



## Process Flow Chart Electrical (9)

**027T**  
**(October 2022)**

Task	Process	Resource	Links
Electrical work has a Certificate of Compliance issued after completion of work			
New electrical equipment has a completed pre-purchase checklist and plant/equipment checklist			<a href="#">Pre-Purchase Checklist (046F)</a> <a href="#">Plant &amp; Equipment Checklist (010F)</a>
Develop a Plant and Equipment (Electrical Equipment) Register			<a href="#">Plant &amp; Equipment Register (050F)</a> <a href="#">Inspection &amp; Testing Register (090F)</a>
Conduct regular RCD Push Button Tests (usually 6 monthly) and RCD Operating Time Tests (usually every 2 years)	  		<a href="#">Residual Current Device (RCD) Operating Test Time Register (049F)</a> <a href="#">Residual Current Device (RCD) Push Button Test Register (048F)</a>
Pre purchase checklists are completed for electrical equipment that is new to the worksite. Domestic appliances may not need this checklist	  		<a href="#">Pre Purchase Checklist (046F)</a>
Electrical equipment is tested regularly (ie annually or 5 yearly for equipment with cord and plug that is not moved during use), a tag affixed and the register updated	   		<a href="#">Inspection &amp; Testing Register (090F)</a>

<p>New electrical equipment is fitted with a 'New to Service' tag prior to testing and recorded on New to Service Register</p>					<p><a href="#">Electrical New to Service Equipment Register (007F)</a></p>
<p>Faulty equipment is identified (Danger/Out of Service Tags) and isolated (Lock Out Device) prior to repair or disposal</p>					<p><a href="#">Equipment Disposal/Write Off Floor (082F)</a></p>
<p>Electrical equipment is visually inspected prior to operation</p>					