

Electrical Compliance Testing and Tagging  
**Know It's Safe! - Know Where It Is!**  
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## Scantag Compliance Services

- Testing & Tagging of Electrical Appliances\*
- Safety Switch Testing & Installation \*
- Emergency Lighting Testing \*
- Switchboard Inspections-Thermal Imaging
- General Lighting & Fluorescent Tube Replacements – Lux level Testing
- Security Lighting Checks
- Asset Registers & Equipment Tracking

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It is compulsory for items marked with an asterisk \* to be inspected. Various Regulations and Standards may apply.



## Facility Management Support Services

- Building Management - Condition Reports
- Contracting & Trade Service Management
- Facility & Project Management
- Maintenance & Installation Services
- Labour Hire –Temporary or Long Term
- WPH & Safety Compliance Reports

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## Your Compliance Inspection, Testing and Facility Management Partner

### Scantag Appliance Testing & Tagging Information Summary Updated April 2012

This summary sheet outlines the main points of the relevant regulations and standards applicable in Queensland. Applicable Regulations, Standards or Codes of practice are referenced for easy validation.

There are generally 3 accepted regimes or methods of Testing and Tagging appliances and Safety Switches.

#### 1- Strictly as per the Regulations and Standards as outlined below

- a. The State regulations define the minimum and prescribed requirements
- b. The Standards define how testing is carried out

#### 2- Testing of all Items

- a. In some situations all items need to be tested eg Construction sites and Workshops
- b. Many clients also test all office and items in General or Service areas, even though the regulation do not require it. (Particularly when only partial Safety Switch/RCD protection is present

#### 3- Custom Test Program -As defined by the Client and agreed by the Contractor.

- a. The Client decides the Testing regime, Scantag maintains a **Client Profile/Risk assessment** outlining the agreed testing strategy to be carried out at each site. Eg Test and Tag all kitchen, and cleaning equipment and items that move around a school and are used by students for general work, Test of computers and office equipment that does not move is not tested.
- b. The client needs to be involved in the process and has a general understanding of the process and is comfortable with the budgetary consequence of the strategy implemented.

## Regulations (Qld)

Electrical Appliance testing and tagging (In-service Testing & Tagging) and Testing of Safety Switches **is required** in Queensland by Electrical Safety Regulations 2002 Reprinted as in force on 1 January 2012 **Division 5 – Part 5 Workplace Electrical Installations Subdivison 1-7** Sections 82-94G (p94-115).

These regulations define a minimum standard of testing that is required for the **Six Classes** of Workplaces.

## Standards

AS/NZ 3012 and AS/NZ 3670 are the accompanying standards. The Regulations do not refer directly to AS/NZ 3670 for test and tag, but do for Safety Switch Testing.

Where the Standards and Regulations conflict, the Regulations should apply, however Duty of Care consideration may also influence the Testing process.

## National WPH & Safety Legislation

Changes to National WPH&Safety Legislation and codes of practice implemented in 2012 by Workplace Australia have not impacted on how testing is being carried out in Queensland, but may do so in the future.

## Qld Government

This link to [Qld Government Guidelines](#). provides additional information.

We have summaries the requirements below and referenced the applicable clauses in the regulations.

## Classes of Work.

The Electrical Safety Regulations define 6 Classes/Divisions of Workplaces, this in turn defines the which items are **Specified** to be tested and the **Frequency** of testing required.

- Construction (3 monthly-Subdivision 3)
- Manufacturing (Also includes Workshops and Repair work-6 Monthly - Subdivision 4)
- Service Work (General) - (12 monthly-Subdivision 5)
- Office Work (5 Yearly - Subdivision 5)
- Amusement work (When assembled on site or 12 monthly)
- Rural Work (12 Monthly)

We have listed below the requirements in order of the most common types of Work place.

- **Manufacture ( Inc Maintenance and Repair Work) - Subdivision 4**

Sec s88 requires “Specified Electrical Equipment” i.e *Extension cords, Portable outlets or any equipment with a cord up to 20amps* to be Tested and Tagged every **6 months** **And** be protected by a safety switch.

### Fixed Safety switches

(Sec s91.2) of the regulations require Testing of Fixed Safety switches at work using the push button:

- Immediately after connection
- Every 6 months as per AS 3760
- **And** to be tested to meet AS3760 trip specifications every **12** months by a competent person

### Portable Safety switches

(Sec s91.3) of the regulations require Testing of Portable Safety switches using the push button:

- When first connected to the power source each time and
- Before performing any work
- **And** to be tested to meet trip specifications every **12** months by a competent person

(Scantag will test and record portable outlet s fitted with a safety switch every **6 months**, in conjunction with Testing and Tagging as part of our normal procedures)

Also After March 2008 if the specified electrical equipment is connected to a socket-outlet that is not in a permanent workplace under the control of the employer or self-employed person—the specified electrical equipment is to connected to a type 1 safety switch or type 2 safety switch.

- **Service Work and Office Work - Subdivision 5**

Sec s92 requires “Specified Electrical Equipment” –defined in s83 (C) as [equipment that] is moved during its normal use for the purpose of its use - to be Tested and Tagged on a **12 monthly (Service work)** or **5 yearly (Office)** basis respectfully. **Or** be protected by a safety switch.

**Fixed Safety switches**

(Sec s94.1) of the regulations require Testing of Fixed Safety switches at work using the push button:

- Immediately after connection
- Every 6 months as per AS 3760
- **And** be tested to meet AS3760 trip specifications (every **24** months by a competent person)

Scantag recommends all fixed safety switches be tested 12 monthly in conjunction with Testing and Tagging to avoid any confusion.

**Portable Safety switches**

(Sec s94.3) of the regulations require Testing of Portable Safety switches using the push button:

- When first connected to the power source each time and
- Before performing any work
- **And** be tested to meet trip specifications (every **12** months by a competent person)

(Scantag injection test and record results for portable outlets fitted with a safety switch every 6 or 12 months, in conjunction with other Testing and Tagging being carried out)

- **Construction Work–Subdivision 3**

Sec s87 Refers to AS 3012 Electrical Installations Construction and Sites.

All construction wiring and portable electrical equipment must meet the requirements laid out in the standard.

Section 2 Installation

### 2.1.2 Appliances Luminaries and Electrical Equipment

All to be supplied from wiring protected by a safety switch

Section 3 Inspection and Testing

### 3.1 Application – The standard specifically refers to

- a) Construction wiring
- b) Switchboards
- c) RCD's
- d) Relocatable construction premises
- e) Connections between the generator windings at the equipotential bonding of generators fitted with RCD's
- f) Connections between the generator windings at the equipotential bonding of an isolated winding generator.
- g) Any other Electrical equipment

### 3.2 Frequency of testing

Prior to introduction- supplier deemed responsible

Before return to service- after any repair-Prior to each hire

At intervals not exceeding those listed in Table 2 of the standards summaries below

Construction wiring 6 months

Portable equipment 3 months

#### Push button tests RCD

Portable – after connection to power or before use and at least once every day in use.

Fixed Monthly

#### Record operating times

Portable 3 monthly

Fixed 12 monthly

### 3.9 Documentation

A register of all equipment

A record of formal inspection and tests

A repair register

A record of all faulty equipment.

- **Amusement Work - Subdivision 6 & Rural Work – Subdivision 7**

Contact Scantag if any information is required on these classes of work.

**Notes:** The definition of Specified equipment varies between work classes, and can be open to subjective interpretation.

Many workplaces test all items at their workplace and this is based on a combination of Duty of Care, Quality Assurance, Industry Accreditation standards as well as Budget and Workplace Environment considerations.

The Facility Manager, Purchasing Officer and/or Workplace Health and Safety Officer should acquaint themselves and their Department with the basic regulations and decide on a testing regime (client profile), that suits your workplace and budget.

### **Competent Persons**

Under Queensland ESO regulations **Part 4 Division 4 S57 - Performing electrical work without electrical licence** -Testing of electrical equipment is authorized in sub clauses. This is classed by the Electrical Safety Office as “Exempt Electrical Work” in the ESO Regulations

- a) if the testing is required under part5 division5 or S126
- c) if testing does not interfere with the integrity of the electrical equipment..

ESO regulations Schedule 8 defines a Competent Person as a person who has acquired through **training, qualifications, experience or a combination** of these the knowledge and skill enabling the person to inspect and test equipment. A competent person is not a Licenced Electrical worker.

**Please Note:** A Competent Person carrying out a business undertaking Electrical Compliance testing still has to be a registered Trade Electrical Contractor with the ESO. If an employer allows an unregistered contractor to carry out testing work and an unlicensed person to carry out repairs you are placing yourself at risk and may be liable should an incident occur.

**Repairs to Electrical Equipment.** In Queensland Competent people cannot undertake any repairs to equipment, this can only be carried out by a Licensed Electrical Worker, employed by an organisation that has a registered nominee with the ESO .

**Schools –We recommend** – Testing of All Safety switches as required by legislation, and 12 monthly testing Items in classrooms, studios and science labs subject to general movement or constant use by students, even if protected by safety switches, but not testing of computers or office equipment that generally does not move.

We also recommend, 6 mthly testing of Workshop, Manual Arts, Tuck shop and Cleaning equipment. And suggest you undertake 6 mthly testing in conjunction with Emergency lighting testing.

**Hospitals -** Medical facilities – AS2550 & AS3551 require medical equipment to be tested under a risk assessment program or at least every 12 months.

LIMS (Line isolation monitors) and Earth Grids in Cardiac Protected areas need to be tested under AS/NZ 3003:2004 NZ 3003.1 provides an annual testing regime suitable for annual inspections.

### **RCD/Safety Switches.**

Electrical Safety regulations require Switchboard mounted or fixed RCDs (Safety switches) to be tested by a competent person every 12 Months in Class 1 & 2 and every 2 years in class 3 & 4 work places. (In Medical environments AS:2500 requires body-protected area to be tested every 6 months. We recommend 12 mthly testing to avoid confusion

### **Special Note Clipsal RCDs.**

Type 1 & 2 manufactured by Clipsal are designed to trip at 40ms  
AS 3190 requires

Type 1 - 40ms

Type 2 - 300ms

Our Testers will look closely at any RCD that trips above 40ms and check the manufacturers specifications.

### **Push Button Testing of RCD's**

Scantag carries out **Push Button** testing with all Measured Trip testing. each 12 or 6 Monthly as required.

### **Double Adaptors**

Not allowed in class Construction and Manufacturing/Repair work areas

Are allowed in class General and Office areas

Many Government Departments, Schools and Hospitals have a **NO** Double Adaptor policy in all areas.

### **Emergency Lighting Tests**

Installation of Emergency lighting to illuminate exit pathways is required in Public Buildings under the Building Code of Australia.

Australian Standards AS 2293.3 require Emergency lights to be tested every 6 and 12 months and to be cleaned every 12 months. Their relationship with the local lighting circuits must be confirmed every 12 months. (If local lighting in a designated area fails the emergency lights must be activated.)

### **Variation Policy**

Many things can effect the efficiency of testing at any particular time, By having your staff working close with our test teams and ensuring all items are presented for testing promptly we can undertake testing as efficiently as possible. All work is charged at our standard hourly rate with a guarantee that your account will not vary by more that 15% from test to test based on an adjusted per hr item test rate.

Compiled by Tom Stevens. Last updated Sunday, April 01, 2012