

The electrician's keep-in-date checklist

Every certificate, insurance, card and check a UK electrical business typically needs, how often it usually renews, and space to write your own dates.

How to use it: go through each line, write in your expiry or next-due date, and tick it once it's in date. Anything you can't find a date for is the first thing to sort. Not everything applies to every business; skip what doesn't.

Your business

What	Typical renewal or check	Your expiry / next due	✓
Public liability insurance	Every year (check the cover level contractors ask for)		☐
Employers' liability insurance	Every year. A legal requirement if you employ anyone		☐
Professional indemnity insurance	Every year, if you design or give advice		☐
Tools and contents insurance	Every year		☐
Van insurance	Every year		☐
CIS registration and monthly returns	Monthly return due by the 19th, if you pay subcontractors under CIS		☐
VAT returns	Usually every quarter, if VAT registered		☐
ICO data protection fee	Every year		☐

Schemes and accreditations

What	Typical renewal or check	Your expiry / next due	✓
Competent person scheme (NICEIC, NAPIT or similar)	Yearly assessment and membership renewal		☐
TrustMark	Every year		☐
MCS certification, if installing renewables	Annual surveillance and renewal		☐
Consumer code membership, if installing renewables	Every year		☐
Prequalification schemes (SafeContractor, CHAS, Constructionline and others)	Usually every year		☐

You and your team

What	Typical renewal or check	Your expiry / next due	✓
Wiring regulations qualification (BS 7671)	Update when a new edition or amendment applies		☐
Inspection and testing qualification	Kept current; schemes may ask for evidence		☐
ECS or CSCS site cards	Varies by card, often 3 to 5 years		☐
First aid at work	Every 3 years		☐
Asbestos awareness	Refresher usually every year		☐
Access equipment training (for example PASMA or IPAF)	Usually every 5 years		☐
Driving licence checks for anyone driving company vans	Regular checks, often every 6 to 12 months		☐

Tools, test equipment and vans

What	Typical renewal or check	Your expiry / next due	✓
Test instrument calibration (multifunction tester and others)	Usually every year; schemes typically expect it		☐
Ladders and steps	Check before each use, plus regular recorded inspections		☐
110V site tools, leads and transformers	Inspection and testing based on risk; site tools are usually checked far more often than office equipment		☐
Van MOT	Every year once the van is 3 years old		☐
Van service and road tax	Service as the manufacturer recommends; tax as due		☐
Fire extinguisher in the van	Service every year		☐

Paperwork and policies

What	Typical renewal or check	Your expiry / next due	✓
Health and safety policy	Review every year. Must be written down if you employ 5 or more people		☐
Risk assessments and method statements (RAMS)	For each job, and review when things change		☐
COSHH assessments	Review regularly and when products change		☐
Accident book and incident records	Keep up to date		☐
Subcontract agreements	In place before any subcontractor starts		☐

Keep it in date without the paper: InDate for Trades tracks every one of these, reminds you before anything runs out, and lets you send your compliance pack to a contractor in one link. Join the waiting list at [\[your link here\]](#).

Renewal periods shown are typical and for guidance only. Requirements can vary by scheme, insurer, card type and circumstance, and can change. Always check with your scheme, insurer or the official source (GOV.UK, HSE, HMRC). Prepared by the team behind InDate · September 2026.