



# IMPORTED ELECTRICAL EQUIPMENT INSPECTION CHECKLIST

**Inspection Team Members:**

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**Location:**

**Equipment:**

**Supervisor:**

**Inspection Date:**

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**Instructions:**

- Boxes to be marked ticked (✓) as items are sighted or with a cross(x) if not present. Otherwise NA indicates the item is not applicable. Any question marked with a cross requires a corrective action.
- If the section is not marked with "is this section relevant" it is applicable to the area. All other sections should be completed for the area being inspected if they are applicable.
- Any corrective actions which cannot be immediately resolved are to be entered into the *SafetyNET Hazard-Incident Report Form* at the completion of the inspection to assess the risk and determine appropriate controls, responsibilities and timeframes.
- If the corrective action is immediately completed please write "Completed" in the column with the heading "SAFETYNET REF.NO".
- If a maintenance number has been identified please enter the BEIMS number in the column with the heading "SAFETYNET REF.NO".

QUESTION	✓	X	NA	CORRECTIVE ACTION	SAFETYNET REF. NO.
<b>General</b>					
Does the item contain a compliance plate as required in AS 3100?					
Is the item's main power supply 240 V AC and 50 Hz?					
Are the colours of the item's main power supply cables consistent with Australian Standards requirements (Active Brown, Neutral Blue and Earth Green/Yellow)?					
Is the earthing consistent with Australian Standards – i.e. a mounting screw has not been used.					
All electrical conductors are housed and cannot make contact with any person operating the machine?					
Have all wires been visually inspected for cracks or leaks?					
Is the equipment fitted with interlocks					
Do interlocks function accordingly?					
Has the item been tested and tagged?					
Has a schematic wiring diagram, written in English, been supplied?					
The item meets Australian Standards?					