



EXAMPLE

Electrical Checklist Report

PROPERTY ADDRESS:	Example
DATE OF INSPECTION:	Example
CLIENT:	Example
TECHNICIAN:	Example
LICENCE:	Example

Asset Report Summary

APPLIANCE TYPE	STATUS	QUOTE REQUIRED	URGENCY
Switchboard	Compliant	No	N/A
Light Switches	Compliant	No	N/A
Light Fittings	Non-Compliant	Yes	Low
Power Points	Compliant	No	N/A
Oven	Compliant	No	N/A
Rangehood	Compliant	No	N/A
Air Conditioner	Compliant	No	N/A
Dishwasher	Compliant	No	N/A

ASSET CHECKLIST

SWITCHBOARD	
CHECKLIST	
Is the circuit protection installed compliant (Safety Switches / Circuit Breakers)	PASS
Is there any re-called switchgear installed	PASS
Installation wiring condition	PASS
Switchboard enclosure condition	PASS
Main earthing system	PASS
Have fire resistant measures been installed	PASS
Are pole-fillers and switchboard labels installed	PASS
Mechanical protection on cabling	PASS
Incoming Underground Supply / P.O.A	PASS
NOTES	
Recommend upgrading unprotected sub-circuits to RCBO's. (Clause 2.6.3.2.2) 1x 20A (wall oven)	
PHOTO/S	

LIGHT SWITCHES

CHECKLIST

Switch mechanism condition	PASS
Wall Plate Condition	PASS
Switch Functionality	PASS
Dimmer	PASS
Location	PASS
Fixings / Mechanical protection	PASS

NOTES

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PHOTO/S

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LIGHT FITTINGS

CHECKLIST

Installation wiring	PASS
Functionality	FAIL
Exhaust fan condition / operation	PASS
Cover / Diffuser	PASS
Fixings / Mechanical protection	PASS

NOTES

X2 90mm LED downlights in the lounge have failed their operation test and are required to be replaced

X1 90mm LED downlight in the kitchen has failed it's operation test and is required to be replaced

PHOTO/S

POWERPOINTS

CHECKLIST

Installation wiring	PASS
Switch mechanism condition	PASS
Wall plate condition	PASS
Functionality	PASS
Polarity / Earthing	PASS
Location	PASS
Fixings / Mechanical protection	PASS

NOTES

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PHOTO/S

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OVEN

CHECKLIST

Functionality	PASS
Condition	PASS
Location	PASS
Fixings / Mechanical protection	PASS

NOTES

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PHOTO/S

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RANGEHOOD

CHECKLIST

Functionality	PASS
Condition	PASS
Location	PASS
Fixings / Mechanical protection	PASS

NOTES

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PHOTO/S

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AIR CONDITIONER

CHECKLIST

Functionality	PASS
Installation wiring	PASS
Condition	PASS
Location	PASS
Fixings / Mechanical protection	PASS

NOTES

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PHOTO/S

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DISHWASHER

CHECKLIST

Functionality	PASS
Condition	PASS
Polarity / Earthing	PASS
Location	PASS
Fixings / Mechanical protection	PASS

NOTES

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PHOTO/S

ADDITIONAL COMMENTS

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