

electrical-itp-template | Inspection and Test Plan

[Fill: project name] | Ordinary Low-Voltage Building Electrical Installation ITP — Editable Baseline — free editable baseline | [Fill: Australian state/territory] | Rev 00 | 2026-10-06 | For review

Contractor: [Fill: contractor] | Client: [Fill: client]

Scope: Original reusable baseline for ordinary low-voltage building electrical installation work such as general lighting, socket outlets, distribution boards and associated wiring. Excludes high voltage/network works, hazardous areas, solar PV/battery, fire detection, security/access control, lifts, specialist systems and temporary construction supplies unless separately scoped. This is an inspection plan, not an electrical design, certificate, licence or authorisation. This is a free, editable, proposed baseline and is not tailored to a project, approved by a client, or evidence of completed inspection. Before use, complete the scope questions and bracketed fields, confirm every criterion and control against current project documents, and remove non-applicable rows.

Exclusions: Confirm exclusions for this project; use the scope notes above.

ID	Stage	Inspection / test	Method	Acceptance requirement	Reference	Frequency	Responsible role	Point	Approval / witness party	Notice / release	Record	Remarks
EL01	Scope and regulatory basis	Proposed: baseline — Confirm circuits, areas, system boundaries, exclusions and jurisdiction.	Proposed: baseline — Review approved scope, electrical drawings, schedules and state regulatory requirements.	Proposed: baseline — Package covers only listed work [Fill: Installation scope]; relevant jurisdiction, system boundaries and exclusions are stated.	Guidance only; see Source Register: NSW-SIR-2025, CQA-ITP	Proposed: Once before installation; update on approved revision.	Proposed: electrical contractor/design reviewer.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical scope and compliance register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL02	Personnel and approvals	Proposed: baseline — Check responsible electrical contractor/worker and required licences or authorisations are identified.	Proposed: baseline — Verify applicable jurisdiction licence/authorisation evidence and any network/inspection approval required for scope.	Proposed: baseline — Work is assigned to persons authorised for the work under applicable state rules; required inspection/certificate roles are identified.	Guidance only; see Source Register: ESV-COES, NSW-SIR-2025	Proposed: Before work and when personnel/scope changes.	Proposed: Electrical contractor.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical personnel and approval register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL03	Design and equipment submittal	Proposed: baseline — Review drawings, circuit schedules, equipment ratings, protective devices and approved substitutions.	Proposed: baseline — Check against approved design, specification, equipment schedules and coordination/in terface documents.	Proposed: baseline — Installed design/equipment agrees with approved documents [Fill: Approved electrical drawings/schedules]/[Fill: Electrical specification/compliance pathway]; unresolved design conflicts are raised before installation.	Guidance only; see Source Register: CQA-ITP	Proposed: Each system/submittal and revision.	Proposed: electrical contractor submits; designer/client reviews as specified.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical design/submit tal register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL04	Incoming materials	Proposed: baseline — Check cables, accessories, enclosures and equipment identity, ratings, condition and traceability.	Proposed: baseline — Visual inspection; compare markings and delivery documents with approved schedule/submittal.	Proposed: baseline — Items match approved make/model/type/rating [Fill: Equipment/material submittals] and are undamaged, correctly identified and traceable.	Guidance only; see Source Register: CQA-ITP	Proposed: Each delivery/batch before installation.	Proposed: electrical contractor.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical materials register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL05	Containment and supports	Proposed: baseline — Inspect conduits, trays, trunking, supports, segregation, routes and penetrations.	Proposed: baseline — Visual check and measure route/support details against drawings, specification, manufacturer instructions and fire/acoustic details where applicable.	Proposed: baseline — Route, support, segregation and penetrations match approved design [Fill: Approved electrical drawings/schedules] and applicable specified details; no unapproved interference or damage.	Guidance only; see Source Register: CQA-ITP	Proposed: Each area before cable pull and before concealment.	Proposed: electrical contractor.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Containment inspection checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL06	Concealed wiring	Proposed: baseline — Check cable type/size/route, protection, separation, identification and support before concealment.	Proposed: baseline — Visual inspection against approved circuit schedules and project requirements; photograph concealed work.	Proposed: baseline — Cable and installation details match approved schedule [Fill: Approved electrical drawings/schedules]/[Fill: Electrical specification/compliance pathway]; circuit identity and any required protection/separation are verified.	Guidance only; see Source Register: CQA-ITP	Proposed: Each area before concealment.	Proposed: electrical contractor; builder coordinates access.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concealed electrical works checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL07	Cable installation and termination	Proposed: baseline — Inspect pulling, bend/routing condition, gland/termination, conductor identification and workmanship.	Proposed: baseline — Visual inspection against manufacturer instructions and approved equipment/circuit details.	Proposed: baseline — Cable installation and terminations are complete, undamaged, correctly identified and compatible with equipment instructions [Fill: Equipment/material submittals]/[Fill: Approved electrical drawings/schedule s].	Guidance only; see Source Register: CQA-ITP	Proposed: Each circuit/termination before energisation.	Proposed: electrical contractor.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Circuit installation checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL08	Switchboards and equipment mounting	Proposed: baseline — Check location, mounting, enclosure, access, identification and installed components.	Proposed: baseline — Visual/measured inspection against approved schedules, drawings and manufacturer data.	Proposed: baseline — Equipment location, enclosure, clearances/access, component schedule and identification match approved documents [Fill: Approved electrical drawings/schedules]/[Fill: Equipment/material submittals]; required covers/barriers fitted.	Guidance only; see Source Register: CQA-ITP	Proposed: Each board/equipment item before connection.	Proposed: electrical contractor; reviewer if specified.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Equipment installation checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL09	Earthing and bonding	Proposed: baseline — Check earthing/bonding conductors, connections, continuity provisions and labels per design.	Proposed: baseline — Visual verification and tests by appropriately licensed/authori sed person using approved safe procedure and applicable standard.	Proposed: baseline — Earthing/bonding arrangement matches approved design and applicable adopted requirements [Fill: Verification/test requirements]; actual test results meet criteria confirmed by responsible electrician. Specific applicable acceptance: [Fill: Earthing/bonding verification criteria].	Guidance only; see Source Register: NSW-TEST-SCHEDUL E, NSW-SIR-2025	Proposed: Each relevant circuit/syste m before energisatio n.	Proposed: Electrical contractor; verification by authorised electrical worker.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Earthing and bonding verification record	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL10	Electrical installation verification	Proposed: baseline — Check required visual inspection and specified dead tests for completed installation.	Proposed: baseline — Only responsible licensed/authorise d electrical worker performs tests using their approved safe method; record actual values and instrument.	Proposed: baseline — Specified tests are completed by authorised person and results meet project-adopted criteria [Fill: Verification/test requirements]; unresolved failures are corrected and retested. Specific applicable acceptance: [Fill: Installation verification criteria].	Guidance only; see Source Register: NSW-TEST-SCHEDUL E, NSW-SIR-2025, ESV-COES	Proposed: Each circuit/system before energisation and at specified stage.	Proposed: Licensed/aut horised electrical worker.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical test results schedule	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.

ID	Stage	Inspection / test	Method	Acceptance requirement	Reference	Frequency	Responsible role	Point	Approval / witness party	Notice / release	Record	Remarks
EL11	Protective devices and settings	Proposed: baseline — Verify selected protective device identity, rating and approved settings.	Proposed: baseline — Compare installed item and settings with approved coordination/protection schedule; licensed worker verifies.	Proposed: baseline — Device and settings match approved design/schedule [Fill: Approved electrical drawings/schedules]; any variation has documented design approval.	Guidance only; see Source Register: CQA-ITP	Proposed: Each device/board before functional test.	Proposed: Electrical contractor; designer/protection engineer confirms settings where required.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Protective device/settings register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL12	Functional and polarity checks	Proposed: baseline — Verify specified switching, polarity/circuit connection, phase sequence or functional operation as applicable.	Proposed: baseline — Authorised electrical worker follows applicable adopted procedure and records results; only perform tests in safe state.	Proposed: baseline — Specified functions and connection checks meet approved circuit/design requirements [Fill: Verification/test requirements]; record exceptions and retests. Specific applicable acceptance: [Fill: Connection and functional verification criteria].	Guidance only; see Source Register: NSW-TEST-SCHEDULE, NSW-SIR-2025	Proposed: Each applicable circuit/device during verification.	Proposed: Licensed/authorised electrical worker.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Functional test record	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL13	RCD/protection functional testing	Proposed: baseline — Where included, verify specified device operation and record test particulars.	Proposed: baseline — Authorised person uses applicable adopted test method and specified criteria; distinguish commissioning verification from routine user pushbutton checks.	Proposed: baseline — Installed device and results meet specified circuit schedule and adopted verification criteria [Fill: Verification/test requirements]; no generic trip limits are inserted. Specific applicable acceptance: [Fill: Protective-device test criteria].	Guidance only; see Source Register: NSW-TEST-SCHEDULE	Proposed: Each applicable device at specified verification stage.	Proposed: Licensed/authorised electrical worker.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	RCD/protection test schedule	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL14	Defects and retesting	Proposed: baseline — Track nonconformances, corrective work and repeat verification.	Proposed: baseline — Record affected circuit/equipment, defect, authorised repair, retest results and revised status.	Proposed: baseline — Each nonconformance is closed against approved corrective action; failed affected tests are repeated and documented before release.	Guidance only; see Source Register: CQA-ITP	Proposed: Each defect/retest.	Proposed: Electrical contractor; reviewer per project.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical defect and retest register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL15	Pre-energisation readiness	Proposed: baseline — Check covers, barriers, labels, test completion, approvals and interface prerequisites before energisation.	Proposed: baseline — Documented walkdown by responsible electrical contractor; verify statutory/network approvals and isolation/energisation plan.	Proposed: baseline — Required installation verification and approvals are complete; the responsible authorised person confirms safe prerequisites under applicable rules [Fill: Energisation/interface requirements].	Guidance only; see Source Register: NSW-SIR-2025, ESV-COES	Proposed: Each board/system before energisation.	Proposed: Electrical contractor and authorised person; DNSP/ASP only within their authority.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Pre-energisation checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL16	Energisation and commissioning	Proposed: baseline — Record controlled energisation and specified system function/commissioning checks.	Proposed: baseline — Responsible authorised person records date, circuits/systems energised, checks and exceptions; follow approved switching arrangements.	Proposed: baseline — Energisation is authorised and specified commissioning functions meet approved design; exceptions are isolated and resolved.	Guidance only; see Source Register: NSW-SIR-2025	Proposed: Each system/energisation event.	Proposed: Authorised electrical person; network provider where required.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Energisation and commissioning record	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EL17	Certificates and handover	Proposed: baseline — Verify required certificates, test reports, as-builts, schedules, product records and approvals.	Proposed: baseline — Review jurisdictional certificate requirements and contract handover index.	Proposed: baseline — Applicable certificates and records are issued by the required person and match installed scope; as-built circuit/equipment information is complete.	Guidance only; see Source Register: ESV-COES, NSW-SIR-2025	Proposed: Once per package and after approved changes.	Proposed: Electrical contractor submits; builder compiles; regulator/inspector only as required.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Electrical completion and handover register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.

Inspection point key: H = Proposed Hold Point - use only if assigned in the contract | W = Proposed Witness Point - use only if assigned in the contract | R = Proposed Review | S = Proposed Surveillance | TBC = To be confirmed | N/A = Not applicable. External H/W rights and whether work may proceed are governed by the project contract and approved process; proposed points require agreement.

Blank Inspection Record Forms

[Fill: project name] | electrical-itp-template | Record actual observations during the work. No results or signatures are pre-filled.

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
EL01 Scope and regulatory basis	Proposed: baseline — Confirm circuits, areas, system boundaries, exclusions and jurisdiction. Method: Proposed: baseline — Review approved scope, electrical drawings, schedules and state regulatory requirements. Accept when: Proposed: baseline — Package covers only listed work [Fill: Installation scope]; relevant jurisdiction, system boundaries and exclusions are stated. Record: Electrical scope and compliance register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL02 Personnel and approvals	Proposed: baseline — Check responsible electrical contractor/worker and required licences or authorisations are identified. Method: Proposed: baseline — Verify applicable jurisdiction licence/authorisation evidence and any network/inspection approval required for scope. Accept when: Proposed: baseline — Work is assigned to persons authorised for the work under applicable state rules; required inspection/certificate roles are identified. Record: Electrical personnel and approval register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL03 Design and equipment submittal	Proposed: baseline — Review drawings, circuit schedules, equipment ratings, protective devices and approved substitutions. Method: Proposed: baseline — Check against approved design, specification, equipment schedules and coordination/interface documents. Accept when: Proposed: baseline — Installed design/equipment agrees with approved documents [Fill: Approved electrical drawings/schedules]/[Fill: Electrical specification/compliance pathway]; unresolved design conflicts are raised before installation. Record: Electrical design/submittal register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL04 Incoming materials	Proposed: baseline — Check cables, accessories, enclosures and equipment identity, ratings, condition and traceability. Method: Proposed: baseline — Visual inspection; compare markings and delivery documents with approved schedule/submittal. Accept when: Proposed: baseline — Items match approved make/model/type/rating [Fill: Equipment/material submittals] and are undamaged, correctly identified and traceable. Record: Electrical materials register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL05 Containment and supports	Proposed: baseline — Inspect conduits, trays, trunking, supports, segregation, routes and penetrations. Method: Proposed: baseline — Visual check and measure route/support details against drawings, specification, manufacturer instructions and fire/acoustic details where applicable. Accept when: Proposed: baseline — Route, support, segregation and penetrations match approved design [Fill: Approved electrical drawings/schedules] and applicable specified details; no unapproved interference or damage. Record: Containment inspection checklist		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL06 Concealed wiring	Proposed: baseline — Check cable type/size/route, protection, separation, identification and support before concealment. Method: Proposed: baseline — Visual inspection against approved circuit schedules and project requirements; photograph concealed work. Accept when: Proposed: baseline — Cable and installation details match approved schedule [Fill: Approved electrical drawings/schedules]/[Fill: Electrical specification/compliance pathway]; circuit identity and any required protection/separation are verified. Record: Concealed electrical works checklist		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
EL07 Cable installation and termination	Proposed: baseline — Inspect pulling, bend/routing condition, gland/termination, conductor identification and workmanship. Method: Proposed: baseline — Visual inspection against manufacturer instructions and approved equipment/circuit details. Accept when: Proposed: baseline — Cable installation and terminations are complete, undamaged, correctly identified and compatible with equipment instructions [Fill: Equipment/material submittals]/[Fill: Approved electrical drawings/schedules]. Record: Circuit installation checklist		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL08 Switchboards and equipment mounting	Proposed: baseline — Check location, mounting, enclosure, access, identification and installed components. Method: Proposed: baseline — Visual/measured inspection against approved schedules, drawings and manufacturer data. Accept when: Proposed: baseline — Equipment location, enclosure, clearances/access, component schedule and identification match approved documents [Fill: Approved electrical drawings/schedules]/[Fill: Equipment/material submittals]; required covers/barriers fitted. Record: Equipment installation checklist		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL09 Earthing and bonding	Proposed: baseline — Check earthing/bonding conductors, connections, continuity provisions and labels per design. Method: Proposed: baseline — Visual verification and tests by appropriately licensed/authorised person using approved safe procedure and applicable standard. Accept when: Proposed: baseline — Earthing/bonding arrangement matches approved design and applicable adopted requirements [Fill: Verification/test requirements]; actual test results meet criteria confirmed by responsible electrician. Specific applicable acceptance: [Fill: Earthing/bonding verification criteria]. Record: Earthing and bonding verification record		Date: _____ Circuit/equipment ID: _____ Test method/reference: _____ Instrument ID: _____ Calibration due/date: _____ Measured result: _____ Unit: _____ Acceptance criterion reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL10 Electrical installation verification	Proposed: baseline — Check required visual inspection and specified dead tests for completed installation. Method: Proposed: baseline — Only responsible licensed/authorised electrical worker performs tests using their approved safe method; record actual values and instrument. Accept when: Proposed: baseline — Specified tests are completed by authorised person and results meet project-adopted criteria [Fill: Verification/test requirements]; unresolved failures are corrected and retested. Specific applicable acceptance: [Fill: Installation verification criteria]. Record: Electrical test results schedule		Date: _____ Circuit ID: _____ Test type: _____ Method/reference: _____ Instrument ID: _____ Actual reading: _____ Unit: _____ Criterion source/location: _____ Pass/fail/exception: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL11 Protective devices and settings	Proposed: baseline — Verify selected protective device identity, rating and approved settings. Method: Proposed: baseline — Compare installed item and settings with approved coordination/protection schedule; licensed worker verifies. Accept when: Proposed: baseline — Device and settings match approved design/schedule [Fill: Approved electrical drawings/schedules]; any variation has documented design approval. Record: Protective device/settings register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
EL12 Functional and polarity checks	Proposed: baseline — Verify specified switching, polarity/circuit connection, phase sequence or functional operation as applicable. Method: Proposed: baseline — Authorised electrical worker follows applicable adopted procedure and records results; only perform tests in safe state. Accept when: Proposed: baseline — Specified functions and connection checks meet approved circuit/design requirements [Fill: Verification/test requirements]; record exceptions and retests. Specific applicable acceptance: [Fill: Connection and functional verification criteria]. Record: Functional test record		Date: _____ Circuit/device ID: _____ Function/test: _____ Method/reference: _____ Instrument ID: _____ Actual reading: _____ Unit: _____ Outcome/exception: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL13 RCD/protection functional testing	Proposed: baseline — Where included, verify specified device operation and record test particulars. Method: Proposed: baseline — Authorised person uses applicable adopted test method and specified criteria; distinguish commissioning verification from routine user pushbutton checks. Accept when: Proposed: baseline — Installed device and results meet specified circuit schedule and adopted verification criteria [Fill: Verification/test requirements]; no generic trip limits are inserted. Specific applicable acceptance: [Fill: Protective-device test criteria]. Record: RCD/protection test schedule		Date: _____ Device ID: _____ Test type: _____ Instrument ID: _____ Measured value: _____ Unit: _____ Criterion source/location: _____ Pass/fail/exception: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL14 Defects and retesting	Proposed: baseline — Track nonconformances, corrective work and repeat verification. Method: Proposed: baseline — Record affected circuit/equipment, defect, authorised repair, retest results and revised status. Accept when: Proposed: baseline — Each nonconformance is closed against approved corrective action; failed affected tests are repeated and documented before release. Record: Electrical defect and retest register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL15 Pre-energisation readiness	Proposed: baseline — Check covers, barriers, labels, test completion, approvals and interface prerequisites before energisation. Method: Proposed: baseline — Documented walkdown by responsible electrical contractor; verify statutory/network approvals and isolation/energisation plan. Accept when: Proposed: baseline — Required installation verification and approvals are complete; the responsible authorised person confirms safe prerequisites under applicable rules [Fill: Energisation/interface requirements]. Record: Pre-energisation checklist		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EL16 Energisation and commissioning	Proposed: baseline — Record controlled energisation and specified system function/commissioning checks. Method: Proposed: baseline — Responsible authorised person records date, circuits/systems energised, checks and exceptions; follow approved switching arrangements. Accept when: Proposed: baseline — Energisation is authorised and specified commissioning functions meet approved design; exceptions are isolated and resolved. Record: Energisation and commissioning record		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
EL17 Certificates and handover	Proposed: baseline — Verify required certificates, test reports, as-builts, schedules, product records and approvals. Method: Proposed: baseline — Review jurisdictional certificate requirements and contract handover index. Accept when: Proposed: baseline — Applicable certificates and records are issued by the required person and match installed scope; as-built circuit/equipment information is complete. Record: Electrical completion and handover register		Date: _____ Actual result/observation: _____ Evidence/photo/report reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

Source Register

Source ID	Title / filename	Revision	Type	Path / URL
NSW-SIR-2025	NSW Government, Service and Installation Rules (June 2025 issue surfaced in search; current issue must be checked)	See linked source; verify current edition and project adoption	guidance	https://www.energy.nsw.gov.au/nsw-plans-and-progress/regulation-and-policy/service-and-installation-rules
NSW-TEST-SC HEDULE	SafeWork NSW, Schedule of test results form	See linked source; verify current edition and project adoption	guidance	https://www.safework.nsw.gov.au/__data/assets/pdf_file/0018/1411920/Schedule_of_test_results.pdf
ESV-COES	Energy Safe Victoria, Certificates of Electrical Safety for consumers (reviewed September 2026)	See linked source; verify current edition and project adoption	guidance	https://www.energysafe.vic.gov.au/certificates-electrical-safety/certificates-electrical-safety-consumers
NSW-SIR-CUR RENT	NSW Government, Service and Installation Rules current-edition page	See linked source; verify current edition and project adoption	guidance	https://www.energy.nsw.gov.au/nsw-plans-and-progress/regulation-and-policy/service-and-installation-rules
CQA-ITP	Construction Quality Association, Guide: How to create an ITP	See linked source; verify current edition and project adoption	guidance	https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-itp

Open Confirmations

Issue ID	Priority	ITP rows	Open item	Action needed
CONF-001	confirmation	EL01	EL01: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-002	confirmation	EL02	EL02: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-003	confirmation	EL03	EL03: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-004	confirmation	EL04	EL04: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-005	confirmation	EL05	EL05: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-006	confirmation	EL06	EL06: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-007	confirmation	EL07	EL07: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-008	confirmation	EL08	EL08: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-009	confirmation	EL09	EL09: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-010	confirmation	EL10	EL10: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-011	confirmation	EL11	EL11: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-012	confirmation	EL12	EL12: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-013	confirmation	EL13	EL13: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-014	confirmation	EL14	EL14: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-015	confirmation	EL15	EL15: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-016	confirmation	EL16	EL16: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.

Issue ID	Priority	ITP rows	Open item	Action needed
CONF-017	confirmation	EL17	EL17: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.