

Electrical Pre-Energisation Readiness Record

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Document and visual readiness checks: installation identity, completed work/test evidence, enclosure and labelling, access/coordination, required statutory inspection/certificate status, unresolved defects and named decision authority.

Excluded: Permission to energise; statutory certificate or inspector sign-off; operating or switching instructions; live testing; protection settings; network connection approval; universal acceptance criteria.

Use and project setup

Project field: Project / jurisdiction / supply authority _____

Project field: Installation / board / isolation boundary ID _____

Project field: Proposed connection scope / date window _____

Project field: Approved energisation procedure / revision _____

Project field: Electrical contractor / responsible person _____

Project field: Required inspector / network / client approvals _____

Project field: Test / certificate / inspection report refs _____

Project field: Open defects / permits / interface status _____

Before inspection: Jurisdiction and network/distribution business requirements — Identify connection, inspection, notification and certificate conditions.

Before inspection: Approved project energisation and commissioning plan — Name actual authorising roles, prerequisites, sequence and records.

Before inspection: Issued electrical test reports and statutory certificates — Confirm evidence comes from responsible authorised parties.

Before inspection: Defect/NCR and permit registers — Identify unresolved safety, access, isolation, temporary supply and interface issues.

Before inspection: Switchboard/circuit schedules and as-built documents — Confirm installation identity, required labels and controlled drawings.

How to use

1. Identify jurisdiction, exact installation/work boundary and current controlled drawing revision.
2. Enter applicable project acceptance references, methods, limits, witness points and responsible roles from approved project documents; no defaults are supplied.
3. Record actual observations/results only from contemporaneous work or issued reports, retaining units, report IDs and revisions.
4. Maintain a dated, attributable event trail for defects, repair, retest and disposition; preserve earlier entries.
5. Keep project release, statutory certificate, inspector sign-off or connection authorisation as separate evidence linked by reference.

Important: Blank field record for ordinary building low-voltage electrical work only. Project documents and applicable state or territory requirements control. This record is neither a statutory certificate, electrical test certification, inspector approval nor authorisation to connect or energise. Do not perform electrical work or tests unless appropriately licensed/authorised. Actual results, dates, decisions and signatures remain blank until contemporaneous evidence is entered by the responsible person.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

EPR-01 Scope and boundary identity

What to observe	Installation, board, circuits, work extent, proposed connection boundary and current drawing revision.
How to check	Compare requested scope with controlled schedules and nominated supply/network interface.
Acceptance basis	Connection request maps to defined scope and current approved documents.
Reference to verify	Approved project electrical specification, jurisdictional rules, drawings and controlled test/inspection plan; record exact revision/clause.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Installation / board ID	_____
Boundary / circuits	_____
Drawing revision	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

EPR-02 Installation completion and physical condition

What to observe	Visible enclosure completeness, covers/barriers, access, damage and required identification.
How to check	Visual/document review by assigned electrical personnel against approved design and inspection plan; no intrusive/live procedure specified.
Acceptance basis	Completion evidence is present and visible issues dispositioned by responsible contractor.
Reference to verify	Approved project electrical specification, jurisdictional rules, drawings and controlled test/inspection plan; record exact revision/clause.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Condition / label refs	_____
Open defect IDs	_____
Photo ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

EPR-03 Required test and commissioning evidence

What to observe	Required test schedule rows, issued report IDs, incomplete items and accepted project review references.
How to check	Reconcile approved plan against issued test reports; do not interpret blank as completion or set limits here.
Acceptance basis	Every required item is evidenced or explicitly dispositioned by authorised role.
Reference to verify	Approved project electrical specification, jurisdictional rules, drawings and controlled test/inspection plan; record exact revision/clause.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test schedule ref	_____
Report / revision	_____
Review/disposition ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

EPR-04 Statutory inspection and certificate pathway

What to observe	Jurisdiction, work classification, required certificate/inspection, issuer, inspector and status references.
How to check	Verify actual jurisdictional process with responsible contractor and regulator/network requirements; record IDs, not substitute declarations.
Acceptance basis	Required jurisdictional certificate and inspection steps are evidenced where applicable.
Reference to verify	Approved project electrical specification, jurisdictional rules, drawings and controlled test/inspection plan; record exact revision/clause.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Jurisdiction / work type	_____
Certificate / inspector ref	_____
Status / evidence	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

EPR-05 Interfaces, permits and open safety-related items

What to observe	Network/client approvals, trade interfaces, access control, permit status and unresolved NCRs affecting connection.
How to check	Review controlled registers and assigned approvals; refer unresolved controls to responsible duty holder.
Acceptance basis	Required interface approvals are recorded and no unresolved item affecting scope is hidden by a general pass.
Reference to verify	Approved project electrical specification, jurisdictional rules, drawings and controlled test/inspection plan; record exact revision/clause.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Approval / permit ref	_____
Interface / NCR	_____
Owner / due ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

EPR-06 Authorised connection decision and handover

What to observe	Named decision maker, role/authority, separate approval reference, date/time and released boundary.
How to check	Record decision only when made by authorised role; enter reference and limits of that decision.
Acceptance basis	Separate explicit authorisation is linked to defined boundary before connection work proceeds.
Reference to verify	Approved project electrical specification, jurisdictional rules, drawings and controlled test/inspection plan; record exact revision/clause.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Decision role / authority	_____
Approval ref / boundary	_____
Date / handover ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Electrical Pre-Energisation Readiness Record event log

Use one row per defined area/circuit/check event. Keep project criteria separate from actual observations and reported results. Preserve failed and superseded entries; link every decision to its authorised role and separate evidence. This log does not certify work or authorise connection.

Project / contract: _____ Element / pour / lot: _____ Date / shift: _____

Location / area: _____ Record reference / revision: _____

Date / event	Area / board / circuit	Drawing / revision	Check / test category	Project method / criterion ref	Actual result / unit or observation	Report / photo / NCR ref	Action / retest / disposition	Role / reviewer / authority ref	Status / handover ref

Issues and corrective action

Project: _____ Location / room / element: _____ Inspection date: _____

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Electrical work evidence handover

Project: _____ Location / room / element: _____ Date: _____

Record evidence status

☐ Evidence linked for assigned reviewer

☐ Defect / required test / report remains open

☐ Separate statutory, inspector, network or project decision required

This field record preserves inspection and document references. It is not a statutory certificate, test certification, inspector sign-off, project release or authority to connect/energise.

Handover roles and references

Installer / authorised electrical worker / scope and date _____

Field recorder / role / evidence reference _____

Electrical contractor responsible person / licence or authorisation ref _____

Inspector / regulator / network approval reference where applicable _____

Project reviewer / disposition reference _____

Open defects / retest / as-built references _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

Queensland Electrical Safety Office, Guidelines for testing low voltage electrical installations (2026)

Role: Queensland technical guidance; it does not set project criteria or authorise unqualified persons to test.

Locator: 2026 guide, visual inspection before mandatory tests and verification sections. Used for evidence categories and sequence context only.

Source URL: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0026/158525/guide-for-testing-low-voltage-electrical-installations.pdf

WorkSafe Queensland, Electrical safety in the construction industry

Role: Queensland jurisdictional guidance informing role and construction context.

Locator: Construction electrical safety: electrical work by licensed/authorised persons; construction wiring inspection/testing by a qualified person before use.

Source URL: <https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/electricity/industry-specific-electrical-hazards/electrical-safety-in-the-construction-industry>

WorkSafe Queensland, Issuing certificates of compliance

Role: State-specific statutory certificate context. This record is expressly not that certificate.

Locator: Certificate of testing and compliance requirements for installation work and responsible issuer under Queensland rules.

Source URL: <https://www.worksafe.qld.gov.au/laws-and-compliance/electrical-safety-laws/issuing-certificates-of-compliance>

Energy Safe Victoria, Electrical installation FAQ

Role: Victoria-specific process example, subject to jurisdiction and work classification.

Locator: Testing and inspection; prescribed work inspection before connection, including main switchboard example.

Source URL: <https://www.energysafe.vic.gov.au/industry-guidance/electrical/frequently-asked-questions/electrical-installation>

Energy Safe Victoria, Prescribed and non-prescribed work

Role: Victoria-specific statutory boundary; not generalized to other jurisdictions.

Locator: Prescribed installation work inspection, including consumer mains, main earthing and relevant main switchboard components.

Source URL: <https://www.energysafe.vic.gov.au/certificates-electrical-safety/obligations-and-guidelines/prescribed-and-non-prescribed-work>