

# TEST AND TAG CONTRACTOR 18 POINT ASSESSMENT CHECKLIST



Please answer all the questions about your contractor.

	Yes	No
<b>The basics</b>		
1. Do they comply with the 'competent person' and local jurisdiction requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do they have a current public liability insurance policy (minimum \$10m)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do they have a current Worksafe insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do they provide you with Safe Work Methods Statements?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does their test equipment meet the minimum accuracy requirements (evidenced with a recent calibration certificate)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Testing and tagging</b>		
6. Do they perform all the required tests for each class and type of appliance?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do they perform a leakage current test on the appliances highlighted in AS/NZS 3760?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do they perform a 'trip time' test on all your RCDs?	<input type="checkbox"/>	<input type="checkbox"/>
9. Can they test and tag your 15 amp, 20 amp and/or three phase appliances?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do the retest intervals they apply comply with Table 4 of AS/NZS 3760?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do they use a colour-coded tagging system?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do they remove defective appliances from service and attach a warning tag?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Post visit</b>		
13. Do they provide a full set of outcome reports, including one detailing the actual test readings?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do their records enable you to crossmatch their invoice, the reports, your appliances and the tags?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do they have a system to ensure retesting is performed on time, every time?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do they guarantee all works performed are fully compliant to AS/NZS 3760?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do they provide feedback to help you optimise your program and make it more cost effective?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do they provide a 'help desk' service?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **NO** to any of these questions, you could be exposing workers to unnecessary risk of injury or death from electric shock and be in breach of your OHS obligations.

Contact ACME Test and Tagging today and make your workplace a S.A.F.E.R. workplace.

[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 undertaken 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.*

**ACME Test and Tagging are the test and tag experts.**

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