

Electrical Rough-in ITP Template

Ordinary building low-voltage electrical installation rough-in and associated circuit installation evidence. Covers only the identified project package and approved drawings. Excludes high voltage, hazardous areas, generation/storage/PV, fire alarm, security, communications/data, specialist controls and utility/network-owned works unless separately identified and supported by project-specific scope. No live-work guide is provided. Electrical work and tests belong to appropriately licensed/authorised personnel under applicable jurisdictional law; project values, legal Hold/Witness points and release authority are not supplied.

Project	[Enter project / state / parties]
Package	electrical-rough-in
Document / revision	[Enter controlled number and revision]
Issue purpose	For review - proposed editable baseline
Boundary	Complete against project documents; remove out-of-scope activities.

Read before use

- This is a reusable proposed baseline, not an approved project plan or completed inspection record.
- Enter actual acceptance criteria, source revisions/locators, lot basis, frequency, roles and contractual control points from the project. No numeric limit, test result, qualification, signature or client release has been supplied.
- Confirm scope and remove or mark conditional rows that do not apply. Resolve missing or conflicting decisions with the assigned project authority.
- Complete the matching blank Record Prompts only when actual work occurs; retain source certificates and original specialist reports.

Project inputs to resolve

Jurisdiction and regulator basis: [Enter project source / decision] Identify state/territory, electrical safety regulator, applicable licence classes, adopted requirements and notification/certificate rules; confirm current law.

Approved electrical drawings and revisions: [Enter project source / decision] Identify controlled layouts, single-line diagrams, schedules, details and approved changes.

Project specification and adopted standards: [Enter project source / decision] List exact project requirements, edition/revision and clauses from controlled sources; do not assume an edition.

Electrical work scope and boundaries: [Enter project source / decision] Identify included circuits, equipment, work areas, package limits, interfaces and exclusions.

Approved equipment and product evidence: [Enter project source / decision] Identify approved switchboards, protective devices, cables, accessories and required product evidence.

Licensed roles, reviews and release authority: [Enter project source / decision] Identify licensed electrical contractor/worker, designer, inspector, network operator and contractual review/release roles; do not infer authority.

Project verification and test criteria: [Enter project source / decision] Enter applicable test methods, acceptance criteria, coverage and record from current jurisdiction/project sources; no values supplied.

Isolation and alternate supply arrangements: [Enter project source / decision] Identify all supply sources, isolation/lockout coordination and approved work controls; this baseline contains no live-work procedure.

Certificates, test records and handover: [Enter project source / decision] Identify jurisdictional certificates, test schedules, as-builts, board schedules and dossier requirements.

Network connection / energisation interface: [Enter project source / decision] Identify who requests inspection/connection, network owner prerequisites and separate supply-authorisation decision.

Inspection and Test Plan

Proposed baseline. Replace prompts with controlled project criteria and references before project review.

ER-01 • Scope, circuits and design release

Inspection / test	Confirm electrical work limits, circuits, area and approved drawings before installation.
Method	Compare scope matrix, latest approved layouts/single-line diagrams, circuit and equipment schedules; record interfaces and unresolved design decisions.
Acceptance condition	Only the documented ordinary building low-voltage installation scope and current approved revisions are released; unresolved design or interface issues go to the assigned designer. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence]; [Enter Project verification and test criteria].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Electrical scope and design release register
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-02 • Product receipt and identification

Inspection / test	Check cables, conduits, accessories, supports and devices against approved submittals before installation.
Method	Match product/type and identification to approved schedule, required evidence and intended installation; record damage or mismatch disposition.
Acceptance condition	Items match approved submittals and applicable jurisdictional/product evidence; unapproved items are held for disposition. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Electrical product receipt register
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-03 • Containment route and support

Inspection / test	Inspect accessible containment, sleeves, routes, segregation and supports before cables are drawn or concealed.
Method	Walk the identified run; compare route, support method, penetrations and separation with controlled drawings and coordination documents; record obstruction or deviation.
Acceptance condition	Route, support and interface details follow approved documents and applicable project criteria; unresolved clashes or fire/separation interfaces are closed by assigned authority. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence]; [Enter Project verification and test criteria].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Containment route and support inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-04 • Cable installation and identification

Inspection / test	Check installed cable identity, route, termination allowance and damage while accessible.
Method	Trace cable from source/destination, check labels against approved schedules, inspect visible sheath condition and record drum/circuit references where required.
Acceptance condition	Installed cable is traceable to the approved circuit and product schedule; damage or unidentified conductors are dispositioned before termination. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Cable installation and identification inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-05 • Concealed work and penetrations

Inspection / test	Capture required pre-cover evidence for concealed electrical routes, supports, fire-rated penetrations and accessible junctions.
Method	Review site location against approved drawings and specified penetration system; photograph/map only where required; record any required inspection/release before cover.
Acceptance condition	Project-required concealed-work checks and approvals are recorded before concealment; no universal firestop or inspection release is inferred. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Concealed work and penetrations inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-06 • Terminations, earthing and circuit completion

Inspection / test	Inspect completed terminations, protective conductor and bonding interfaces against approved details before testing.
Method	Assigned electrical worker checks identified terminations and earthing/bonding continuity arrangements using applicable approved method; reference circuit/device IDs and source criteria.
Acceptance condition	Connections and earthing/bonding evidence meet project and applicable adopted requirements; actual measurements and disposition are entered in test record by authorised personnel. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence]; [Enter Project verification and test criteria]; [Enter Network connection / energisation interface].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Terminations, earthing and circuit completion inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-07 • Installation verification and testing

Inspection / test	Review required electrical verification evidence for identified installed circuits before handover or connection.
Method	Assigned licensed electrical worker carries out tests/examination required by applicable law and project documents; identify instruments, methods, criteria and actual results in controlled test record. Do not provide live-work instructions.
Acceptance condition	Required test and examination evidence is complete for identified scope and meets criteria from the jurisdiction and project source; failed or missing results remain open. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Approved equipment and product evidence]; [Enter Project verification and test criteria]; [Enter Network connection / energisation interface].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Installation verification and testing inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ER-08 • As-built, certificates and handover

Inspection / test	Confirm final circuit schedules, as-builts, test records and jurisdictional certificates are collated for the package.
Method	Reconcile installed circuit IDs and approved changes to handover documents; verify certificate issuer and recipient requirements with jurisdictional regulator.
Acceptance condition	Package records are complete to contract and jurisdictional requirements; project acceptance/release remains with assigned authority. Project source: [Enter Approved electrical drawings and revisions]; [Enter Project specification and adopted standards]; [Enter Jurisdiction and regulator basis]. Supporting controlled inputs: [Enter Project verification and test criteria]; [Enter Network connection / energisation interface].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Check the identified circuit, board or work lot before concealment or the next activity removes access; project coverage and timing must be confirmed.
Responsibility	Proposed: Assigned appropriately licensed electrical contractor/worker performs and records electrical work and tests within their authority. Other review roles act only within documented jurisdictional or contractual authority. Project role basis: [Enter Licensed roles, reviews and release authority]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Electrical completion and certificate dossier
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

Blank matching record prompts

Complete the actual date, observation, result and responsible roles during the work. Blank cells are intentional; this template contains no completed inspection or approval.

ER-01 • Scope, circuits and design release

Field	Actual entry / evidence
Area / level / drawing locator	
Board / circuit schedule revision	
Included circuit or run limits	
Excluded work / interface owner	
Open design decision / disposition	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-02 • Product receipt and identification

Field	Actual entry / evidence
Product type / identification	
Cable drum / item batch where required	
Approved submittal / instruction revision	
Intended circuit / location	
Damage / substitution / disposition	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-03 • Containment route and support

Field	Actual entry / evidence
Containment run / start and end	
Support detail / instruction reference	
Route / separation detail	
Observed support / interface condition	
Penetration / clash / correction reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-04 • Cable installation and identification

Field	Actual entry / evidence
Circuit / cable identification	
Source and destination	
Cable type / drum reference	
Route / drawing revision	
Visible damage / identification issue	
Photo / corrective-action reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-05 • Concealed work and penetrations

Field	Actual entry / evidence
Area / concealed run / circuit	
Drawing / penetration detail revision	
Pre-cover observation / photo reference	
Fire-separation system / installer evidence	
Required notice / inspection reference	
Outstanding item / assigned cover decision	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-06 • Terminations, earthing and circuit completion

Field	Actual entry / evidence
Board / circuit / termination ID	
Connection / bonding detail reference	
Supplier instruction / torque criterion source	
Required tool / installation evidence	
Actual observation / defect reference	
Separate verification report reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-07 • Installation verification and testing

Field	Actual entry / evidence
Board / circuit / device identity	
Verification scope / exclusion	
Test type / method / criterion source	
Instrument ID / validity evidence	
Original report / actual result and unit	
Failure / correction / retest link	
Licensed test performer / report reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ER-08 • As-built, certificates and handover

Field	Actual entry / evidence
Board / circuit / included boundary	
As-built / schedule revision	
Verification report / certificate reference	
Certificate issuer / jurisdiction pathway	
Outstanding defect / exclusion	
Contract handover / connection role reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

Topic guidance sources and limitations

WorkSafe Queensland Electrical Safety Office, Testing

Accessed 7 October 2026; sections Who can test electrical equipment; What is energised electrical work; When is testing a form of energised electrical work; de-energised and isolated testing; requirements for energised testing.

<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/electricity/testing>

Queensland-specific regulator guidance supports licensed testing and distinction between de-energised/isolated testing and energised work, including testing for dead. Use only as topic guidance; confirm current law and licensing in the project jurisdiction. No live-work procedure or numeric test criteria reproduced.

WorkSafe Queensland Electrical Safety Office, Electrical Safety Office technical guides

Accessed 7 October 2026; sections Guide to testing low voltage electrical installations, Guide to working on electrical installations with connections to alternate supplies, Guide to isolation and lockout procedures, Guide to service and submain polarity testing.

<https://www.worksafe.qld.gov.au/eso-technical-guides>

Queensland regulator topic guidance for installation verification, alternate supplies and isolation/lockout. Apply only after confirming jurisdiction and current issue; it does not supply project acceptance values or project H/W points.

WorkSafe Queensland Electrical Safety Office, Issuing certificates of compliance

Accessed 7 October 2026; Requirements of certificates and FAQ: issuer, when certificate required, tested installation details, recipient, retention and signature.

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

Queensland-specific example of electrical contractor certification following installation work. Do not generalise certificate name, trigger, retention or signatory rules nationally; identify applicable jurisdictional certificates from the regulator.

NSW Government, NSW Service and Installation Rules, April 2026

Official PDF accessed 7 October 2026; sections for service and installation requirements, inspection/testing, certificates and supply connection (specific clause locator to be confirmed against applicable network rules).

<https://www.energy.nsw.gov.au/sites/default/files/2026-05/Service-and-Installation-Rules-NSW-April-2026.pdf>

NSW-specific service/network interface reference only. Use to prompt separate network-owner connection and service requirements; not a national installation criterion or approval by this template.

South Australia Office of the Technical Regulator, Electrical trades and testing/verification resources

Accessed 7 October 2026; Testing and verification section and linked Visual Inspection and Verification Form / Schedule of Test Results. The public form groups checks under general, consumers mains, switchboards, wiring systems, electrical equipment and earthing.

<https://www.energymining.sa.gov.au/industry/regulatory-services/office-of-the-technical-regulator/electrical-trades>

Public example of inspection and test-record structure and separate compliance/reconnection interface. South Australia only; do not import its legal steps into another jurisdiction or use its form as project acceptance criteria.

Energy Safe Victoria, Electrical installation defects

Accessed 7 October 2026; updated defect list and Top 10 Prescribed Inspections General defects, including switchboard, visual inspection and wiring-system topics.

<https://www.energysafe.vic.gov.au/certificates-electrical-safety/electrical-installation-defects>

Victoria-specific public defect taxonomy supporting practical inspection topics and location-specific defect records. It is not a substitute for the adopted project standard or inspection by an authorised inspector.

Energy Safe Victoria, Ensuring power is off until inspection FAQ

Accessed 7 October 2026; FAQ on keeping power off until inspection, including prescribed work and switchboard replacement context.

<https://www.energysafe.vic.gov.au/industry-guidance/electrical/frequently-asked-questions/ensuring-power-until-inspection>

Victoria-specific illustration that inspection timing and restoration-of-supply requirements can be jurisdictional and work-type dependent. Do not generalise its rules nationally; confirm the actual local pathway and responsible party.

Topic guidance is provided for orientation only. Confirm applicable jurisdictional adoption, approved design and contract requirements. No cited source substitutes for the complete controlled project documents or licensed standards.