



# IMPORTED ELECTRICAL EQUIPMENT INSPECTION CHECKLIST

**Qualified Electricians Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_

**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross (x) if not present. Otherwise NA indicates the item is not applicable. Any question marked with a cross requires a corrective action.
- Any corrective actions which cannot be immediately resolved are to be entered into the *SafetyNET Hazard-Incident Report Form* at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.
- If the corrective action is immediately completed please write "Completed" in the column with the heading "SAFETYNET REF NO".
- If a maintenance number has been identified please enter the BEIMS number in the column with the heading "SAFETYNET REF NO".
- This form must be completed by a qualified electrician.

QUESTION	✓	X	NA	CORRECTIVE ACTION	SAFETYNET REF. NO.
Does the equipment have a compliance plate as required in AS 3100?					
Is the equipment rated for Australia mains 240V or 415V AC and 50 Hz?					
Does the equipment have a current rating and is the main power supply cable and plug suitable for that current rating?					
Are the colours of the equipment's main power supply cable conductors consistent with Australian Standards (active-brown, neutral-blue and earth-green/yellow)?					
Is the earthing consistent with Australian Standards – e.g. all metal is earthed, and a mounting screw has not been used for the main earth connection.					
Does the equipment have any exposed conductors, is it finger safe? i.e. all internal and external electrical equipment and connections.					
Are there any operational hazards? Does the equipment have interlocks and guarding to protect the operator? E.g. Furnaces with exposed elements require an interlock on the door to mitigate the electric shock risk.					
Do interlocks and guarding function accordingly?					
Has all wiring been visually inspected? E.g. is in good condition, has correct segregation, protection, correct rating & colours?					
Does the equipment have English permanent labeling?					
Does the equipment have hazard warning labels? E.g. Laser, High Voltage, X-Rays					
Has the item been tested and tagged?					

The item meets Australian Standards 3100:

Signed \_\_\_\_\_

Date \_\_\_\_\_