

Low-Voltage Electrical Installation Test Record

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

Scope

Included: Identification of installation/circuits, adopted project test procedure and edition, authorised tester and instrument calibration/ID, actual reported results and units, defects, retest and review links.

Excluded: Instructions for performing tests; live-work procedures; choosing methods, test voltages, limits or sampling; design; statutory certificates; and high voltage, hazardous area or specialist system commissioning.

Use and project setup

Project field: Project / jurisdiction / client _____

Project field: Installation / board / area / circuit IDs _____

Project field: Approved test procedure / revision _____

Project field: Applicable rule or project criterion / exact clause _____

Project field: Tester name / role / licence or authorisation ref _____

Project field: Instrument ID / calibration due / report ID _____

Project field: Test date/time and recorded result units _____

Project field: NCR / repair / retest / reviewer refs _____

Before inspection: Applicable jurisdictional legislation and regulator requirements — Confirm who may perform/certify work, and certificate and inspection route.

Before inspection: Current approved project test plan and acceptance criteria — Supply each required test, method, edition, limits, extent and witness point.

Before inspection: Approved electrical drawings and circuit schedules — Identify installation extent, circuits, protective devices and revisions.

Before inspection: Tester competency/authorisation and instrument records — Evidence assigned tester authority and instrument traceability.

Before inspection: Issued test sheets, defect process and retest procedure — Preserve reported results, units, repairs and linked retest evidence.

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: _____

ETR-01 Installation and circuit scope

What to observe	Installation, distribution board, circuit ID, extent tested, drawing revision and excluded/incomplete portions.
How to check	Reconcile report coverage to approved circuit schedule; identify omitted or not-yet-tested circuits.
Acceptance basis	Each result is attributable to a defined installation portion and approved scope.
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
Board / circuit IDs	_____
Coverage / exclusions	_____
Drawing 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: _____

ETR-02 Procedure, criterion and method reference

What to observe	Project test-plan revision, adopted standard/rule reference, specific test type and required criterion.
How to check	Transcribe approved method, edition and criterion from project-controlled documents; leave project values blank until supplied.
Acceptance basis	Result can be compared only with an identified applicable criterion.
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
Procedure / edition	_____
Criterion / exact clause	_____
Project approval 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: _____

ETR-03 Tester authority and test equipment traceability

What to observe	Tester identity, role/authorisation, instrument ID, calibration/status evidence and report reference.
How to check	Link issued test sheet and instrument record; the form does not determine competency or calibration validity.
Acceptance basis	Tester and equipment are traceable under applicable jurisdiction and project controls.
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
Tester / authorisation	_____
Instrument / calibration ref	_____
Report ID	_____
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: _____

ETR-04 Required verification categories completed

What to observe	Project-required test category, circuit/asset tested, report location and status.
How to check	Use one row per required test from approved project schedule; enter actual results only from authorised report. No test procedure provided.
Acceptance basis	Required categories have linked reports or are explicitly open/not applicable with authority.
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 category	_____
Circuit / asset	_____
Report location	_____
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: _____

ETR-05 Actual result, units and comparison

What to observe	As-reported value/status and units, method context and separately stated project criterion.
How to check	Transcribe report without recalculation; comparison/status only by assigned competent reviewer against exact requirement.
Acceptance basis	Value, unit, criterion and reviewer decision are traceable to issued report.
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
Reported result / unit	_____
Criterion ref	_____
Comparison reviewer	_____
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: _____

ETR-06 Defect, corrective work and retest history

What to observe	Defect/NCR ID, affected circuit, repair reference, new test date and separate retest report.
How to check	Append new event entries and cross-reference original result; never overwrite failed or superseded result.
Acceptance basis	Original result and corrective/retest evidence remain linked.
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
NCR / repair ref	_____
Retest report / date	_____
Disposition ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Low-Voltage Electrical Installation Test 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>