

Electrical Rough-In Inspection Record

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

Scope

Included: Visual and document checks of identified ordinary low-voltage rough-in work while accessible: route and circuit identity, support/protection, separation and interfaces, penetrations/fire-stopping coordination, enclosure condition and concealment evidence.

Excluded: Electrical design; conductor or protective-device selection/sizing; testing, commissioning, energisation or certification; high voltage, hazardous areas, PV/battery or specialist installations; and universal spacing, support interval, depth, separation or fire-rating values.

Use and project setup

Project field: Project / jurisdiction / contractor _____

Project field: Area / level / room / grid _____

Project field: Drawing / revision / circuit schedule ref _____

Project field: Circuit / cable / containment identity _____

Project field: Origin and destination / board reference _____

Project field: Concealment stage / inspection notice _____

Project field: Penetration / fire compartment / interface refs _____

Project field: Photo / NCR / RFI / disposition refs _____

Before inspection: Approved electrical drawings, schedules and specifications — Identify design intent, routes, circuits, cable and containment requirements and revision.

Before inspection: Current coordination and fire-compartment details — Locate interfaces, penetrations, separation and required fire-stopping detail.

Before inspection: Project inspection and concealment schedule — Identify notice, witness and release roles before work becomes inaccessible.

Before inspection: Product approvals and installation instructions — Verify installed cable, containment, supports and protection against accepted submittals.

Before inspection: Electrical contractor work method and risk controls — Define qualified personnel, access controls and safe inspection arrangements.

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: _____

RIR-01 Area, circuit and drawing identity

What to observe	Area, level, circuit or cable ID, origin/destination and current drawing/schedule revision.
How to check	Trace visible work to approved drawing and circuit schedule; note deviations for disposition.
Acceptance basis	Installed extent is identifiable and checked against current approved design 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
Area / circuit	_____
Drawing revision	_____
Origin / destination	_____
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: _____

RIR-02 Route, supports and mechanical protection

What to observe	Visible route, containment type, support arrangement, edge protection and exposure to damage.
How to check	Compare installed arrangement to project details and approved product instructions; record locations without generic intervals.
Acceptance basis	Project-specified support and protection are evidenced for this route.
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
Route / containment	_____
Support / protection detail	_____
Photo / deviation 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: _____

RIR-03 Segregation and service interfaces

What to observe	Proximity/crossings with other services, incompatible systems, access zones and later trade interfaces.
How to check	Compare interface to coordinated approved drawings and project requirements; document unresolved crossings.
Acceptance basis	Required project separation and interface treatment are traceable.
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
Crossing / interface	_____
Coordination drawing	_____
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: _____

RIR-04 Penetrations and fire-compartment interfaces

What to observe	Penetration location, affected barrier identity and specified fire-stopping system/status.
How to check	Match penetration to current fire strategy/detail and approved system submittal; record fire-stop evidence separately.
Acceptance basis	Penetration treatment is traceable to approved project 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
Penetration ID	_____
Barrier/detail ref	_____
Fire-stop submittal	_____
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: _____

RIR-05 Cable / enclosure condition and ends

What to observe	Visible damage, contamination, open ends, identification and protection at exposed terminations.
How to check	Visually inspect accessible work and compare identification/protection to project requirements; no electrical testing implied.
Acceptance basis	No unresolved visible damage or identification issue remains for this extent.
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
Cable / enclosure ID	_____
Observed defect	_____
Repair 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: _____

RIR-06 Concealment notice and evidence handover

What to observe	Inspection request, witness requirement, open issues, photo coverage and authorised project release reference.
How to check	Reconcile notice and required witness with project inspection plan; record release evidence from assigned role.
Acceptance basis	Project-required pre-cover evidence and decisions are linked before concealment.
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
Notice / witness ref	_____
Open items	_____
Release decision ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Electrical Rough-In Inspection 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>