

SITE / BUILDING	ADDRESS	SWITCHBOARD ID / LOCATION	SUPPLY (PHASES / RATING)
DATE OF INSPECTION	TECHNICIAN	LICENCE NO.	REPORT NO.

1 Enclosure & mounting

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Enclosure secure, undamaged and correctly rated (IP)	☐	☐	☐	
2	No moisture ingress, corrosion or contamination	☐	☐	☐	
3	Doors, covers and barriers in place; no exposed live parts	☐	☐	☐	
4	Adequate clearance and access maintained	☐	☐	☐	

2 Protection devices

AS/NZS 3000

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Main switch operates and isolates correctly	☐	☐	☐	
2	Circuit breakers / RCBOs correct rating and condition	☐	☐	☐	
3	RCDs push-button and trip-time tested	☐	☐	☐	
4	Surge protection (where fitted) healthy	☐	☐	☐	

3 Connections & busbars

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Terminations tight; torque-checked where required	☐	☐	☐	
2	No discolouration, heat damage or arcing signs	☐	☐	☐	
3	Busbars, links and neutrals secure	☐	☐	☐	
4	Thermal scan completed (where specified) — no hot spots	☐	☐	☐	

4 Labelling, earthing & records

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Circuit schedule present, legible and accurate	☐	☐	☐	
2	Warning / arc-flash signage correct	☐	☐	☐	
3	Earth bar and connections secure	☐	☐	☐	
4	Asbestos status of board confirmed (older boards)	☐	☐	☐	

5 Findings & recommendations

DEFECTS, HOT SPOTS AND RECOMMENDED ACTIONS

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

LICENCE NO.

DATE COMPLETED

Guidance only. Switchboard inspection and any work must be performed by a **licensed electrician** per **AS/NZS 3000**. Older switchboards may contain **asbestos** backing / panels — confirm status and handle per asbestos requirements before any work. This document is a record only.