

Amendment 4

Switchover Checklist

For Qualified Supervisors and electrical contractors. Print it, stick it up, tick it off.

BS 7671:2018 Amendment 4 Brown Book withdrawn 15 October 2026

Before you switch

- ☐ Confirm your Amendment 4 changeover date and put it in the diary
- ☐ Check every engineer knows the date and what changes for them
- ☐ Make sure your certification software is on the latest version

Templates and defaults

- ☐ Update certificate templates and default dropdowns to Amendment 4
- ☐ Review standard wording, notes and observation libraries
- ☐ Check your logo and company details are correct

Brief the team

- ☐ Walk everyone through what has changed and where
- ☐ Agree how in-progress jobs are handled (see the rule below)
- ☐ Point the team to the full Amendment 4 guide for the detail

On every new certificate

- ☐ New certificates reference Amendment 4
- ☐ Test results match the edition the job sits under
- ☐ Nothing on the certificate contradicts the edition stated

The one rule to remember

Both editions are valid until 15 October, but only within a single project. Don't mix editions on one job. Start it under Amendment 4 and it stays Amendment 4 all the way through, testing, certificate and all. An assessor will pick up a mixed-edition job.

How Shine Forms helps. The regs are built in, verified by Gary Gundry who helps write BS 7671. Enter your values and the software checks them against Amendment 4 as you work, so every engineer works to the same standard, every time.

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