

INSPECTION, TESTING & TAGGING REQUIREMENTS FOR WORKPLACE ELECTRICAL EQUIPMENT

(In accordance with Queensland Electrical Safety Regulation 2013 – **GUIDE ONLY**)

Periodic verification Intervals / Frequency of verification. Requirements for *Construction* work - Wiring and Electrical Equipment [ES Reg, s. 104] as detailed in AS/NZS 3012:2019 - Electrical installations – Construction and demolition sites [Clause 3.2]

Construction	Construction work electrical equipment	Transportable structures, fixed & transportable equipment	Construction wiring, including switch boards	Portable equipment	Safety Switch (RCD – Residual Current Device)	
					Fixed / Non-Portable	Portable
	Inspection & testing intervals	Competent person - 6 monthly.	Competent person – 6 monthly.	Competent person – 3 monthly.	User - to push test button monthly. Competent person - 12 monthly.	User - to push test button after connection to a socket or before connection of equipment & at least once a day in use. Competent person - 3 monthly.

Requirements for *Manufacturing, Amusement, Office, Rural* and *Service* work. [Refer ES Reg, s. 97]

The Electrical Regulation applies to *SPECIFIED ELECTRICAL EQUIPMENT (S.E.E.)* used to perform that type of work:

For *Manufacturing, Amusement* (other than amusement devices or rides) **or *Rural Work, S.E.E.*** = Applies to electrical equipment (except a portable safety switch) that is connected with a flexible cord & plug to a low voltage supply e.g. electrical appliances and tools, and any extension leads or powerboards, that have a current rating of not more than 20amps.

For *Service & Office Work, S.E.E.* = Applies to the same requirements as *Manufacturing* work except that, only electrical equipment that “is moved during its normal use, for the purpose of its use”.

	S.E.E. used to perform work as described	Requirements	Inspection, testing & tagging intervals [Tested to AS/NZS 3760:2010]	Fixed Safety Switch (RCD) Inspection & testing intervals [AS/NZS 3760:2010, Table 4]	Portable Safety Switch (RCD) Inspection & testing intervals [AS/NZS 3760:2010, Table 4]
Manufacturing	Manufacture, Installation, Assembly, Repair Maintenance, Fabrication, etc.	Safety Switch (RCD) AND Inspect, Test & Tag (See Note 3)	[ES Reg, s. 107 (1)(a)] Competent person - Double insulated – 12 monthly. Not double insulated – 6 monthly.	[ES Reg, s. 110 (2)] User - 6 monthly by test button. Competent person - Immediately after RCD is installed & 12 monthly. (See Note 3)	[ES Reg, s. 110 (3)] User - to push the test button daily or before each use (whichever is longer) Competent person - 12 monthly.
Service	Other (NOT Construction, Manufacturing, Office, Amusement or Rural)	Safety Switch (RCD) OR Inspect, Test & Tag	[ES Reg, s. 112 (1)(a)(ii)] Competent person - 12 monthly.	[ES Reg, s. 113 (2)] User - Immediately after installing RCD & 6 monthly by test button. Competent person - 2 yearly.	[ES Reg, s. 113 (3)] User – to push the test button immediately after connecting the RCD & 6 monthly by test button. Competent person - 2 yearly.

Office	Office	Safety Switch (RCD) OR Inspect, Test & Tag	[ES Reg, s. 112(1)(a)(i)] Competent person – 5 yearly.	[ES Reg, s. 113 (2)] User - Immediately after installing RCD & 6 monthly by test button. Competent person – 2yearly.	[ES Reg, s. 113 (3)] User – to push the test button immediately after connecting the RCD & 6-monthly by test button. Competent person – 2 yearly.
Hire	Hire Electrical Equipment	Safety Switch (RCD) OR Inspect, Test & Tag	[ES Reg, s. 194 (2) & (6)] Hirer to have Competent person to inspect & test equipment before each hire OR have equipment connected to a RCD; AND equipment &/or RCD to be inspected, tested & tagged 6 monthly. . Keep record of tests for 5 years.		[ES Reg, s. 194(2) & (6)] Competent person - Equipment with RCD fitted - 6 monthly inspect, test & tag. Keep record of tests for 5 years.
Amusement	Amusement work	Safety Switch (RCD) AND Inspect, Test & Tag	[ES Reg, s. 116 (1)(a)] Competent person - Double insulated – 12 monthly. Not double insulated – 6 monthly	[ES Reg, s. 118(2)] User - 6 monthly by test button. Competent person - Immediately after RCD is installed & 12 monthly.	[ES Reg, s. 118(3)] User - to push the test button immediately after connecting the RCD & every 3 months by test button. Competent person - 12 monthly.
	Amusement devices & rides (connected to the electricity supply by a plug)	Safety Switch (RCD) if <20 amps AND Inspect, Test & Record	[ES Reg, s. 117 (1)(a)] Competent person - Each time device/ride is assembled on site where it is intended to be used AND at least every 6 months		
Rural	Rural Industry Work (WITH Stated Electrical Risk Factors) [ES Reg, s. 120(5)]	Safety Switch (RCD) OR Inspect, Test & Tag	[ES Reg, s. 120(1)] User - Visual Inspection before use. Competent person - 12 monthly.	[Recommended CoP] User - 3 monthly by test button.	[Recommended CoP] User - 3 monthly by test button.

Note 1: Double adaptors, piggy-back plugs & similar fittings shall not be permitted for **Construction** work **[ES Reg, s. 104** references compliance with **AS/NZS 3012:2019, Clause 2.6.6]** – construction and demolition sites. EPOD (Electrical Portable Outlet Devices) – powerboards without inbuilt RCD protection, shall not be permitted on construction sites **[AS/NZS 3012:2019, Clause 2.6.12]**

Note 2: Double adaptors and piggy-back plugs are not permitted for **Manufacturing** work **[ES Reg, s. 106]** or **Amusement** work **[ES Reg s. 115]**

Note 3: Power outlets at a **Manufacturing** workplace must be protected by a **FIXED** safety switch, unless they are over 2.3 metres from the floor, **AND** used to supply a light or load of 150 watts or less **[ES Reg, s. 107(2)(b)]**, **OR** PCBU is unable to obtain permission, **OR** is not the person in control of the electrical equipment. **[ES Reg, s. 109]**

ALL WORKPLACES: Extension leads & flexible cords must be located where they are not likely to suffer damage (which includes damage by liquid) or are protected against damage. **[ES Reg, s. 102]**

COMPETENT PERSON: A competent person, (e.g. electrician) is one who the responsible person ensures has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly undertake the required tasks. **[AS/NZS 3012:2019, Clause 1.4.6]** and **[see Note in ES Reg, Sch. 9]**, electrical work may only be performed by a person who holds the appropriate electrical licence.

NEW EQUIPMENT: To be verified prior to initial introduction into service. **ALL EQUIPMENT** deemed compliant shall be tagged **[AS/NZS 3012:2019, Clause 3.7.3]**.