



SITE / BUILDING	ADDRESS	CLIENT	CONTRACT / JOB NO.
DATE OF SERVICE	TECHNICIAN	LICENCE NO.	REPORT NO.

1 Main switchboard & supply

AS/NZS 3000

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Main switch and isolation operate correctly	☐	☐	☐	
2	Circuit breakers / fuses correct rating and condition	☐	☐	☐	
3	RCDs present and push-button tested	☐	☐	☐	
4	Labelling, schedule and warning signage correct	☐	☐	☐	
5	Enclosure secure; no moisture, corrosion or heat damage	☐	☐	☐	

2 Distribution & circuits

AS/NZS 3000

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Distribution / sub-boards secure and accessible	☐	☐	☐	
2	Circuits identified and consistent with schedule	☐	☐	☐	
3	Terminations tight; no signs of overheating or arcing	☐	☐	☐	
4	Cable support, segregation and condition acceptable	☐	☐	☐	

3 Protection & earthing

AS/NZS 3000

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	RCD operation verified (push-button / trip-time)	☐	☐	☐	
2	Main earth and bonding connections intact	☐	☐	☐	
3	Surge protection (where fitted) healthy	☐	☐	☐	
4	No exposed live parts; covers and barriers in place	☐	☐	☐	

4 Lighting, power & accessories

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Light fittings and lamps operating; no flickering	☐	☐	☐	
2	GPOs and switches secure and undamaged	☐	☐	☐	
3	Emergency / exit lighting present and illuminated (visual)	☐	☐	☐	
4	Fixed appliances connected and operating correctly	☐	☐	☐	

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

LICENCE NO.

DATE COMPLETED

Guidance only. This report records a routine electrical service visit. All electrical work and testing must be carried out by a **licensed electrician** in accordance with **AS/NZS 3000** and the relevant state/territory requirements. Where work is performed, a **Certificate of Compliance / Electrical Safety** must be issued as required by law. This document does not replace statutory certification.