

ELECTRICAL · TEST & TAG

Electrical Test & Tag

In-service inspection & test record aligned to AS/NZS 3760 — testing & tagging of electrical equipment

SITE / BUILDING	ADDRESS	CONTRACT / JOB NO.	SERVICE PERIOD
TECHNICIAN	LICENCE / ACCREDITATION NO.	DATE OF SERVICE	REPORT NO.
ENVIRONMENT / RISK CATEGORY	TEST INTERVAL (3 / 6 / 12 MO)	TEST INSTRUMENT & CAL. DATE	

P Pass / compliant **F** Fail / defect raised **N/A** Not applicable / not fitted

Record per-item results in the register below. Tick the process items and note defects in Comments.

1 Pre-test & identification

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#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Equipment register / previous test records available	☐	☐	☐	
2	Test instrument within calibration; calibration date recorded	☐	☐	☐	
3	Environment / risk category determined and correct test interval applied	☐	☐	☐	
4	Each item identified and located	☐	☐	☐	

2 Visual inspection (each item)

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#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Flexible cord free from cuts, abrasion, kinks or damage	☐	☐	☐	
2	Plug top and socket undamaged; pins secure, not bent or corroded	☐	☐	☐	
3	No exposed live parts; casing / enclosure intact	☐	☐	☐	
4	Cord anchorage / grip secure; no strain on terminations	☐	☐	☐	
5	Switches, controls and guards operate and are undamaged	☐	☐	☐	
6	Free from signs of overheating, moisture or contamination	☐	☐	☐	

3 Electrical tests (per item / class)

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#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Earth continuity test passed (Class I) — within limit	☐	☐	☐	
2	Insulation resistance test passed — within limit	☐	☐	☐	
3	Leakage current within limit (where tested)	☐	☐	☐	
4	Class II (double-insulated) items tested as applicable	☐	☐	☐	

4 RCD testing (where applicable)

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#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Portable / fixed RCD push-button test operates	☐	☐	☐	
2	Trip time and trip current within AS/NZS 3760 limits	☐	☐	☐	
3	RCD test results recorded	☐	☐	☐	

5 Tagging & records

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#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Pass items tagged — test date, retest date, tester ID and status	☐	☐	☐	
2	Failed items tagged 'Out of Service' and removed from use	☐	☐	☐	
3	Results entered in register; defects reported to the owner	☐	☐	☐	

R Appliance test register

ITEM / DESCRIPTION	LOCATION	CLASS (I / II)	RESULT (P / F)	TAG NO.	RETEST DUE

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

LICENCE / ACCREDITATION NO.

DATE COMPLETED

Guidance only. This record is a practical guide to in-service inspection and testing of electrical equipment under **AS/NZS 3760**. Test intervals depend on the environment and equipment type; construction and demolition sites are subject to **AS/NZS 3012**. Testing must be performed by a competent person using a calibrated tester, and any item that fails must be tagged out of service and removed from use. This document does not replace the relevant Standard or licensed electrical work where required.