

Reference No:

## ELECTRICAL INSTALLATION AUDIT – REPORT

This electrical installation audit report is not a substitute for a Certificate of Electrical Safety and cannot be relied on as part of certification of a Certificate of Electrical Safety. See page 9 for customer information.

### A. CUSTOMER DETAILS

Customer:		Status:	
Address:			
Phone:	Home:	Mobile:	

### B. ADDRESS OF THE INSTALLATION TO BE AUDITED

Address:			
Estimated age of the electrical installation (years):			
Evidence of alterations or additions:		estimated age (years):	
Date of previous Audit: (if any)			

### C. PURPOSE OF THE REPORT

Purpose for which this report is requested:

### D. EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND TESTING

Extent of the electrical installation and agreed limitations, if any, on the inspection and testing:

Additional comments:

### E. DECLARATION

I, being the person responsible for the audit of the electrical installation (as indicated by my signature below), particulars of which are described above (see B), having exercised reasonable skill and care when carrying out the audit, hereby declare that the information in this report, including the observations (see G), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the audit and the limitations of the visual inspection and testing (see D).

**I further declare that in my judgment, the condition of the said installation was**

**at the time the audit was carried out.** This does not preclude the possibility that other defects may exist.

### F. INSPECTION, TESTING AND ASSESSMENT BY:

Name:		Phone:	
Company			
Licence number:		Date of audit:	

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### G. OBSERVATIONS AND RECOMMENDATIONS FOR ANY ACTIONS TO BE TAKEN

The following observations and recommendations are made:

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## PART 1 - SUPPLY AND SWITCHBOARD

### A: Supply Mains

#### A1. Power company equipment

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### A2 Consumers mains Phases 1 2 3

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### A3. Meter enclosure

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

### B: Switchboard

#### B1. Location and Accessibility

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B2. Fire resistance

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B3. Switchboard Enclosure

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B4. Circuit interconnection (crossed wiring)

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B5. Circuit protection (Sizes)

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B6. Main Earth

- Satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B6. Main Earth

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### B7. Safety Switch/es Not installed

- Installed on all Socket outlet circuits
- Installed on all lighting circuits
- Installed on all fixed equipment circuits
- Other:

#### B8. Safety Switch/es

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

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## PART 2 - Distribution boards

**C1: Supply Submain Phases 1 2 3**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C2 Switchboard**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C3. Switchboard Enclosure**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C4. Fire resistance**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C5. Location and Accessibility**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C6. Circuit interconnection (crossed wiring)**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C7. Circuit protection (Sizes)**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C8. Earthing System**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**C9. Safety switches** Not installed

- Installed on all Socket outlet circuits
- Installed on all lighting circuits
- Installed on all fixed equipment circuits
- Other:

**C10. Safety Switch/es**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE Urgent action required – See below

**C11. Other:**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE Urgent action required – See below

**C12. Other:**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

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## PART 3 - WIRING AND ACCESSORIES

### F: Wiring

#### F1. Power Circuits

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F2. Lighting Circuits

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F3. Cooking Circuit Not installed

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F4. Hot Water Circuit Not installed

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F5. Air Conditioning Circuit Not installed

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F6. Socket Outlets

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F7. Light Fittings

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F8. Light Switch/es

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F9. Smoke alarm/detector

- Satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F10. Carbon Monoxide alarm Not installed

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F11. Emergency Lighting Not installed

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### F12. Other

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

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## PART 4 – FIXED ELECTRICAL APPLIANCES

**Note:** Fixed appliances are checked where electricity supply is available and for basic operation only.

No detailed technical testing is performed on appliances

### K: Appliances

#### K1. Oven

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K6. Exhaust fans

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K2. Hot plates

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K7. Air conditioning unit

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K3. Hot Water system

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K8. Ceiling fans

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K4. Dishwasher

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K9. Other:

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K5. Range hood

Not applicable

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

#### K10. Other:

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

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## PART 5 – SUPPLEMENTARY/STANDBY ENERGY SUPPLY

**S: Generator Supply Type:**

Not Applicable

**S1. Power company equipment**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S6. Location and Accessibility**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S.2 Generator Source Phases 1 2 3**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S7. Switchboard connections**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S3. Generator mains**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S8. Battery Energy Storage System**

- Satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S4. Isolation facilities**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S9. Other:**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S5. Inverter equipment**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

**S10. Other:**

- Adequate and satisfactory
- Attention recommended – See below
- UNSAFE – Urgent action required – See below

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## ELECTRICAL INSTALLATION AUDIT REPORT - CUSTOMER

### AUDIT REPORT

The purpose of this electrical installation audit report is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation at the time it was inspected, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the electrical installation audit was carried out.

The report consists of at least nine (9) numbered pages, additional pages may have been provided to permit further relevant information concerning the installation to be recorded. The report has a reference number, which is traceable by the auditor who completed the report.

This electrical installation audit report is not a substitute for a Certificate of Electrical Safety and cannot be relied on as part of certification of a Certificate of Electrical Safety.

### GUIDANCE ON RESULTS

Only one result code should be given for each recorded observation.

#### **Result code - Adequate and Satisfactory**

Where an observation has been given a result of 'satisfactory', the item complies with the Wiring Rules (applicable at the time of installation) and no further action is required.

#### **Result code – Attention recommended**

Where an observation has been given a result of 'attention recommended', the item requires remedial work. Whilst the safety of those using the installation may not be at immediate risk, remedial work should be undertaken as soon as possible to improve the compliance and safety of the installation.

It is recommended that this remedial work be carried out within three months; the auditor issuing this report will be able to provide further advice.

#### **Result code – Unsafe, urgent action required**

Where an observation has been given a result of 'Unsafe, urgent action required', the item **requires urgent attention as the safety of those using the installation may be at risk.**

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the potential danger.