**WHY MAINTAIN AN INSPECTION REGISTER?**

Work Health and Safety legislation requires electrical equipment, plugs, extension cords and Residual Current Devices (RCD) are working and safe to use.

**HOW TO CHECK ELECTRICAL EQUIPMENT?**

* Electrical equipment requires regular inspection and regular servicing by a competent person to carry out routine inspections and servicing.
* A qualified person (trained person), can be an electrical service contractor or training can be completed through a registered provider.
* **Disconnect all equipment and connections from power source!**
* Visually check the cords, plugs, outlet sockets, cord extension sockets and other accessories for obvious damage, or modifications in the equipment. Look for:
* Discolouration (may indicate excessive heat, chemical or exposure to moisture)
* Burns (from welding and oxy slag), cuts, abrasions, twists in the outer insulation of the cord (these can be something small or they could be deep cuts such that the inner cores are visible)
* Electrical tape or other repairs to the cord (may indicate a break or cut underneath)
* Damage to the insulation on the pin plugs (if applicable)
* Physically check:
* Flexible cords by running the cord through the hand to detect any twisting of the inner cores or damage/ cuts, burns to the outer insulation
* Pin plugs and other connections to ensure they are not loose by lightly wiggling them
* Check that flexible cords are effectively anchored to equipment, plugs, connectors and cord extension sockets

NOTE: Connecting the plugs/cord extension sockets of cord extension sets together helps to confirm that the terminals have not spread.

* On power boards, check that the maximum load warning is intact and easy to identify and read.
* Check that the rating of the plug is consistent with the current rating of the equipment.
* Check that any operating controls are in good working order i.e. that they are secure, aligned and appropriately identified.
* Check that covers, guards, and the like are secure. If you are unsure, refer to the appropriate manual or contact the manufacturer/ supplier.
* Check that ventilation inlets and exhausts on electrical equipment are unobstructed.
* If the equipment passed the inspection, complete an inspection tag, enter the information into your Electrical Equipment Inspection Record and affix the tag to the equipment.

**WHAT SHOULD BE RECORDED?**

**Name** of the person who conducted the inspection, test or maintenance

**Date that** the inspection, test or maintenance was carried out

**Result or outcome** of the inspection, test or maintenance (if the equipment was found to be faulty, this must be clearly indicated and the action taken recorded appropriately)

**Action taken** after results/ outcome obtained

**Due date** for next inspection, test or maintenance procedure

PROPERTY NAME & ADDRESS:

PHONE: FAX:

| EQUIPMENT | **INSPECTION TEST DATE** | **RESULT** | **ACTION TAKEN** | **SIGNATURE** | **NEXT INSPECTION DUE DATE** |
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