

Switchboard Installation ITP Template

Ordinary building low-voltage switchboard installation from approved design/submittal through verification and handover readiness. 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	switchboard-installation
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.

SWB-01 • Board design, rating and interface release

Inspection / test	Confirm board scope, location, single-line diagram, supply boundary and approved technical submittals.
Method	Review approved board schedule, drawings, supply/network interface, fault-level/design inputs and assigned designer decisions; do not calculate or select ratings in this baseline.
Acceptance condition	Board identity, design basis, project interfaces and required approvals are traceable to current controlled documents before procurement or installation. 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 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	Switchboard design and interface register
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-02 • Receipt, identity and condition

Inspection / test	Inspect delivered switchboard and components against approved equipment schedule and supplier documents.
Method	Match board ID, assembly configuration, device schedule and certificates to approved submittal; inspect transport condition and record discrepancies for disposition.
Acceptance condition	Delivered assembly and evidence match approved schedule; damage or substitutions are accepted by assigned authority before installation. 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	Receipt, identity and condition inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-03 · Room, plinth and mounting readiness

Inspection / test	Inspect switchboard location, mounting surface, access and service entries before positioning.
Method	Compare room/location, support/plinth, access and entry points with approved drawings and coordination requirements; record unresolved builder/service interfaces.
Acceptance condition	Installation location and support/interface arrangements satisfy approved project documents and manufacturer requirements; no generic clearance values are supplied. 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	Room, plinth and mounting readiness inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-04 • Placement, enclosure and cable entries

Inspection / test	Inspect installed board alignment, anchorage, enclosure integrity, entry treatment and identification before termination.
Method	Use approved installation instructions and drawings; inspect visible condition, board identity, entries, covers and labels; record deviations before energisation planning.
Acceptance condition	Assembly is installed to approved instructions/documents, remains intact and identifiable, and deviations are dispositioned. 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 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	Placement, enclosure and cable entries inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-05 • Incoming/outgoing connections and earthing

Inspection / test	Check documented completion of identified incoming/outgoing terminations, protective conductors and bonding interfaces.
Method	Assigned electrical worker verifies against approved single-line, schedules, connection details and supplier instructions; record circuit/device identity and required torque/tool evidence only if specified.
Acceptance condition	Connections and earthing/bonding are complete to controlling sources; no torque, conductor size or setting is inferred by this template. 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 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	Incoming/outgoing connections and earthing inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-06 • Protection devices and settings

Inspection / test	Verify protective device identity, labels and settings documentation against approved design/schedules before functional verification.
Method	Compare installed device references and recorded settings to approved coordination/design documents; any change is referred to responsible designer and recorded.
Acceptance condition	Installed devices and settings evidence match approved design documents; no protective setting or performance threshold is supplied. 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	Protection devices and settings inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-07 • Verification, functional checks and test evidence

Inspection / test	Review required switchboard tests and functional/sequence evidence for identified board and circuits.
Method	Assigned licensed electrical worker performs required verification under applicable sources; record scope, method, device IDs, instruments and actual results. This is not an instruction for live testing.
Acceptance condition	Required examination and test evidence meets jurisdictional and project acceptance sources; defects, exclusions and retests are traceable. 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	Verification, functional checks and test evidence inspection record
Applicability / remarks	Include when this activity is in the contracted work package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

SWB-08 · Pre-energisation readiness and network interface

Inspection / test	Confirm installation test/certificate package and outstanding defects are ready for the distinct energisation and supply-connection process.
Method	Review test record, certificate, approved as-builts, outstanding-work register, isolation/source plan and network operator/retailer prerequisites; identify who controls each release.
Acceptance condition	Contractor completion and required certificates are documented; contractual acceptance, statutory inspection and network/supply connection approvals are separately obtained from their authorised parties. This check does not authorise energisation. 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	Switchboard pre-energisation readiness and connection interface record
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.

SWB-01 • Board design, rating and interface release

Field	Actual entry / evidence
Board ID / supply boundary	
Single-line / equipment schedule revision	
Design rating / setting approval reference	
Manufacturer / assembly evidence reference	
Supply / metering interface owner	
Unresolved design decision	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-02 • Receipt, identity and condition

Field	Actual entry / evidence
Board ID / serial / supplier	
Assembly / device schedule revision	
Approved submittal / supplier evidence	
Transport condition / photo reference	
Discrepancy / authorised disposition	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-03 · Room, plinth and mounting readiness

Field	Actual entry / evidence
Board / room / location	
Plinth / mounting detail revision	
Access / entry criteria source	
Actual observed or measured condition / unit	
Builder interface / outstanding item	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-04 • Placement, enclosure and cable entries

Field	Actual entry / evidence
Board ID / installed location	
Mounting / anchorage detail	
Enclosure / entry treatment evidence	
Labels / covers / visible condition	
Deviation / correction / recheck reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-05 • Incoming/outgoing connections and earthing

Field	Actual entry / evidence
Board / terminal / circuit ID	
Cable / conductor identification	
Connection / bonding detail revision	
Supplier torque / tool evidence if required	
Observed completion / defect	
Separate verification evidence reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-06 • Protection devices and settings

Field	Actual entry / evidence
Board / device / circuit identity	
Approved protection study / schedule revision	
Specified setting / unit / source locator	
Actual recorded setting / unit / evidence	
Label / device match	
Design change / authorised decision reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-07 • Verification, functional checks and test evidence

Field	Actual entry / evidence
Board / circuit / function	
Verification scope and exclusions	
Approved method / criterion / source	
Instrument / original report reference	
Actual result / unit	
Failure / correction / retest link	
Licensed verification role / evidence	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SWB-08 · Pre-energisation readiness and network interface

Field	Actual entry / evidence
Board / installation boundary	
Verification report / unresolved defects	
Jurisdiction certificate / issuer	
Required independent inspection evidence	
Contractual review / disposition reference	
Network / metering / connection prerequisite	
Source / isolation plan reference	
Actual connection decision / authorised party 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.