design Declaration',**
- **Form 3 'Emergency Lighting – Installation Declaration' and**
- **Form 4 'Emergency Lighting – Verification Declaration'.**

It should be read in conjunction and supported by **photometric data (see Note 1)** and an appropriate **Test log book**, and include the following documents referenced in PART 5 of Form 1:

- **Electrical Installation Certificate (see Note 2), or**
- **Minor Electrical Installation Works Certificate (see Note 2), and/or**
- **Emergency Lighting Periodic Inspection and Test Certificate (see Note 3)**

Note 1: This can be in any of the following formats (in all cases appropriate de-rating factors must be used), and identified to meet worst case requirements:

- a) Authenticated spacing data such as ICEL 1001 registered tables;
- b) Calculations as detailed in *BS 5266-1: 2016*, Annex D, and CIBSE / SLL Guide LG12;
- c) Appropriate computer print-out of results.

Note 2: The electrical safety aspects of the emergency lighting installation must also be certified in accordance with *BS 7671: Requirements for Electrical Installations* (as amended) by issuing an Electrical Installation Certificate or, where appropriate, a Minor Electrical Installation Works Certificate.

Note 3: Where this certificate relates to a major addition or alteration, it should be accompanied by an Emergency Lighting Periodic Inspection and Testing Certificate for the entire emergency lighting installation.

You should have received **Forms 1, 2, 3 and 4** marked 'Original' and the contractor should have retained Forms 1, 2, 3 and 4 marked 'Duplicate'. Forms 1, 2, 3 and 4 are valuable documents and should be retained for future reference for the purpose of providing evidence of properly maintaining the emergency lighting installation. If you were the person ordering the work, but not the user of the installation, you should pass **Forms 1, 2, 3 and 4, including any essential related reference documents** (see PART 5 of this form), immediately to the 'Responsible Person' (as identified in PART 3 '*Declaration of Conformity*' of this form) for the premises.

BS 5266-1 defines the 'Responsible Person' as -

'Delegated individual who is responsible for the provision and operation of appropriate emergency escape lighting. Note this might not necessarily be the same as the responsible person as defined in the Regulatory Reform (Fire Safety) Order 2005.'

The absence of Forms 2, 3, or 4, or the absence of documentation relating to photometric data or test log book, would render this certificate (Form 1) invalid on issue. The three individual declarations for the **Design** (Form 2), **Installation** (Form 3) and **Verification** (Form 4), must be complete and the photometric data and test log book must be issued with the certificate. Where declarations of any of the three elements of the work have not been made, or documentation relating to photometric data or test log book is not included, **it is recommended that you do not sign this certificate and question why those responsible for the particular element of the work have not issued declarations** that are in accordance with PART 3 of this form.

This certificate (Form 1) and the associated Forms 2, 3 and 4 are intended to be issued for a new emergency lighting installation or for new work associated with an addition or alteration to an existing emergency lighting installation. They should not have been issued for the periodic inspection and testing of an existing emergency lighting installation; an Emergency Lighting Periodic Inspection and Testing Certificate should be issued for such a periodic inspection.

Forms 1, 2, 3 and 4 have been issued to enable the Responsible Person to accept the certificate (Form 1) and sign to declare that the emergency lighting installation work to which it relates has been designed, installed and verified in accordance with the relevant recommendations and requirements given in *BS 5266-1: 2016 Emergency Lighting Part 1: Code of practice for the emergency lighting of premises*, *BS EN 1838: 2013 Lighting applications - Emergency lighting*, and *BS EN 50172: 2004 Emergency escape lighting systems*.

The 'Original' Forms 1, 2, 3 and 4 should be retained in a safe place and be shown to any person inspecting or undertaking further work on the emergency lighting installation in the future. If you later vacate the premises, the forms will demonstrate to the new Responsible Person that the emergency lighting installation complied with the recommendations and requirements of *BS 5266*, Parts 1 and 8, and *BS EN 1838* and with *BS 7671: Requirements for Electrical Installations* (as amended), at the time the certificate was issued. Form 2 'Emergency Lighting – Design Declaration', Form 3 'Emergency Lighting – Installation Declaration', and Form 4 'Emergency Lighting – Verification Declaration' identify the organisation(s) responsible for the provision of the system and the name and signature of the person issuing the conformity declaration.

The 'Emergency Lighting – Verification Declaration' (Form 4) provides an assurance that the installation work has been fully inspected and tested, and that the installation complies with the appropriate recommendations and requirements given in *BS 5266*, Parts 1 and 8, and *BS EN 1838* (except for any deviations sanctioned by the person responsible for the design, and agreed by the Responsible Person for the premises, recorded in PART 3 of Form 1 and within Forms 2, 3 and 4).

Emergency lighting systems should be maintained by regular inspections and tests in accordance with Clause 7.2 of *BS EN 50172: 2004 (BS 5266-8: 2004)*.

NOTES FOR RECIPIENT

THIS DESIGN DECLARATION OF CONFORMITY IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This certificate (Form 2 of 4) should be accompanied by:

- **Form 1 'Emergency Lighting – Completion Certificate'**,
- **Form 3 'Emergency Lighting – Installation Declaration'** and
- **Form 4 'Emergency Lighting – Verification Declaration'**.

It should be read in conjunction and supported by **photometric data (see Note 1)** and an appropriate **Test log book**, and include the following documents referenced in PART 5 of Form 1:

- **Electrical Installation Certificate (see Note 2), or**
- **Minor Electrical Installation Works Certificate (see Note 2), and/or**
- **Emergency Lighting Periodic Inspection and Test Certificate (see Note 3)**

Note 1: This can be in any of the following formats (in all cases appropriate de-rating factors must be used), and identified to meet worst case requirements:

- a) Authenticated spacing data such as ICEL 1001 registered tables;
- b) Calculations as detailed in *BS 5266-1: 2016*, Annex D, and CIBSE / SLL Guide LG12;
- c) Appropriate computer print-out of results.

Note 2: The electrical safety aspects of the emergency lighting installation must also be certified in accordance with *BS 7671: Requirements for Electrical Installations* (as amended) by issuing an Electrical Installation Certificate or, where appropriate, a Minor Electrical Installation Works Certificate.

Note 3: Where this certificate relates to a major addition or alteration, it should be accompanied by an Emergency Lighting Periodic Inspection and Testing Certificate for the entire emergency lighting installation.

You should have received the **Design Declaration** (Form 2) marked 'Original' and the contractor should have retained the declaration marked 'Duplicate'. This declaration is a valuable document and should be accompanied by the original **Forms 1, 3 and 4, along with any other documentation issued** (see Notes 1 - 3 opposite), and retained for future reference for the purpose of providing evidence of properly maintaining the emergency lighting installation. If you were the person ordering the work, but not the user of the installation, you should pass **ALL documentation** immediately to the Responsible Person for the premises.

BS 5266-1 defines the 'Responsible Person' as -

'Delegated individual who is responsible for the provision and operation of appropriate emergency escape lighting. Note this might not necessarily be the same as the responsible person as defined in the Regulatory Reform (Fire Safety) Order 2005.'

This Design Declaration is intended to be issued for a new emergency lighting installation or for new work associated with an addition or alteration to an existing emergency lighting installation. It should not have been issued for the periodic inspection and testing of an existing emergency lighting installation; an Emergency Lighting Periodic Inspection and Testing Certificate should be issued for such a periodic inspection.

The Design Declaration for the emergency lighting installation provides an assurance that the installation design complies with the relevant recommendations and requirements given in *BS 5266-1: 2016 Emergency Lighting Part 1: Code of practice for the emergency lighting of premises*, *BS EN 1838: 2013 Lighting applications – Emergency lighting*, and *BS EN 50172: 2004 Emergency escape lighting systems* (except for any deviations sanctioned by the person responsible for the design (PART 4 : 'Details of Deviations from the Recommendations of *BS 5266-1*' of this form) and agreed by the Responsible Person (as identified in PART 3 : 'Declaration of Conformity' of Form 1) for the premises.

ALL the 'Original' documentation should be retained in a safe place and be shown to any person inspecting or undertaking further work on the emergency lighting installation in the future. If you later vacate the premises, this declaration, which provides the particulars of the organisation responsible for the design of the emergency lighting installation, together with their representatives name(s) and signature(s) issuing this declaration of conformity, will demonstrate to the new Responsible Person for the premises that the design of the emergency lighting installation complied with the relevant recommendations and requirements of *BS 5266*, Parts 1 and 8, and *BS EN 1838* at the time the certificate was issued.

NOTES FOR RECIPIENT

THIS INSTALLATION DECLARATION OF CONFORMITY IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This certificate (Form 3 of 4) should be accompanied by:

- **Form 1 'Emergency Lighting – Completion Certificate',**
- **Form 2 'Emergency Lighting – Design Declaration' and**
- **Form 4 'Emergency Lighting – Verification Declaration'.**

It should be read in conjunction and supported by **photometric data (see Note 1)** and an appropriate **Test log book**, and include the following documents referenced in PART 5 of Form 1:

- **Electrical Installation Certificate (see Note 2), or**
- **Minor Electrical Installation Works Certificate (see Note 2), and/or**
- **Emergency Lighting Periodic Inspection and Test Certificate (see Note 3)**

Note 1: This can be in any of the following formats (in all cases appropriate de-rating factors must be used), and identified to meet worst case requirements:

- a) Authenticated spacing data such as ICEL 1001 registered tables;
- b) Calculations as detailed in *BS 5266-1: 2016*, Annex D, and CIBSE / SLL Guide LG12;
- c) Appropriate computer print-out of results.

Note 2: The electrical safety aspects of the emergency lighting installation must also be certified in accordance with *BS 7671: Requirements for Electrical Installations* (as amended) by issuing an Electrical Installation Certificate or, where appropriate, a Minor Electrical Installation Works Certificate.

Note 3: Where this certificate relates to a major alteration or addition, it should be accompanied by an Emergency Lighting Periodic Inspection and Testing Certificate for the entire emergency lighting installation.

You should have received the **Installation Declaration** (Form 3) marked 'Original' and the contractor should have retained the declaration marked 'Duplicate'. This declaration is a valuable document and should be accompanied by the original **Forms 1, 2 and 4, along with any other documentation issued** (see Notes 1 - 3 opposite), and retained for future reference for the purpose of providing evidence of properly maintaining the emergency lighting installation. If you were the person ordering the work, but not the user of the installation, you should pass **ALL documentation** immediately to the Responsible Person for the premises.

BS 5266-1 defines the 'Responsible Person' as -

'Delegated individual who is responsible for the provision and operation of appropriate emergency escape lighting. Note this might not necessarily be the same as the responsible person as defined in the Regulatory Reform (Fire Safety) Order 2005.'

This Installation Declaration is intended to be issued for the construction of a new emergency lighting installation or for new work associated with an addition or alteration to an existing emergency lighting installation. It should not have been issued for the periodic inspection and testing of an existing emergency lighting installation; an Emergency Lighting Periodic Inspection and Testing Certificate should be issued for such a periodic inspection.

The Installation Declaration for the emergency lighting installation provides an assurance that the construction of the system complies with the relevant recommendations and requirements given in *BS 5266-1: 2016 Emergency Lighting Part 1: Code of practice for the emergency lighting of premises*, *BS EN 1838: 2013 Lighting applications – Emergency lighting*, and *BS EN 50172: 2004 Emergency escape lighting systems* (except for any deviations sanctioned by the person responsible for the design (PART 4 : 'Details of Deviations from the Recommendations of *BS 5266-1*' of Form 2) and agreed by the Responsible Person for the premises.

ALL the 'Original' documentation should be retained in a safe place and be shown to any person inspecting or undertaking further work on the emergency lighting installation in the future. If you later vacate the premises, this declaration, which provides the particulars of the contractor responsible for the construction of the emergency lighting installation, together with their name(s) and signature(s) issuing this declaration of conformity, will demonstrate to the new Responsible Person for the premises that the construction of the emergency lighting installation complied with the relevant recommendations and requirements of *BS 5266*, Parts 1 and 8, and *BS EN 1838* at the time the certificate was issued.

NOTES FOR RECIPIENT

THIS VERIFICATION DECLARATION OF CONFORMITY IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This certificate (Form 4 of 4) should be accompanied by:

- **Form 1 'Emergency Lighting – Completion Certificate',**
- **Form 2 'Emergency Lighting – Design Declaration' and**
- **Form 3 'Emergency Lighting – Installation Declaration'.**

It should be read in conjunction and supported by **photometric data (see Note 1)** and an appropriate **Test log book**, and include the following documents referenced in PART 5 of Form 1:

- **Electrical Installation Certificate (see Note 2), or**
- **Minor Electrical Installation Works Certificate (see Note 2), and/or**
- **Emergency Lighting Periodic Inspection and Test Certificate (see Note 3)**

Note 1: This can be in any of the following formats (in all cases appropriate de-rating factors must be used), and identified to meet worst case requirements:

- a) Authenticated spacing data such as ICEL 1001 registered tables;
- b) Calculations as detailed in *BS 5266-1: 2016*, Annex D, and CIBSE / SLL Guide LG12;
- c) Appropriate computer print-out of results.

Note 2: The electrical safety aspects of the emergency lighting installation must also be certified in accordance with *BS 7671: Requirements for Electrical Installations* (as amended) by issuing an Electrical Installation Certificate or, where appropriate, a Minor Electrical Installation Works Certificate.

Note 3: Where this certificate relates to a major addition or alteration, it should be accompanied by an Emergency Lighting Periodic Inspection and Testing Certificate for the entire emergency lighting installation.

You should have received the **Verification Declaration** (Form 4) marked 'Original' and the contractor should have retained the declaration marked 'Duplicate'. This declaration is a valuable document and should be accompanied by the original **Forms 1, 2 and 3, along with any other documentation issued** (see Notes 1 - 3 opposite), and retained for future reference for the purpose of providing evidence of properly maintaining the emergency lighting installation. If you were the person ordering the work, but not the user of the installation, you should pass **ALL documentation** immediately to the Responsible Person for the premises.

BS 5266-1 defines the 'Responsible Person' as -

'Delegated individual who is responsible for the provision and operation of appropriate emergency escape lighting. Note this might not necessarily be the same as the responsible person as defined in the Regulatory Reform (Fire Safety) Order 2005.'

This Verification Declaration is intended to be issued for a new emergency lighting installation or for new work associated with an addition or alteration to an existing emergency lighting installation. It should not have been issued for the periodic inspection and testing of an existing emergency lighting installation; an Emergency Lighting Periodic Inspection and Testing Certificate should be issued for such a periodic inspection.

The Verification Declaration for the emergency lighting installation provides an assurance that the installation complies with the relevant recommendations and requirements given in *BS 5266-1: 2016 Emergency Lighting Part 1: Code of practice for the emergency lighting of premises*, *BS EN 1838: 2013 Lighting applications – Emergency lighting*, and *BS EN 50172: 2004 Emergency escape lighting systems* (except for any deviations sanctioned by the person responsible for the design (PART 4 : 'Details of Deviations from the Recommendations of *BS 5266-1*' of Form 2) and agreed by the Responsible Person for the premises.

ALL the 'Original' documentation should be retained in a safe place and be shown to any person inspecting or undertaking further work on the emergency lighting installation in the future. If you later vacate the premises, this declaration, which provides the particulars of the organisation responsible for the verification of the emergency lighting installation, together with their name(s) and signature(s) issuing this declaration of conformity, will demonstrate to the new Responsible Person for the premises that the emergency lighting installation complied with the relevant recommendations and requirements of *BS 5266*, Parts 1 and 8, and *BS EN 1838* at the time the certificate was issued.

EMERGENCY LIGHTING COMPLETION CERTIFICATE

For small new installations up to 25 self-contained luminaires

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT		DETAILS OF THE INSTALLATION	
Trading Title (where applicable): TNA Electrical Ltd		Reference Number (RN): E468		Occupier: Girl Guides	
Name: Neil Jones		Name: Holloway Head Girl Guides Shop		Address: 51 Holloway Head, Birmingham, West Midlands	
Address: Unit 13 Heritage Park, Hayes Way, Cannock, Staffordshire		Address: Winvic Construction Ltd, 19 Tenter Road, Moulton Park Industrial Estate, Northampton,			
Postcode: WS11 7LT Tel No: 01543 425349		Postcode: NN3 6PZ Tel No: N/A		Postcode: B1 1QP Tel No: N/A	

PART 2 : DETAILS OF THE EMERGENCY LIGHTING INSTALLATION COVERED BY THIS CERTIFICATE

Description and extent of the installation covered by this certificate: Complete emergency lighting install to the girl Guides shop.

The installation is – **New:** (☒) or **An addition:** (☐) or **An alteration:** (☐)

PART 3 : DECLARATION OF CONFORMITY

In consequence of acceptance of the outcomes declared in this certificate, I hereby declare that the emergency lighting system installation, or part thereof, described in this certificate conforms, to the best of my knowledge and belief, to the appropriate recommendations and requirements given in *BS 5266-1: 2016 Emergency lighting – Part 1: Code of practice for emergency lighting of premises*, *BS EN 1838: 2013 Lighting applications – Emergency lighting* and *BS EN 50172: 2004, Emergency escape lighting systems*, as set out in the outcomes declared on the compliance checklist (pages 2 and 3), except for the deviations recorded in PART 6.

To be signed by the **Responsible Person** (as defined by *BS 5266-1*, see 'Notes for Recipient') on behalf of the owner/occupier

Name (capitals): NEIL JONES Signature:  Position: QS Date: 28/02/2023

This certificate is not valid unless accompanied by current versions of the following documentation: i) **Signed compliance checklist** (pages 2 and 3) ii) **Photometric design data** (see Note 1 of 'Notes for Recipient') iii) **Test log book**

The contractor issuing this certificate MUST sign to verify that i), ii) and iii) above have been supplied with this certificate and that all essential related reference documents have been recorded in PART 4.

Name (capitals): NEIL JONES Signature:  Position: QS Date: 28/02/2023

Reviewed by

Name (capitals): NEIL JONES Signature:  Position: QS Date: 28/02/2023

PART 4 : RELATED REFERENCE DOCUMENTS

Please state and provide reference number(s) of all appropriate documentation: (See additional page No. N/A...)

Electrical installation cert (Ref No 26837155)	N/A	(Ref No N/A)	N/A	(Ref No N/A)
N/A (Ref No N/A)	N/A	(Ref No N/A)	N/A	(Ref No N/A)

EMERGENCY LIGHTING COMPLETION CERTIFICATE

For small new installations up to 25 self-contained luminaires

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 5 : COMPLIANCE CHECKLIST *(Where a declared outcome is identified by an 'X', the details of the deviation must be accurately recorded on page 3 (PART 7))*

'✓' indicates that an item (Clause No.) was assessed and the declaration outcome was SATISFACTORY; 'X' indicates that a deviation was identified; 'N/A' indicates that the assessment of an item was NOT APPLICABLE to the particular installation

Clause No.	Items assessed for compliance	Declared outcome
SYSTEM DESIGN AND DOCUMENTS		
4.2	1 – Plans are available and correct	(...✓...)
4.1; 5.2.8	2 – Design provides coverage for all areas identified by the fire safety risk assessment	(...✓...)
5.2.8	3 – Design provides coverage for all hazards identified by the fire safety risk assessment	(...✓...)
6.7	4 – System has the correct mode of operation	(...✓...)
	5 – System is designed for the correct emergency duration period	(...✓...)
11	6 – Photometric design data accompanies this certificate	(...✓...)
	7 – A test log book accompanies this certificate and is up-to-date	(...✓...)
EMERGENCY LUMINAIRES		
5.2.2	8 – Luminaires are suitably spaced in accordance with authenticated spacing or design data	(...✓...)
	<i>Illumination is normally checked by visual inspection and from the design spacings.</i>	(...✓...)
	<i>Where illuminance is verified by site measurements, insert a 'tick' and provide details of the instruments used and the results on a separate numbered page.</i>	(...✓...)
5.2.8.5; 5.2.8.6	9 – Luminaires are installed where necessary to cover toilets, lifts, plant rooms and the like	(...✓...)
	10 – Luminaires are sited at or near (within 2 m) all relevant 'points of emphasis' in accordance with BS 5266-1: 2016 and in positions/locations identified from the fire safety risk assessment	(...✓...)
6.1	11 – Non-maintained luminaires operate on failure of supply to local lighting circuit	(...✓...)
6.3	12 – Illumination from at least two luminaires provided in each section of the escape route and open areas	(...✓...)
6.4	13 – Luminaires are mounted at least 2 m above the floor and at a suitable height/position to avoid areas of smoke accumulation and/or obstructions	(...✓...)
6.7	14 – Luminaires are suitably protected for their location (IP rating)	(...✓...)
7.4	15 – All luminaires and converted luminaires conform to BS EN 60598-2-22	(...✓...)
12	16 – Luminaires and lamps are in good condition	(...✓...)
	17 – Luminaires have been tested and found to operate for their full rated duration	(...✓...)
	18 – After the system has been tested, each luminaire charging indicator operates correctly	(...✓...)
SAFETY SIGNS		
5.2.9.1	19 – Escape route signs comply with BS EN ISO 7010 and are located and operated in accordance with BS 5499- 4	(...✓...)
5.2.9.2	20 – Other safety signs are located and operated in accordance with BS 5499-10	(...✓...)

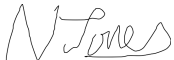
EMERGENCY LIGHTING COMPLETION CERTIFICATE

For small new installations up to 25 self-contained luminaires

Based on the recommendations given in BS 5266-1: 2016 'Emergency lighting – Part 1: Code of practice for the emergency lighting of premises'

PART 5 : COMPLIANCE CHECKLIST – Continued (where a declared outcome is identified by an 'X', the details of the deviation must be accurately recorded on page 3 (PART 7))

'✓' indicates that an item (Clause No.) was assessed and the declaration outcome was SATISFACTORY; 'X' indicates that a deviation was identified; 'N/A' indicates that the assessment of an item was NOT APPLICABLE to the particular installation

Clause No.	Items assessed for compliance	Declared outcome
TEST FACILITIES		
8.3.3	21 – A sufficient number of suitably located test facilities are provided with their function clearly identified	(...✓...)
	22 – All test facilities are suitable to apply a test for the relevant duration	(...✓...)
	23 – The test facilities act upon the intended luminaires only	(...✓...)
	24 – Test facilities are protected from unauthorised operation	(...✓...)
	25 – Automatic test facilities conform to <i>BS EN 62034</i>	(...✓...)
10.7	26 – Training on the use of the test facilities and recording the results of tests has been given to the responsible person	(...✓...)
WIRING/EQUIPMENT		
8.1	27 – Fixed wiring of the emergency lighting installation has been installed in accordance with <i>BS 7671</i> (as amended)	(...✓...)
8.3.2	28 – Isolators, switches and protective devices of the emergency system protected/located and appropriately labelled so as to prevent unauthorised use	(...✓...)
FINAL DECLARATION TO BE CONDUCTED AT COMPLETION		
10.7	29 – User has been provided with accurate system documentation (drawings layout plans)	(...✓...)
	30 – User has been made aware of the action they need to take in the event of a test failure	(...✓...)
	31 – The user has been made aware of the need to maintain an up-to-date test log book	(...✓...)
11	32 – The emergency lighting system operates correctly when tested	(...✓...)
	33 – Deviations (if any) have been recorded accurately	(...✓...)
Assessment carried out by Name (capitals): NEIL JONES Signature:  Position: QS Date: 28/02/2023		

PART 6 : DETAILS OF DEVIATIONS FROM THE RECOMMENDATIONS OF BS 5266-1

Clause No.	Details of the deviation	(See additional page No. N/A)
	N/A	

PART 7 : COMMENTS ON EXISTING INSTALLATION (Any defects identified on the existing emergency lighting installation, not covered by this certificate, should be recorded below)

N/A	(See additional page No. N/A)
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NOTES FOR RECIPIENT

THIS CERTIFICATE IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

Only the contractor responsible for the small emergency lighting installation work, is authorised to issue this Emergency Lighting Completion Certificate.

This certificate should be read in conjunction and supported by **photometric data** (see Note 1) and an appropriate **Test log book**, and include the following documents, which should be referenced in PART 4:

- **Electrical Installation Certificate** (see Note 2), or
- **Minor Electrical Installation Works Certificate** (see Note 2), and/or
- **Emergency Lighting Periodic Inspection and Test Certificate** (see Note 3)

Note 1: This can be in any of the following formats (in all cases appropriate de-rating factors must be used), and identified to meet worst case requirements:

- a) Authenticated spacing data such as ICEL 1001 registered tables;
- b) Calculations as detailed in *BS 5266-1: 2016*, Annex D, and CIBSE / SLL Guide LG12;
- c) Appropriate computer print-out of results.

Note 2: The electrical safety aspects of the emergency lighting installation must also be certified in accordance with *BS 7671: Requirements for Electrical Installations* (as amended) by issuing an Electrical Installation Certificate or, where appropriate, a Minor Electrical Installation Works Certificate.

Note 3: Where this certificate relates to an addition or alteration that necessitated the carrying out of a periodic inspection on the existing emergency lighting installation, the 'Emergency Lighting Periodic Inspection and Testing Certificate' should accompany this certificate.

You should have received the certificate, consisting of 3 pages in total, marked 'Original', and the contractor responsible for carrying out the work should have retained the certificate marked 'Duplicate'.

Certification of emergency lighting installation works

This certificate should have been issued on completion of new emergency lighting installation work that includes no more than 25 new self-contained emergency lighting luminaires, where the contractor issuing the certificate is solely responsible for the design, construction and the inspection and testing of the work. The work may be either a new emergency lighting installation or an addition or alteration to an existing emergency lighting installation.

The completed certificate is intended to confirm that the emergency lighting installation detailed in this certificate has been fully inspected and tested and, except for the deviations (if any) recorded in the certificate, complies with the requirements of *BS 7671: Requirements for Electrical Installations* (as amended) and the relevant recommendations and requirements of the emergency lighting standards listed below:

- *BS 5266-1: 2016 – Emergency lighting Part 1: Code of practice for the emergency lighting of premises*
- *BS EN 1838: 2013 – Lighting applications – Emergency lighting*
- *BS EN 50172: 2004 (BS 5266-8: 2004) – Emergency escape lighting systems*

The certificate should not have been issued for the periodic inspection and testing of an existing emergency lighting installation, for which an Emergency Lighting Periodic Inspection and Testing Certificate should be used.

The completed certificate should have been issued to the Responsible Person for the premises (as identified in PART 3 'Declaration of Conformity') and must be accompanied by all the following documents:

- i) a completed and signed compliance checklist
- ii) photometric design data
- iii) an appropriate test log book

The contractor should have signed PART 3, attesting ALL required documentation is present; absence of any of above documents (i, ii or iii) renders this certificate invalid.

BS 5266-1 defines the 'Responsible Person' as -

'Delegated individual who is responsible for the provision and operation of appropriate emergency escape lighting. Note this might not necessarily be the same as the responsible person as defined in the Regulatory Reform (Fire Safety) Order 2005.'

If you were the person ordering the work, but not the user of the installation, you should pass this certificate, or a full copy of it, including these notes and any related reference documents, to the user immediately. This certificate should be retained in a safe place and be shown to any person inspecting or undertaking further work on the emergency lighting installation in the future. If you later vacate the premises, the certificate will demonstrate to the new Responsible Person that the emergency lighting installation covered by this certificate complied with the Standards listed above and the requirements of *BS 7671* (as amended), at the time the certificate was issued.

Emergency lighting systems should be maintained by regular inspections and tests in accordance with Clause 7.2 of *BS EN 50172: 2004 (BS 5266-8: 2004)*.