Newcastle
Test and Tag

Workplace testing checklist

Use this checklist before your visit and when the results arrive. You can book your testing before completing it.

Workplace / site: _____ Testing date: _____

Site contact: _____ Phone: _____

1 Arrange the visit

- ☐ Nominate a site contact and confirm access, keys, parking and any site induction.
- ☐ Mention RCD testing if required, plus any deadline or reporting requirements.
- ☐ Agree power interruptions, including equipment that must stay on, such as servers or refrigeration.

2 Make equipment available

- ☐ Include computers, monitors, chargers, printers and staff kitchen appliances.
- ☐ Check portable tools and equipment in workshops, cupboards, site sheds and vehicles.
- ☐ Include extension leads and power boards separately from the appliances they supply.
- ☐ Make plugs accessible where safe. Tell us about equipment or areas that cannot be accessed.
- ☐ Let staff know the testing arrangements and save work before agreed shutdowns.

3 After testing

- ☐ Keep the testing results with your workplace equipment records.
- ☐ Review any failed items or equipment that could not be tested. Arrange the next action.
- ☐ Keep unsafe equipment out of use until it has been dealt with appropriately.
- ☐ Record the next testing dates and allocate responsibility for arranging the next visit.

Do not open switchboards or handle damaged electrical equipment to prepare for the visit. This checklist is a preparation aid, not a testing record or compliance certificate.

Notes / items needing follow-up

Let's get your testing sorted

02 4092 9428

hello@newcastletestandtag.com.au

newcastletestandtag.com.au

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