



SITE / BUILDING	ADDRESS	CLIENT	GENERATOR MAKE / RATING
DATE OF SERVICE	TECHNICIAN	LICENCE NO.	REPORT NO.

1 Engine & fluids

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Oil, coolant and fuel levels correct; no leaks	☐	☐	☐	
2	Filters and belts in good condition	☐	☐	☐	
3	Cooling system and radiator clear	☐	☐	☐	
4	Exhaust system sound and ventilation clear	☐	☐	☐	

2 Batteries & control

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Starting batteries charged; terminals clean and secure	☐	☐	☐	
2	Charger and indicators normal	☐	☐	☐	
3	Control panel healthy; no fault / alarm indications	☐	☐	☐	
4	Alarms and shutdowns operate correctly	☐	☐	☐	

3 Transfer & run test

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Automatic transfer switch (ATS) operates on mains failure	☐	☐	☐	
2	Generator starts and reaches voltage / frequency	☐	☐	☐	
3	On-load run test — load, voltage, frequency recorded	☐	☐	☐	
4	Returns to mains and shuts down correctly; set to AUTO	☐	☐	☐	

4 Fuel & safety

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Fuel supply adequate; no leaks; bunding intact	☐	☐	☐	
2	Signage, isolation and emergency stop operate	☐	☐	☐	
3	Enclosure and earthing secure	☐	☐	☐	

5 Readings & findings

RUN-TEST READINGS, HOURS, FUEL AND DEFECTS



Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

LICENCE NO.

DATE COMPLETED

Guidance only. Generator service and electrical work must be performed by suitably **licensed / competent persons** per **AS/NZS 3000** and the manufacturer's requirements. On-load testing and exhaust emissions require appropriate ventilation and precautions. Return the set to AUTO on completion.