

Electrical Safety Management Checklist

Department.....

Equipment.....

Date / /

Frequency of Checks Daily / Weekly / Monthly (delete as applicable)

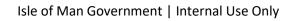
Completed By..... Position.....

Item	Check	Fault Identified
1.	Is there any indication of damage to	□No Fault
	electrical leads?	Fault Identified
		Details:
2.	Have any repairs been carried out to leads	□No Fault
	that appear unsafe?	Fault Identified
		Details:
3.	Are all plugs and connectors in good	□No Fault
	condition?	Fault Identified
		Details:
4.	Where possible, are items hard-wired to a	□No Fault
	fixed isolator?	Fault Identified
		Details:
5.	Are cables well positioned, off the floor	□No Fault
	and away from areas where they could be	Fault Identified

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	accidentally damaged?	Details:
6.	Are cables routed to avoid potential wear and abrasion?	□No Fault □Fault Identified
		Details:
7.	Are cable sheaths in good condition along	□No Fault □Fault Identified
	the full length of the cable?	Details:
8.	Are plugs and connectors properly wired	□ No Fault
	(no internal wires or sheaths showing)?	□ Fault Identified
		Details:
9.	Is there any sign of overheating?	□ No Fault
		Fault Identified Details:
10.	Does the equipment casing appear to be	□No Fault
	in good condition and free from cracks or damage?	Fault Identified Details:
	uninge.	
11.	Are there any risks associated with the	□No Fault
	position of the electrical equipment?	Fault Identified Details:
12.	Is the equipment properly rated for the	□No Fault
	task?	Fault Identified Details:
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13.	Are all covers, casing fitments and access	□No Fault
	panels properly positioned?	Fault Identified
		Details:
14.	Is the equipment clean and tidy?	□No Fault
		Fault Identified
		Details:
15.	Is there a risk of water (or other liquids /	□No Fault
	vapours) gaining entry into the	Fault Identified
	equipment?	Details:
16.	Has the equipment been inspected by a	□No Fault
	competent person?	Fault Identified
		Details:
17.	Is the inspection date in line with current	□No Fault
	policy?	Fault Identified
		Details:
18.	Has a label been affixed indicating the	□No Fault
	next 'Test Due' date?	Fault Identified
		Details:
19.	Is the equipment protected by an	□No Fault
	appropriate fuse?	□ Fault Identified
		Details:
20.	Is the equipment operating as expected?	□No Fault
		□ Fault Identified
		Details:

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Findings:

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