

# ELECTRICAL TEST AND TAG PROGRAM

## 17 POINT SELF-ASSESSMENT CHECKLIST



Please answer all the questions.

	Yes	No/unsure	N/A
<b>Documentation</b>			
1. Do you have an 'Electrical Appliance Risk Assessment'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a 'Test and Tag Policy'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have an 'Exclusions' document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have a 'Retest Interval' document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you hold evidence the person performing your testing and tagging meets the criteria of 'Competent Person'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Testing and tagging</b>			
6. Have all your eligible appliances been tested and tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do all your eligible appliances display a current tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do all the tags display all the required information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are your RCDs/Safety Switches tested and tagged at the required intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are 'new to service' tags being used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you keep records of all testing and tagging performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Retesting</b>			
12. Are the retest intervals applied compliant with the Standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the retesting always performed on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Defective appliances</b>			
14. Do you maintain an appliance quarantine area (for defective appliances)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the quarantine area display the appropriate signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are all withdrawn items correctly labelled/tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you maintain a 'repair register'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **NO/UNSURE** to any of these questions, your business and your people could be exposed to:

1. electric shock injuries or fatalities
2. fines for breaches of your OHS obligations
3. failing a QA or safety inspection.

For information about how to **protect your business and your people visit** [www.acmett.com.au/protectmybusiness](http://www.acmett.com.au/protectmybusiness)

*This information is general in nature, and should be used as a guide only and read in conjunction with the relevant Standard(s), State and/or Federal Legislation, Codes of Practice and Industry Standards specific to your workplace. A more detailed assessment of your needs should be under taken before acting on the information provided in this document or any related material. Further information can also be obtained from your local Workplace Authority, Electrical Safety Authority or suitably qualified persons.*