

SAMPLE — fictional data

Electrical test pack and handover file extract

Distribution board DB-L1-01, its outgoing circuits and two sub-main cables
Example Project — Northfield Logistics Unit 4

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2	Cable test record — sub-main cables	NLU4-EL-TRS-001	3
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Sample scope

One 400 V TP&N distribution board (DB-L1-01, 12 outgoing ways), its incoming sub-main SM-001 from MSB-01, and outgoing sub-main SM-002 to sub-board DB-L1-01A.

What you are looking at

Sheets pre-populated from a board schedule and cable schedule, ready to print or fill on a tablet. Design values are entered; result fields are left blank for your tester. A few results are filled in *blue italic* purely to show a completed row.

What this is not

Sennabrook prepares and compiles documents. It does not test, inspect, design, certify or sign off electrical work. Your competent person carries out the tests, verifies every pre-filled value and signs.

Enquiries: hello@sennabrook.com

Package	Electrical — LV distribution	Area	Level 1 warehouse / offices	Source documents	LV schematic E-601 P03; cable schedule E-650 P02	Prepared	05 Oct 2026
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Asset tag	Description	Location	Fed from	Rating / size	Manufacturer / model	Serial no.	Drawing ref	Test docs required	O&M section
MSB-01	Main switchboard (upstream — reference only)	LV switchroom G.04	TX-01	400 V, 1600 A, Form 4	By others		E-601	—	3.1
SM-001	Sub-main cable MSB-01 to DB-L1-01	G.04 to L1 riser R2	MSB-01 way 7	4c 95 mm² Cu XLPE/SWA/LSF + 50 mm² cpc, 62 m	TBC by contractor	n/a	E-650	TRS, P2P, TQL	3.3
DB-L1-01	Distribution board, lighting and small power	L1 riser R2	SM-001	400 V TP&N, 250 A incomer, 12 ways used	TBC by contractor		E-612	TRS, P2P, TQL	3.2
SM-002	Sub-main cable DB-L1-01 to DB-L1-01A	L1 riser R2 to office L1.12	DB-L1-01 way 12	5c 35 mm² Cu XLPE/SWA/LSF, 28 m	TBC by contractor	n/a	E-650	TRS, P2P, TQL	3.3
DB-L1-01A	Sub-distribution board, office fit-out	Office L1.12	SM-002	400 V TP&N, 100 A incomer	TBC by contractor		E-613	Separate pack	3.2
DB-L1-01/SPD	Surge protective device	Within DB-L1-01	DB-L1-01	Type 2, TP&N	TBC by contractor		E-612	Visual, TQL	3.2
DB-L1-01/MTR	Multifunction meter	Within DB-L1-01	DB-L1-01	CT operated, 250/5 A	TBC by contractor		E-612	P2P	3.4
EL-L1-A	Emergency lighting circuit, zone A	L1 warehouse	DB-L1-01 way 5	6 A circuit, 14 luminaires	TBC by contractor	n/a	E-320	TRS (circuit); EL records by others	4.1

Pre-populated by Sennabrook from the contractor's schedules and drawings

To be completed on site by the tester

12.3

Sample entry — shown only to illustrate a completed field

Abbreviations: TRS test record sheet · P2P point-to-point check sheet · TQL torque log · TBC to be confirmed. Manufacturer, model and serial fields are completed from delivery records or nameplate photographs supplied by the contractor. The full register for this fictional project is supplied as a spreadsheet (see sample-register.xlsx).

Test voltage (IR)	500 V DC	Minimum acceptable IR	≥ 1.0 MΩ	Expected rotation	L1-L2-L3 clockwise	Supply status at test	Isolated / dead ☐ Live (rotation only) ☐
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Cable ref	From → To	Type / size	Length (m)
SM-001	MSB-01 way 7 → DB-L1-01 incomer	4c 95 mm² Cu XLPE/SWA/LSF + 1c 50 mm² Cu cpc	62
SM-002	DB-L1-01 way 12 → DB-L1-01A incomer	5c 35 mm² Cu XLPE/SWA/LSF (5th core cpc)	28

A — Insulation resistance (MΩ)

Cable ref	L1-L2	L2-L3	L3-L1	L1-N	L2-N	L3-N	L1-E	L2-E	L3-E	N-E	Lowest	Pass / Fail
SM-001	>999	>999	>999	>999	>999	>999	>999	850	>999	>999	850	Pass
SM-002												

B — Conductor continuity (mΩ, end to end, test leads nulled)

Cable ref	Calculated at 20 °C		Measured					Pass / Fail
	Line / N	cpc	L1	L2	L3	N	cpc	
SM-001	12.0	24.0	12.4	12.3	12.4	12.5	24.6	Pass
SM-002	14.7	14.7						

C — Polarity, identification and phase rotation

Cable ref	Core ident correct both ends	Polarity correct	Phase rotation at load end	cpc / armour bonded both ends	Glands and shrouds complete	Remarks
SM-001	✓	✓	L1-L2-L3 ✓	✓	✓	
SM-002						

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 Sample entry — shown only to illustrate a completed field

Calculated continuity values are indicative, from nominal conductor resistance and scheduled length; the tester judges acceptability. Layout is arranged to suit IS 10101 / BS 7671 verification records and is not a model form from either standard.

	Tested by (competent person)	Checked by (contractor QA)	Witnessed by (if required)
Name (print)			
Signature			
Company			
Date			

Board	DB-L1-01, L1 riser R2	Supply	400/230 V TP&N, 50 Hz, fed by SM-001	Earthing	TN-C-S (per design)	Zs at board (Zdb)	_____ Ω
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Way	Circuit description	Design data (pre-populated)						Test results (completed on site)						Remarks
		Ph	OCPD type / In (A)	RCD IΔn (mA)	Live / cpc (mm²)	Length (m)	Max Zs (Ω)	R1+R2 (Ω)	IR L-L / L-N (MΩ)	IR L-E (MΩ)	Pol.	Zs (Ω)	RCD trip (ms)	
1	Lighting — warehouse aisles 1-4	L1	B 10	—	2.5 / 2.5	48	4.37	0.71	>299	>299	✓	0.86	n/a	
2	Lighting — warehouse aisles 5-8	L2	B 10	—	2.5 / 2.5	55	4.37	0.82	>299	>299	✓	0.97	n/a	
3	Lighting — loading bay and canopy	L3	B 10	30	2.5 / 2.5	61	4.37							
4	Lighting — L1 offices and corridor	L1	B 10	—	1.5 / 1.5	34	4.37							
5	Emergency lighting — zone A	L2	B 6	—	1.5 / 1.5	52	7.28							
6	Socket outlets — offices (radial)	L3	B 20	30	4.0 / 4.0	29	2.19							
7	Socket outlets — packing benches	L1	B 20	30	4.0 / 4.0	37	2.19							
8	Dock leveller control panel DL-01	TP	C 16	—	2.5 / 2.5	44	1.37							
9	Roller shutter door RSD-03	TP	C 16	—	2.5 / 2.5	40	1.37							
10	Water heater — L1 tea station	L2	B 16	30	2.5 / 2.5	22	2.73							
11	Fire alarm panel supply (dedicated)	L3	B 6	—	1.5 / 1.5	18	7.28							
12	Sub-main SM-002 to DB-L1-01A	TP&N	MCCB 100	—	35 / 35	28	Design							
13-18	Spare ways													

☐ Pre-populated by Sennabrook from the contractor's schedules and drawings

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 Sample entry — shown only to illustrate a completed field

Max Zs values shown ("Design" = taken from the design calculation) are illustrative entries for a fictional design. In a live pack they are transcribed from the contractor's design or the applicable standard edition and must be verified by the competent person before use. Layout arranged to suit IS 10101 / BS 7671 schedule-of-test-results records; not a reproduction of a model form.

Instrument	Make / model	Serial no.	Calibration due	Used for
Insulation / continuity tester				IR, continuity
Loop impedance / RCD tester				Zs, RCD

	Tested by (competent person)	Checked by (contractor QA)
Name (print)		
Signature		
Company		
Date		

Asset	DB-L1-01, SM-001, SM-002	Torque tool ID		Tool calibration due		Marking method	Paint mark across fastener ☐
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Ref	Equipment	Connection	Fastener / terminal	Qty	Target torque (Nm)	Source of value	Torqued	Marked	Initials	Date	Remarks
T01	MSB-01 way 7	SM-001 line and neutral lugs (95 mm²)	M10 bolt, lug to MCCB	4	40	Switchgear mfr data — TBC	✓	✓	AB	02/10	
T02	MSB-01 earth bar	SM-001 cpc lug (50 mm²)	M10 bolt	1	40	Switchgear mfr data — TBC	✓	✓	AB	02/10	
T03	MSB-01 gland plate	SM-001 gland earth tag	M10 bolt	1	40	Gland mfr data — TBC	✓	✓	AB	02/10	
T04	DB-L1-01 incomer	SM-001 line and neutral lugs (95 mm²)	M10 bolt, lug to switch	4	40	Board mfr data — TBC	☐	☐			
T05	DB-L1-01 earth bar	SM-001 cpc lug (50 mm²)	M8 stud	1	20	Board mfr data — TBC	☐	☐			
T06	DB-L1-01 gland plate	SM-001 gland earth tag	M10 bolt	1	40	Gland mfr data — TBC	☐	☐			
T07	DB-L1-01 ways 1–11	Outgoing MCB / RCBO line terminals	Cage clamp screw	15	2.5	Device mfr data — TBC	☐	☐			
T08	DB-L1-01 neutral bars	Outgoing neutral terminations	Terminal screw	11	2.0	Board mfr data — TBC	☐	☐			
T09	DB-L1-01 earth bar	Outgoing cpc terminations	Terminal screw	11	2.0	Board mfr data — TBC	☐	☐			
T10	DB-L1-01 way 12	SM-002 line and neutral lugs (35 mm²)	M8 bolt, lug to MCCB	4	15	MCCB mfr data — TBC	☐	☐			
T11	DB-L1-01 earth bar	SM-002 cpc core (35 mm²)	M8 stud	1	20	Board mfr data — TBC	☐	☐			
T12	DB-L1-01A incomer	SM-002 line and neutral lugs (35 mm²)	M8 bolt, lug to switch	4	15	Board mfr data — TBC	☐	☐			
T13	DB-L1-01A earth bar	SM-002 cpc core (35 mm²)	M8 stud	1	20	Board mfr data — TBC	☐	☐			
T14	DB-L1-01 SPD	SPD line, neutral and earth terminals	Terminal screw	5	3.0	SPD mfr data — TBC	☐	☐			

☐ Pre-populated by Sennabrook from the contractor's schedules and drawings

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 Sample entry — shown only to illustrate a completed field

Target torques shown are illustrative placeholders. In a live pack each value is taken from the equipment manufacturer's published data supplied by the contractor, with the source recorded; any value not supported by a source is left "TBC" for the contractor to confirm.

	Torqued by	Checked by (contractor QA)	Witnessed by (if required)
Name (print)			
Signature			
Company			
Date			

Asset	DB-L1-01 and associated sub-mains	Drawings checked against	E-601 P03, E-612 P02, E-650 P02	Method	Dead continuity, core by core	Supply status	Isolated and locked off ☐
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Ref	Cable / wire	Core	From (equipment : terminal)	To (equipment : terminal)	Drg	Ident correct	Continuity proven	Terminated and ferruled	Initials	Remarks
P01	SM-001	L1 (brown)	MSB-01 way 7 : L1	DB-L1-01 incomer : L1	E-601	✓	✓	✓	AB	
P02	SM-001	L2 (black)	MSB-01 way 7 : L2	DB-L1-01 incomer : L2	E-601	✓	✓	✓	AB	
P03	SM-001	L3 (grey)	MSB-01 way 7 : L3	DB-L1-01 incomer : L3	E-601	✓	✓	✓	AB	
P04	SM-001	N (blue)	MSB-01 way 7 : N	DB-L1-01 incomer : N	E-601	✓	✓	✓	AB	
P05	SM-001	cpc (G/Y, 50 mm²)	MSB-01 : earth bar E7	DB-L1-01 : earth bar E1	E-601	✓	✓	✓	AB	
P06	SM-002	L1 (brown)	DB-L1-01 way 12 : L1	DB-L1-01A incomer : L1	E-601	☐	☐	☐		
P07	SM-002	L2 (black)	DB-L1-01 way 12 : L2	DB-L1-01A incomer : L2	E-601	☐	☐	☐		
P08	SM-002	L3 (grey)	DB-L1-01 way 12 : L3	DB-L1-01A incomer : L3	E-601	☐	☐	☐		
P09	SM-002	N (blue)	DB-L1-01 way 12 : N	DB-L1-01A incomer : N	E-601	☐	☐	☐		
P10	SM-002	cpc (G/Y core)	DB-L1-01 : earth bar E12	DB-L1-01A : earth bar E1	E-601	☐	☐	☐		
P11	W-MTR-01	S1 / S2, L1 CT	DB-L1-01 CT1 : S1, S2	Meter MTR : I1+, I1–	E-612	☐	☐	☐		
P12	W-MTR-02	S1 / S2, L2 CT	DB-L1-01 CT2 : S1, S2	Meter MTR : I2+, I2–	E-612	☐	☐	☐		
P13	W-MTR-03	S1 / S2, L3 CT	DB-L1-01 CT3 : S1, S2	Meter MTR : I3+, I3–	E-612	☐	☐	☐		
P14	W-MTR-04	Voltage refs L1, L2, L3, N	DB-L1-01 fuse block F1-F3, N	Meter MTR : V1, V2, V3, VN	E-612	☐	☐	☐		
P15	W-SPD-01	Remote status contact	SPD : 11, 12	DB-L1-01 terminal rail X1 : 1, 2	E-612	☐	☐	☐		

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☐ To be completed on site by the tester

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 Sample entry — shown only to illustrate a completed field

	Checked by	Reviewed by (contractor QA)	Witnessed by (if required)
Name (print)			
Signature			
Company			
Date			

Sennabrook Document preparation	O&M / handover file index Example Project — Northfield Logistics Unit 4 · Client: Harrow Vale Developments (fictional)	Document no. NLU4-EL-OM-000	Rev P01
		SAMPLE — fictional data	

Package	Electrical — LV distribution	File structure	Agreed with contractor at kick-off	Status key	R received · O outstanding · N/A	Completeness	9 of 17 items received
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Sect.	Section / item	Content	Provided by	Doc ref	Status
1	Introduction and scope				
1.1	Description of the installation	Scope narrative, extent and limits of the package	Contractor (drafted by Sennabrook)	OM-001	R
1.2	Contact directory	Contractor, suppliers, emergency contacts	Contractor	OM-002	R
2	Health and safety information				
2.1	Residual risks and safe isolation notes	As identified by the contractor and designer	Contractor	OM-003	O
3	Equipment and asset information				
3.1	Asset schedule	All tagged assets with rating, location, serial	Sennabrook from site data	REG-001	R
3.2	Distribution board data	Board schedules, manufacturer literature	Supplier / contractor	OM-010	R
3.3	Cable data	Cable schedule, data sheets	Supplier / contractor	OM-011	R
3.4	Metering	Meter manual, CT ratios, comms settings	Supplier	OM-012	O
4	Test and inspection records				
4.1	Test certificate index	List of all signed records with dates and references	Sennabrook	OM-020	R
4.2	Signed test record sheets	TRS-001, TRS-002 (signed scans)	Contractor	TRS series	O
4.3	Torque logs and point-to-point sheets	TQL-001, P2P-001 (signed scans)	Contractor	TQL / P2P	O
4.4	Installation certificate	Issued and signed by the contractor	Contractor	By contractor	O
4.5	Instrument calibration certificates	For instruments listed on the test records	Contractor	OM-021	R
5	As-built information				
5.1	As-built document register	Drawings and schedules at final revision	Sennabrook from contractor issue	DRG-001	R
5.2	As-built drawings	Schematics, layouts, board schedules	Contractor	E-series	O
6	Operation and maintenance				
6.1	Planned maintenance schedule	Tasks and intervals per manufacturer guidance	Sennabrook, reviewed by contractor	OM-006	R
6.2	Spares and consumables list	Recommended spares from supplier data	Supplier / contractor	OM-030	O
7	Warranties and guarantees	Supplier warranty statements and start dates	Supplier / contractor	OM-040	O

Section structure is a generic example. Where the main contractor or client specifies an O&M structure, the file is compiled to that structure instead.

Applies to	DB-L1-01, SM-001, SM-002	Basis	Manufacturer literature supplied by contractor	Review	To be reviewed by the contractor before issue	Intervals	Illustrative — see note
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Ref	Asset	Task	Suggested interval	Isolation needed	Carried out by	Source / reference	Record
M01	DB-L1-01	Visual inspection: enclosure condition, IP integrity, labelling, circuit chart present and legible	6-monthly	No	Site maintenance	Board mfr manual, OM-010	Checklist
M02	DB-L1-01	Check for signs of overheating, discolouration or odour; confirm doors and covers secure	6-monthly	No	Site maintenance	Board mfr manual, OM-010	Checklist
M03	DB-L1-01	Operate RCD / RCBO test buttons	Per manufacturer (commonly 6-monthly)	No — brief loss of supply	Site maintenance	Device mfr data	Log sheet
M04	DB-L1-01	Thermographic survey of board under load	Annual	No	Competent specialist	Duty holder's maintenance policy	Survey report
M05	DB-L1-01	Check torque marks intact; re-torque any disturbed terminations to manufacturer values	At periodic inspection	Yes	Competent electrician	TQL-001; mfr data	Torque log
M06	DB-L1-01/SPD	Check SPD status indicator; replace cartridge if end-of-life shown	6-monthly and after known surge events	Cartridge change: yes	Competent electrician	SPD mfr data	Checklist
M07	DB-L1-01/MTR	Confirm meter display and communications healthy; compare readings with upstream meter	Annual	No	Site maintenance	Meter manual, OM-012	Log sheet
M08	SM-001, SM-002	Visual check of accessible cable runs, supports, glands and fire stopping at penetrations	Annual	No	Site maintenance	As-built layouts	Checklist
M09	SM-001, SM-002	Insulation resistance test and comparison with handover values (TRS-001)	At periodic inspection	Yes	Competent electrician	TRS-001	Test record
M10	Whole installation	Periodic inspection and testing of the installation	As set by the duty holder and the applicable wiring rules	Partial	Competent person	IS 10101 / BS 7671 as applicable	Periodic report

Intervals are illustrative for this fictional sample. In a live file, tasks and intervals are extracted from the manufacturer literature the contractor supplies and are flagged for the contractor's review; the duty holder remains responsible for setting the maintenance regime.

Sennabrook Document preparation	Document register and transmittal					Document no.	Rev
	Example Project — Northfield Logistics Unit 4 · Client: Harrow Vale Developments (fictional)					NLU4-EL-DRG-001	P01
						SAMPLE — fictional data	

Transmittal no.	NLU4-EL-TX-004	Date	05 Oct 2026	From	Example Electrical Contractor Ltd (fictional)	To	Example Main Contractor Ltd (fictional)
Purpose of issue	For review and acceptance	Issued via	Project document portal	No. of documents	8 issued, 4 listed for reference	Prepared by	Sennabrook for contractor issue

Document no.	Title	Type	Rev	Rev date	Status	Format	In this transmittal	Comments
NLU4-EL-REG-001	Asset register — LV distribution	Register	P01	05 Oct 2026	For review	XLSX / PDF	✓	
NLU4-EL-TRS-001	Cable test record — sub-main cables	Test record	P01	05 Oct 2026	Blank for test	PDF	✓	Signed copy to follow
NLU4-EL-TRS-002	Circuit test schedule — DB-L1-01	Test record	P01	05 Oct 2026	Blank for test	PDF	✓	Signed copy to follow
NLU4-EL-TQL-001	Torque log — DB-L1-01 and sub-mains	Check sheet	P01	05 Oct 2026	Blank for test	PDF	✓	
NLU4-EL-P2P-001	Point-to-point check sheet — DB-L1-01	Check sheet	P01	05 Oct 2026	Blank for test	PDF	✓	
NLU4-EL-OM-000	O&M / handover file index	Index	P01	05 Oct 2026	For review	PDF	✓	8 items outstanding
NLU4-EL-OM-006	Planned maintenance schedule	Schedule	P01	05 Oct 2026	For review	PDF	✓	
NLU4-EL-OM-020	Test certificate index	Index	P01	05 Oct 2026	For review	XLSX / PDF	✓	
E-601	LV distribution schematic	Drawing	P03	18 Sep 2026	As-built pending	PDF / DWG	—	By contractor
E-612	DB-L1-01 board schedule	Schedule	P02	18 Sep 2026	As-built pending	PDF	—	By contractor
E-613	DB-L1-01A board schedule	Schedule	P01	11 Sep 2026	As-built pending	PDF	—	By contractor
E-650	LV cable schedule	Schedule	P02	18 Sep 2026	As-built pending	XLSX / PDF	—	By contractor

	Issued by (contractor)	Received by (main contractor)
Name (print)		
Signature		
Date		

What you send

- Board schedules and cable schedule (PDF, spreadsheet or marked-up print)
- Single-line / schematic drawings
- Your own templates or the main contractor's required formats, if any — otherwise Sennabrook layouts are used
- Manufacturer torque data and literature, where you want values pre-filled
- Document numbering and revision convention

What comes back

- Print-ready and fillable PDFs, one sheet set per asset, pre-populated with tags, circuit data and design values
- A tracking register (spreadsheet) showing every asset against every required document
- A query list of anything missing, ambiguous or inconsistent between your source documents
- On request: compiled handover file with index, test certificate index and document register

Signing and site use

Your tester verifies the pre-filled data against the installation, carries out the tests, enters results and signs. Signed sheets are scanned back for compiling into the handover file.

Responsibilities

Sennabrook prepares, pre-populates and compiles documents from information you provide. It does not attend site, carry out or witness tests, design or check designs, or issue or sign any certificate.

The contractor's competent person remains responsible for verifying every pre-populated value, for the testing, and for all declarations and signatures. Acceptance of documentation by a main contractor or client is at their discretion and is not guaranteed.

About this sample

Every project name, company, asset tag, drawing number and value in this sample is fictional. Values such as maximum Zs, target torque and maintenance intervals are illustrative placeholders, not recommendations, and must not be used on a real installation.

Standards

Sheet layouts are arranged to suit the verification records called for by IS 10101 and BS 7671. They are original layouts, not reproductions of the model forms in either standard, and can be swapped for any format your project requires.

Request a sample for your own schedule: hello@sennabrook.com