

STEP 1
In Certificates click on Create new certificate

ICERT Electrical Ltd (DEMO ACCOUNT)
15/01/2019

NAVIGATION

- Certificates**
- Customers
- Account
- Staff
- Payments
- Integration
- Certificate Settings
- Inspectors Directory

Certificates

Create new certificate
Import certificate

FILTER BY STATUS

All Status

Open

Completed

FILTER BY WARNINGS

All

Electrical Safety Issues

FILTER BY TRADE USER

-- Show All --

Showing 1 to 5 of 5 certificates.

Reference or Job ID click to manage	Customer	Trade User	Certificate click to download	Status	Emailed	Created On
123-0073	Paul Young 564 New N Rd Kingsland Auckland New Zealand	Scott Wilson	Combined	Completed		13/09/2016
123-0012	The Warehouse 123 Dominion Rd Mount Eden Auckland New Zealand	Nick Campbell	Combined	Open		13/09/2016

You can assign your certificates to companies you work for and provide a personal login to view that certificate

STEP 2
We suggest using your job number

View Certificate Add Test Results Delete

Client Details Work Details Declaration

simPRO SOFTWARE

Search by simPRO Job Number.

Search Jobs

Unique ID* 123-7766

Reporting to -- not applicable --

Customer Name* Joe Bloggs

Telephone 021456789 Landline

Email

Postal Address* Christchurch

Assigned to* Scott Wilson (E200893 exp: 30/06/2020)

Save Next

STEP 3
Choose the appropriate certificate and fill in the required fields

ICERT Electrical Ltd (DEMO ACCOUNT)
6/03/2019

NAVIGATION

- Certificates**
- Customers
- Account
- Staff
- Payments
- Integration
- Certificate Settings
- Inspectors Directory

The Tyre Shop #123-7351

View Certificate Add Test Results Delete

Client Details Declaration

Certificate Type Combined ESC & COC COC ESC

Date Started* today

Date Completed* same as start date

Risk Type* Low Risk General Work High Risk

Electrical Inspection Company

By selecting an Inspection Company, you grant them access to view and attach your completed certificate to their Rol.

ICert Inspections (DEMO ACCOUNT)
0800 4 Power Ltd
Sels Electrical

Type of system* 230/400v MEN Other

Type of work* Additions Alterations New Work

If you select High Risk work and you have chosen your inspector in the *Inspectors Directory*. Your chosen inspection companies will appear here. Choose the one that will be inspecting your work, this authorises them to pull your completed certificate through and push the R.O.I back to your account.

STEP 4

By entering quick scripts in the certificate settings (left hand side menu) this gives you the ability to call common descriptions a keyword that will appear above your description box, by clicking them the full description will appear below.

- ☐ Part 1 of AS/NZS 3000
☒ Part 2 of AS/NZS 3000

Additional standards

Air Con Alarm HWC - Rewire LED - Replace New House PP - Replace **Switchboard - Replace**

Replace switchboard for new style containing RCDs and circuit breakers. Rate circuit breakers accordingly taking in to account insulation. Test, arrange inspector and provide R.O.I to the client.

Supervised Persons

Any tradesman or apprentice entered under your *Staff* will appear.

Name	Role
<input type="checkbox"/> Jack Smith	Electrician (E10001)
<input checked="" type="checkbox"/> John Peterson	Electrician (E223344)
<input type="checkbox"/> Nick Campbell	Electrician (E342317)
<input type="checkbox"/> Scott Wilson	Electrician (E200893)

Detail additional workers.

Work that does not comply with Health & Safety Act 2015 and / or electrical safety regulations

Noticed old porcelain fuses with exposed terminals on the main switchboard. Notified customer this board should be upgraded.

Supporting information

The following information will be appended to the end of the certificate. It's a good place to note packing slip numbers, take images of the job site, products, sDoC & Manufacturer's instructions that you have not been able to document elsewhere on the certificate.

Note any unsafe work here. A small red triangle will appear on the main dashboard. A great way to protect yourself.

STEP 5

Additional notes of jobs can be entered here.

Notes

Documents & Photos

Max size 25 MB

Upload photos of the job, on a smart phone this will activate the camera.

• Drop files to upload
(or click)

Electrical safety certificate

Details of work*

- ☐ The whole installation
☒ Part of the installation

Date Connected*

28 February, 2019

→ today

Previous

Click Save and Next

Save

Next

STEP 6
Declaration page. Tick
boxes as required

View Certificate Add Test Results Delete

Client Details Work Details Declaration

☒ Has been installed in accordance with a certified design [List](#)

☒ Has an earthing system that is correctly rated

☒ Contains fittings that are safe to connect to a power supply [List](#)

☒ Relies on a suppliers Declaration of Conformity [List](#)

☒ Relies on manufacturer's instructions [List](#)

☒ Has been satisfactorily tested in accordance with Electrical (Safety) Regulations 2010

☒ All parts of the installation are safe to connect to a power supply

Previous [Save](#) [Complete Certificate](#)

Add preloaded sDoDs and manufacturers instructions these can be loaded under certificate settings from the main menu on the left hand side

Click Save then Complete

Completing your certificate

Please confirm you would like to complete this certificate. Once completed you will not be able to make any changes.

Certificate Issue Date [today](#)

Code of Compliance 
Scott Wilson (registration #E200893)

Electrical Safety Certificate 
Scott Wilson (registration #E200893)

[Cancel](#) [Confirm](#)

STEP 7
Enter issue date

Click confirm

View Certificate Add Test Results

Client Details Work Details Declaration

Click here to add test results

simPRO SOFTWARE

Search by simPRO Job Number. [Search Jobs](#)

Unique ID*

Reporting to

Customer Name*

STEP 8

Click here to choose your options

Back to certificates Create new electrical certificate Import certificate

YOUR COMPLETED CERTIFICATE
Using the buttons below, you can email, view, copy or delete your certificate.

Certificate Options - View Additional Info

Email
View
Download
Copy
Delete

Customer Details	Work Details	Declaration	Docs
Reference / Job ID: 123-4184			
Customer Name: Hyde Metal Yard			
Phone:			
Mobile:			
Email:			
Postal Address: 12 Hyde Rd, Clevedon, Auckland, 2582			
Installation Address: 12 Hyde Rd, Clevedon, Auckland, 2582			
Assigned to: Scott Wilson			

STEP 9

Your certificate is completed and saved within iCert, accessible at anytime.

iCert ELECTRICAL CERTIFICATE OF COMPLIANCE & ELECTRICAL SAFETY CERTIFICATE

JOB INFORMATION

Reference / Job ID: 123-9154 (COPY 1)
Installation address: 210 Queen St, Auckland, Auckland, 1010

CUSTOMER INFORMATION

Name: James Norman Email: james@norman.co.nz Phone: 021616514
Postal address: 210 Queen St, Auckland, Auckland, 1010

ELECTRICAL WORKER INFORMATION

Name: Scott Wilson Registration: E200893
Company Name: iCERT Electrical Ltd (DEMO ACCOUNT) Phone:
Email: scott@wilson.co.nz

WORK DETAILS

Date Started: 5/02/2019 Date Completed: 5/02/2019 Work Risk: General Work
Type of System: 230/400v MEN Type of Work: Alterations
Work has been done in accordance with:

DESCRIPTION OF WORK DONE

Install new circuit from new air-conditioning unit, wire in 2.5mm TPS from switchboard to new isolating position, install isolator new circuit protection and test.
Wire and connect new circuit for alarm system.

WORK THAT DOES NOT COMPLY WITH HEALTH & SAFETY ACT 2015 & OR ELECTRICAL SAFETY REGULATIONS

Notified old porcelain fuses with exposed terminals on the main switchboard, notified customer this board should be upgraded.

WORKERS UNDER SUPERVISION

John Peterson Electrician (E223344)

CERTIFICATION OF WORK

I certify that the completed prescribed electrical work to which this Certificate of Compliance applies, has been done lawfully and safely and the information in the certificate is correct in that the installation, or part of the installation:

Has been installed in accordance with a certified design *	✓
Has an earthing system that is correctly rated	✓
Contains fittings which are safe to connect to a power supply	✓
Relies on supplier's Declaration of Conformity *	✓
Relies on manufacturer's instructions *	✓
Has been satisfactorily tested in accordance with Electrical (Safety) Regulations 2010	✓
All parts of the installation are safe to connect to a power supply, if NOT, please detail what parts ARE safe to connect	✓

* References, where applicable, can be found on the additional information sheet.

Certified Worker's Signature: *Scott Wilson* Date: 5/02/2019

STEP 10

Here is your certificate on the dashboard

Create new certificate Import certificate

Search certificates Search

FILTER BY STATUS: All Status Showing 1 to 29 of 29 certificates.

Reference or Job ID	Customer	Trade User	Certificate	Status	Emailed	Created On
123-7766	Joe Bloggs 12 Oregon Cres Burnside Christchurch 8053	Scott Wilson	Combined Switchboard cover broken	Completed		28/02/2019
123-4914	Jim Small 14 Kinkbride Rd Mangere Bridge Auckland 2022	Scott Wilson		Open		27/02/2019
123-0981	Luke Cutting 30 Paul Matthews Rd Rosedale Auckland 0632					26/02/2019

FILTER BY WARNINGS: All

FILTER BY TRADE USER:

This indicates your Tradesman has found an issue on site (Red box on the certificate)