

EMERGENCY LIGHTING COMPLETION CERTIFICATE

For new installations and verification of existing installations

CRN/

| A1 DETAILS OF THE CLIENT | PURPOSE OF CERTIFICATE |
|---|---|
| Client/ Address Postcode | Verification of existing installation <input type="checkbox"/> The installation is New <input type="checkbox"/> An addition <input type="checkbox"/> An alteration <input type="checkbox"/> |
| B1 DETAILS OF THE EMERGENCY LIGHTING INSTALLATION | |
| Address Postcode Extent of the installation covered by this certificate | |

| C1 DECLARATION OF CONFORMITY | |
|---|--|
| *Delete as appropriate | |
| In consequence of acceptance of the declarations on Forms 2, 3 and 4 I/we* hereby declare that the emergency lighting installation, as described above, conforms, to the best of my/our* knowledge and belief to the appropriate recommendations and requirements given in BS 5266-1: 2005 <i>Emergency lighting Part 1: Code of practice for the emergency lighting of premises</i> , BS EN 1838: 1999 / BS 5266-7: 1999 <i>Lighting applications – Emergency lighting</i> and BS EN 50172: 2004 / BS 5266-8: 2004 <i>Emergency escape lighting systems</i> , as set out in the declarations Forms 2, 3 and 4, except as stated in section D1. | |
| To be signed by either: <ul style="list-style-type: none"> a) The Responsible Person / Competent Person (England and Wales) b) The Employer or Other Persons (Scotland) c) The Employer or Nominated Employee (Northern Ireland) | |
| Signature | Date |
| Name (CAPITALS) | |

| D1 DETAILS OF DEVIATIONS FROM THE STANDARD* | | |
|---|----------------|--|
| *Deviations MUST be sanctioned by the designer referred to in section P2 of Form 2 and agreed by the person in section C1 | | |
| Declaration (insert design, installation or verification role) | Requirement No | Details of deviation (If necessary record additional deviations on a separate referenced sheet) |
| | | |
| | | |
| | | |
| | | |

| E1 VALIDITY REVIEW AND ESSENTIAL RELATED REFERENCE DOCUMENTS | |
|---|---------------------------------------|
| This certificate is not valid unless accompanied by current versions of the following: | |
| i) Signed declaration(s) Forms 2, 3 and 4 ii) Photometric design data (see note 3) iii) Log book | |
| The contractor issuing this certificate MUST sign to verify that i), ii) and iii) above have been completed and are issued with this certificate and that all essential related reference documents have been recorded below. | |
| Electrical Installation Certificate No. or Minor Electrical Installation Works Certificate No. (see Note 1) and/or Emergency Lighting Periodic Inspection and Test Certificate (see Note 2) | Design Schedule No(s) |
| Signature Date | Other documents if any (please state) |
| Name (CAPITALS) Contractor | |

| F1 NEXT INSPECTION |
|--|
| § Enter interval in accordance with Clause 7.2 of BS EN 50172: 2004 / BS 5266-8: 2004 |
| I/We*, the designer, RECOMMEND that this installation is further inspected and tested after an interval of not more than § |

- Notes:
1. The electrical safety aspects of the emergency lighting installation must also be certified in accordance with BS 7671 Requirements for Electrical Installations by issuing an Electrical Installation Certificate or, where appropriate, a Minor Electrical Installation Works Certificate.
 2. 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
 3. 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 CIBSE / SLL Guide LG12;
 - c) appropriate computer print of results.

NOTES FOR RECIPIENT
THIS CERTIFICATE IS A VALUABLE DOCUMENT AND SHOULD BE
RETAINED FOR FUTURE REFERENCE

This certificate (Form 1) should be accompanied by Form 2 – Emergency Lighting Design Declaration, Form 3 – Emergency Lighting Construction Declaration and Form 4 – Emergency Lighting Verification Declaration, photometric data and an appropriate Log book. It should be read in conjunction and supported by the documents identified in Section E1 on the reverse of this page.

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 (detailed on the reverse of this page), immediately to the Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland) for the premises.**

The absence of Forms 2, 3, or 4, or the absence of documentation relating to photometric data or Log book, would render this certificate (Form 1) invalid on issue. The three individual declarations for 'Design', 'Construction' and 'Verification', Forms 2, 3 and 4, must be complete, and the photometric data and 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 Log book is not included, it is recommended that you do not sign section C1 of this certificate and question why those responsible for the particular element of the work have not issued declarations that are in accordance with the recommendations of BS 5266 Parts 1, 7 and 8.**

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 alteration or addition to an existing emergency lighting installation. They may also be used to verify that an existing installation (installed to a previous edition of the standard) complies with the current standards. 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 or Competent Person** acting on their behalf (as required by The Management of Health and Safety at Work Regulations 1992, and the Regulatory reform (Fire Safety) Order 2005 in England and Wales) or the **Employer or Other Persons** who have control over the premises to any extent and any person who through contract or tenancy has obligations in respect of maintenance or safety (as required by the Fire (Scotland) Act 2005) or the **Employer or Nominated Employee** who has special responsibility for fire safety (as required by the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001) and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000), to accept the certificate (Form 1) and sign to declare that the emergency lighting installation work to which it relates has been designed, constructed and verified in accordance with the relevant recommendations given in BS 5266 *Emergency Lighting Part 1: 2005 Code of practice for the emergency lighting of premises*, BS EN 1838: 1999 / BS 5266-7: 1999 *Lighting applications - Emergency lighting*, and BS EN 50172: 2004 / BS 5266-8: 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 or Competent Person** (England and Wales), **Employer or Other Persons** (Scotland) or the **Employer or Nominated Employee** (Northern Ireland) for the premises that the emergency lighting installation complied with the requirements of BS 5266 Parts 1, 7 and 8 and with BS 7671 *Requirements for Electrical Installations*, at the time the certificate was issued. Form 2 Emergency Lighting Design Declaration, Form 3 Emergency Lighting Construction Declaration, and Form 4 Emergency Lighting Verification Declaration identify the organization(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 given in BS 5266 Parts 1, 7 and 8 (except for any deviations sanctioned by the person responsible for the design, and agreed by the **Responsible Person or Competent Person** (England and Wales), **Employer or Other Persons** (Scotland) or the **Employer or Nominated Employee** (Northern Ireland) for the premises, and recorded in the appropriate section on the reverse of this page and Forms 2, 3 and 4).

For safety reasons, the emergency lighting installation will need to be inspected and tested at appropriate intervals by a competent person.

EMERGENCY LIGHTING DESIGN DECLARATION

For new installations and verification of existing installations

CRN/

| A2 DETAILS OF THE CLIENT | PURPOSE OF DECLARATION | | | | | | | | | | | | |
|--|--------------------------|----------|--|---------------------------------------|--------------------------|---------------------|--|-----|--------------------------|-------------|--------------------------|---------------|--------------------------|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Client/ Address</td> <td style="width: 50%; border-bottom: 1px solid black;">Postcode</td> </tr> </table> | Client/ Address | Postcode | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Verification of existing installation</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">The installation is</td> </tr> <tr> <td style="padding-left: 20px;">New</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">An addition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">An alteration</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Verification of existing installation | <input type="checkbox"/> | The installation is | | New | <input type="checkbox"/> | An addition | <input type="checkbox"/> | An alteration | <input type="checkbox"/> |
| Client/ Address | Postcode | | | | | | | | | | | | |
| Verification of existing installation | <input type="checkbox"/> | | | | | | | | | | | | |
| The installation is | | | | | | | | | | | | | |
| New | <input type="checkbox"/> | | | | | | | | | | | | |
| An addition | <input type="checkbox"/> | | | | | | | | | | | | |
| An alteration | <input type="checkbox"/> | | | | | | | | | | | | |

| B2 DETAILS OF THE EMERGENCY LIGHTING INSTALLATION | |
|--|----------|
| Address | Postcode |
| Extent of the installation covered by this declaration | |

| C2 PARTICULARS OF THE ORGANIZATION RESPONSIBLE FOR THE DESIGN OF THE EMERGENCY LIGHTING INSTALLATION | |
|--|----------|
| Organization | |
| Address | Postcode |

| D2 DESIGN CONFORMITY DECLARATION | | * If 'No', record the deviation in Section E2. | | |
|----------------------------------|--|--|-----|-----|
| BS 5266-1 clause reference | Requirements | System conforms (indicate with a tick) ✓ | | |
| | | Yes | No* | N/A |
| 4.2 | D1- Accurate plans available showing escape routes, fire alarm control panel, call points and fire extinguishers | | | |
| 6.6 | D2- Fire safety signs in accordance with BS 5499-4 and -5, clearly visible and adequately illuminated | | | |
| 7.9 | D3- The luminaires conform to BS EN 60598-2-22 | | | |
| 6.3.2 | 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, and near any other level change c) Near mandatory emergency exits and safety signs d) At each change of direction and at intersections of corridors e) Outside and near to each final exit f) Near each first aid post g) Near fire fighting equipment and call points <i>(NOTE: Near means within 2 m horizontally)</i> | | | |
| 7.4 | D5- At least two luminaires illuminating each compartment of the escape route | | | |
| | D6- Additional emergency lighting provided where needed to illuminate: a) Lift cars b) Moving stairways and walkways c) Toilet facilities larger than 8 m ² floor area or without borrowed light, and those for disabled use d) Motor generator, control and plant-rooms e) Covered car parks | | | |
| 7.8.3 | | | | |
| 7.8.4 | | | | |
| 7.8.5 | | | | |
| 7.8.6 | | | | |
| 7.8.7 | | | | |
| 10.1 | D7- Design duration adequate for the application | | | |
| 11.6 12.3 | D8- Operation and maintenance instructions and a suitable log book produced for retention and use by the building occupier | | | |
| 6.3.2 | D9- Illuminance. Escape routes for any use: 1 lx min. (on the centre line) | | | |
| 6.3.3 | Open areas above 60 m ² : 0.5 lx min. (anywhere in the core area) Permanently unobstructed routes: 0.2 lx min. (on centre line) | | | |

NOTE If the system was designed to the illuminance levels given in BS 5266-1: 1988, this should be recorded as a deviation.

| E2 DETAILS OF DEVIATIONS FROM THE CODE OF PRACTICE (BS 5266 -1: 2005)* | | * Deviations MUST be sanctioned by the designer referred to in section F2 and agreed by the person in section C1 of Form 1 |
|--|--|--|
| Requirement No | Details of deviation (If necessary record additional deviations on a separate referenced sheet) (see note 2) | |
| | | |

| F2 DESIGN | |
|--------------------------|--|
| ** Delete as appropriate | <p>I/We** hereby declare that the emergency lighting installation, as described above, has been DESIGNED (see note 1) by me/us** and, to the best of my/our** knowledge and belief, the design complies with the relevant recommendations given in BS 5266 Emergency Lighting Part 1: 2005 <i>Code of practice for emergency lighting</i>, BS EN 1838: 1999 / BS 5266-7: 1999 <i>Lighting applications – Emergency lighting</i>, and BS EN 50172: 2004 / BS 5266-8 <i>Emergency escape lighting systems</i>.</p> |
| Signature | Date |
| | Name (CAPITALS) |

Please see the 'Notes for Recipient' on the reverse of this page.

NOTES FOR RECIPIENT
THIS DESIGN DECLARATION IS A VALUABLE DOCUMENT AND SHOULD BE
RETAINED FOR FUTURE REFERENCE

This declaration (Form 2), should be accompanied by three other Forms: Form 1 – Emergency Lighting Completion Certificate, Form 3 – Emergency Lighting Construction Declaration and Form 4 – Emergency Lighting Verification Declaration, without which it is not valid.

You should have received the 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 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 Forms 1, 2, 3 and 4 immediately to the Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland) for the premises.**

This declaration is intended to be issued for a new emergency lighting installation or for new work associated with an alteration or addition to an existing emergency lighting installation. It may also be used to verify that an existing installation (installed to a previous edition of the standard) complies with the current standards (as detailed in the next paragraph). 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.

This declaration has been issued by the organization responsible for the Design of the emergency lighting installations, to confirm that it has been designed in accordance with the relevant recommendations given in BS 5266 *Emergency Lighting Part 1: 2005 Code of practice for the emergency lighting of premises*, BS EN 1838: 1999 / BS 5266-7: 1999 *Lighting applications – Emergency lighting*, and BS EN 50172: 2004 / BS 5266-8: 2004 *Emergency escape lighting systems*.

This declaration when used for verification purposes may indicate a number of deviations, which will be recorded in section E2 (by the person detailed in section F2). Some of these deviations may be a result of the limitations of verifying the original designer's intentions.

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, this declaration will demonstrate to the new **Responsible Person or Competent Person** (England and Wales), **Employer or Other Persons** (Scotland) or the **Employer or Nominated Employee** (Northern Ireland) for the premises that the design of the emergency lighting installation complied with the relevant recommendations of BS 5266 Parts 1, 7 and 8.

This Emergency Lighting Design Declaration (Form 2) provides details of the client and the emergency lighting installation, and identifies the particulars of the organization responsible for the design of the installation (or verification of an existing installation installed to a previous standard), together with the name and signature of the person issuing the design declaration.

The design declaration for the emergency lighting installation provides an assurance that the installation design complies with the relevant recommendations given in BS 5266 Parts 1, 7 and 8 (except for any deviations sanctioned by the person responsible for the design and agreed by the **Responsible Person or Competent Person** (England and Wales), **Employer or Other Persons** (Scotland) or the **Employer or Nominated Employee** (Northern Ireland) for the premises, and recorded in the appropriate section on the reverse of this page and on Form 1.

EMERGENCY LIGHTING CONSTRUCTION DECLARATION

For new installations and verification of existing installations

CRN/

| A3 DETAILS OF THE CLIENT | PURPOSE OF DECLARATION | | | | | | | | | | | | |
|--|--------------------------|----------|--|---------------------------------------|--------------------------|---------------------|--|-----|--------------------------|-------------|--------------------------|---------------|--------------------------|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Client/ Address</td> <td style="width: 40%; border-bottom: 1px solid black;">Postcode</td> </tr> </table> | Client/ Address | Postcode | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Verification of existing installation</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>The installation is</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">New</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">An addition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">An alteration</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Verification of existing installation | <input type="checkbox"/> | The installation is | | New | <input type="checkbox"/> | An addition | <input type="checkbox"/> | An alteration | <input type="checkbox"/> |
| Client/ Address | Postcode | | | | | | | | | | | | |
| Verification of existing installation | <input type="checkbox"/> | | | | | | | | | | | | |
| The installation is | | | | | | | | | | | | | |
| New | <input type="checkbox"/> | | | | | | | | | | | | |
| An addition | <input type="checkbox"/> | | | | | | | | | | | | |
| An alteration | <input type="checkbox"/> | | | | | | | | | | | | |

| B3 DETAILS OF THE EMERGENCY LIGHTING INSTALLATION | |
|--|----------|
| Address | Postcode |
| Extent of the installation covered by this declaration | |

| C3 DETAILS OF THE ORGANIZATION RESPONSIBLE FOR THE CONSTRUCTION OF THE EMERGENCY LIGHTING INSTALLATION | |
|--|----------|
| Organization | |
| Address | |
| | Postcode |

| D3 CONSTRUCTION CONFORMITY DECLARATION | | * If 'No', record the deviation in Section E3. | | |
|--|---|--|-----|-----|
| BS 5266-1 clause reference | Requirements | System conforms (indicate with a tick) ✓ | | |
| | | Yes | No* | N/A |
| 6.3 | C1- The system installed conforms to the agreed design | | | |
| 7.2 | C2- All non-maintained luminaires fed or controlled by the final circuit supply of the local normal mains lighting | | | |
| 7.5 | C3- Luminaires mounted at least 2 m above the floor | | | |
| 7.5 | C4- Luminaires mounted at a suitable height to avoid being located in smoke reservoirs or other likely area of smoke accumulation | | | |
| 6.6 | C5- Fire safety signs in accordance with BS 5499-4 and -5, clearly visible and adequately illuminated | | | |
| 9.2 | C6- The wiring of central power systems has adequate fire protection and is appropriately sized | | | |
| 9.3.5 | C7- 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 | | | |
| 7.9 | C8- No glow starters in any emergency lighting circuits (see BS EN 60598-2-22) | | | |
| 9.2.12 | C9- All plugs and sockets protected against unauthorized use | | | |
| 9.3.3 | C10- The system has suitable and appropriate testing facilities for the specific site | | | |
| 12.1 | C11- The equipment manufacturers' installation and commissioning procedures satisfactorily completed | | | |
| 9.1 | C12- The installation conforms to BS 7671 (as amended) | | | |

| E3 DETAILS OF DEVIATIONS FROM THE CODE OF PRACTICE (BS 5266 -1: 2005)* | | * Deviations MUST be sanctioned by the designer referred to in section F2 of Form 2 and agreed by the person in section C1 of Form 1 |
|--|--|--|
| Requirement No | Details of deviation (If necessary record additional deviations on a separate referenced sheet) (see note 2) | |
| | | |

| F3 CONSTRUCTION | |
|--------------------------|--|
| ** Delete as appropriate | I/We** hereby declare that the emergency lighting installation, as described above has been CONSTRUCTED (see note 1) by me/us** and, to the best of my/our** knowledge and belief, the construction complies with the relevant recommendations given in BS 5266 Emergency Lighting Part 1: 2005 Code of practice for emergency lighting, BS EN 1838: 1999 / BS 5266-7: 1999 Lighting applications - Emergency lighting, and BS EN 50172: 2004 / BS 5266-8 Emergency escape lighting systems. |
| Signature | Date |
| | Name (CAPITALS) |

Notes: 1 In case of verification of an existing installation, this declaration is being issued by the person checking the relevant construction aspects.
2 Deviations to be entered additionally on the Completion Certificate (Form 1).

NOTES FOR RECIPIENT

THIS CONSTRUCTION DECLARATION IS A VALUABLE DOCUMENT AND SHOULD BE RETAINED FOR FUTURE REFERENCE

(Green)

This declaration (Form 3) should be accompanied by Form 1 – Emergency Lighting Completion Certificate, Form 2 – Emergency Lighting Design Declaration and Form 4 – Emergency Lighting Verification Declaration, without which it is not valid.

You should have received the 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 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 Forms 1, 2, 3 and 4 immediately to the Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland) for the premises.**

This declaration is intended to be issued for a new emergency lighting installation or for new work associated with an alteration or addition to an existing emergency lighting installation. It may also be used to verify that an existing installation (installed to a previous edition of the standard) complies with the current standards (as detailed in the next paragraph). 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.

This declaration has been issued by the organization responsible for the Construction of the emergency lighting installation, to confirm that it has been constructed in accordance with the relevant recommendations given in BS 5266 *Emergency Lighting Part 1: 2005 Code of practice for the emergency lighting of premises*, BS EN 1838: 1999 / BS 5266-7: 1999 *Lighting applications – Emergency lighting*, and BS EN 50172: 2004 / BS 5266-8: 2004 *Emergency escape lighting systems*.

This declaration when used for verification purposes may indicate a number of deviations, which will be recorded in section E3 (by the person detailed in section F3), some of these deviations may be a result of the limitations of verifying the original designer's intentions.

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, this declaration will demonstrate to the new **Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland)** for the premises that the construction of the emergency lighting installation complied with the recommendations of BS 5266 Parts 1, 7 and 8.

This Emergency Lighting Construction Declaration (Form 3) provides details of the client and, the emergency lighting installation, and identifies the particulars of the organization responsible for the construction of the installation, (or the verification of an existing installation installed to a previous standard) with the name and signature of the person issuing the construction declaration.

The construction declaration for the emergency lighting installation provides an assurance that the installation construction complies with the relevant recommendations given in BS 5266 Parts 1, 7 and 8 (except for any deviations sanctioned by the person responsible for the design and agreed by the **Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland)** for the premises, and recorded in the appropriate section on the reverse of this page and on Form 1.

EMERGENCY LIGHTING VERIFICATION DECLARATION

For new installations and verification of existing installations

CRN/

| A4 DETAILS OF THE CLIENT | PURPOSE OF DECLARATION |
|---|---|
| Client/ Address Postcode | Verification of existing installation <input type="checkbox"/> The installation is: <ul style="list-style-type: none"> New <input type="checkbox"/> An addition <input type="checkbox"/> An alteration <input type="checkbox"/> |
| B4 DETAILS OF THE EMERGENCY LIGHTING INSTALLATION | |
| Address Postcode Extent of the installation covered by this declaration | |

| C4 DETAILS OF THE ORGANIZATION RESPONSIBLE FOR THE VERIFICATION OF THE EMERGENCY LIGHTING INSTALLATION |
|---|
| Organization Postcode Address |

| D4 VERIFICATION CONFORMITY DECLARATION | * If 'No', record the deviation in Section F4. | System conforms (indicate with a tick) ✓ | | |
|---|--|--|-----|-----|
| BS 5266-1 clause reference | Requirements | Yes | No* | N/A |
| 4.2 | V1- Plans available and correct | | | |
| 9.3.3 | V2- System has a suitable test facility for the application | | | |
| 6.6 | V3- All escape route safety signs and fire fighting equipment location signs visible with the normal lighting extinguished | | | |
| 6.3 | V4- Luminaires correctly positioned and oriented as shown on the plans | | | |
| 7.9 | V5- Luminaires conform to BS EN 60598-2-22 | | | |
| 7.9 | V6- Luminaires have an appropriate category of protection against ingress of moisture or foreign bodies for their location as specified in the installation design | | | |
| 10.1 | V7- Luminaires tested and found to operate for their full rated duration | | | |
| Clause 6 | V8- Under test conditions, adequate illumination provided for safe movement on the escape route and the open areas <i>NOTE: This can be checked by visual inspection and checking that the illumination from the luminaires is not obscured and that minimum design spacings have been met.</i> | | | |
| 13.4 | V9- After test, the charging indicators operate correctly | | | |
| 9.2 | V10- Fire protection of central wiring systems satisfactory | | | |
| 9.2.5 | V11- Emergency circuits correctly segregated from other circuits | | | |
| 11.6 | V12- Operation and maintenance instructions together with a suitable log book showing a satisfactory commissioning test provided for retention and use by the building occupier | | | |
| 12.3 | V13- Building occupier and their staff trained on suitable maintenance, testing and operating procedures, or a suitable maintenance contract agreed | | | |
| Additional requirements for verification of an existing installation | | | | |
| Clause 12 | V14- Test records in the log book complete and satisfactory | | | |
| Clause 13 | V15- Luminaires clean and undamaged with lamps in good condition | | | |
| 6.3 | V16- Original design still valid <i>Note: If the original design is not available, this should be recorded as a deviation.</i> | | | |

| E4 TEST INSTRUMENTS USED | Where verification requirement V8 is carried out by measurement, details of instruments MUST be recorded. | | |
|--|---|--|--|
| Instrument 1 (Light meter) Model Serial No. | Instrument 2 (if any) Model Serial No. | | |

| F4 DETAILS OF DEVIATIONS FROM THE CODE OF PRACTICE (BS 5266 -1: 2005)* | * Deviations MUST be sanctioned by the designer referred to in section F2 of Form 2 and agreed by the person in section C1 of Form 1 | | | | | | |
|---|--|---|--|--|--|--|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Requirement No</th> <th>Details of deviation (If necessary record additional deviations on a separate referenced sheet)(see note 2)</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table> | Requirement No | Details of deviation (If necessary record additional deviations on a separate referenced sheet)(see note 2) | | | | | |
| Requirement No | Details of deviation (If necessary record additional deviations on a separate referenced sheet)(see note 2) | | | | | | |
| | | | | | | | |
| | | | | | | | |

| G4 VERIFICATION | I/We** hereby declare that the emergency lighting installation, as described above has been VERIFIED (see note 1) by me/us** and, to the best of my/our** knowledge and belief, the installation complies with the relevant recommendations given in BS 5266 Emergency Lighting Part 1: 2005 Code of practice for emergency lighting, BS EN 1838: 1999 / BS 5266-7: 1999 Lighting applications - Emergency lighting, and BS EN 50172: 2004 / BS 5266-8 Emergency escape lighting systems. |
|---|---|
| ** Delete as appropriate Signature Date | Name (CAPITALS) |

Notes: 1 In case of re-verification of an existing installation, this declaration is being issued by the person re-verifying the relevant verification aspects of the system.
 2 Deviations to be entered additionally on the Completion Certificate (Form 1). Form 4 of 4

Original (To the person ordering the work)

NOTES FOR RECIPIENT

THIS VERIFICATION DECLARATION IS A VALUABLE DOCUMENT AND SHOULD BE RETAINED FOR FUTURE REFERENCE

This declaration (Form 4) should be accompanied by Form 1 – Emergency Lighting Completion Certificate, Form 2 – Emergency Lighting Design Declaration and Form 3 – Emergency Lighting Construction Declaration, without which it is not valid.

You should have received the 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 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 Forms 1, 2, 3 and 4 immediately to the Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland) for the premises.**

This declaration is intended to be issued only for a new emergency lighting installation or for new work associated with an alteration or addition to an existing emergency lighting installation. It may also be issued to verify that an existing installation (installed to a previous edition of the standard) complies with the current standards (as detailed in the next paragraph). 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.

This declaration has been issued by the organization responsible for the verification of the emergency lighting installation to confirm that it has been verified in accordance with the relevant recommendations given in BS 5266 *Emergency Lighting Part 1: 2005 Code of practice for the emergency lighting of premises*, BS EN 1838: 1999/BS 5266-7: 1999 *Lighting applications - Emergency lighting*, and BS EN 50172: 2004/BS 5266-8: 2004 *Emergency escape lighting systems*.

This declaration when used for verification purposes (in the case of an existing installation installed to previous standards) may indicate a number of deviations which will be recorded in section F4 (by the person detailed in section G4). Some of these deviations may be a result of the limitations of verifying the original designer's intentions.

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, this declaration will demonstrate to the new **Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland)** for the premises, that the verification of the emergency lighting installation complied with the recommendations of BS 5266 Parts 1, 7 and 8.

This Emergency Lighting Verification Declaration (Form 4) provides details of the client and the emergency lighting installation, and identifies the particulars of the organization responsible for the verification of the system, (or the verification of an existing installation installed to a previous standard) with the name and signature of the person issuing the verification declaration.

The verification declaration for the emergency lighting installation provides an assurance that the installation complies with the relevant recommendations given in BS 5266 Parts 1, 7 and 8 (except for any deviations sanctioned by the person responsible for the design, and agreed by the **Responsible Person or Competent Person (England and Wales), Employer or Other Persons (Scotland) or the Employer or Nominated Employee (Northern Ireland)** for the premises, and recorded in the appropriate section on the reverse of this page and on Form 1.