AS/NZS 3012:2019 - Construction Wiring Checklist

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| **Job #:** |  | | |
| **Project:** |  | | |
| **Building # / Area / Distribution Board:** |  | | |
| **Date:** | Friday, 25 August 2023 | | |
| **Inspection Conducted By:** |  | | |
| **Signature:** |  | | |
| **Project Manager:** |  | | |
| **Signature:** |  | | |
| Question | | Yes | No |
| 2.3.1.1 - Switchboard is legibly and indelibly marked to identify the source of supply from which it originates | |  |  |
| 2.3.1.1 - The switchboard shall be readily accessible and protected from damage. | |  |  |
| 2.3.1.2 - The switchboard shall be positioned in a manner that eliminates the need for leads to be run between levels. | |  |  |
| 2.3.2.1 (a & b) - The switchboard shall be of robust construction with a minimum IP 23 rating. | |  |  |
| 2.3.2.1 (c) - Live parts shall be eﬀectively protected at all times against contact by personnel operating equipment located on the switchboard, including the connection  or disconnection of plugs to socket-outlets. (All penetrations MUST be closed oﬀ, with  propriety fittings, i.e. bungs & lock rings for unused holes in the bottom of the board, pole fillers and all covers to outlets). | |  |  |
| 2.3.2.1 (d) - An insulated tie bar shall be fitted for extension leads to prevent strain on socket/outlets. | |  |  |
| 2.3.2.1 (e) (i) - The door or lid shall require the use of tool for removal. | |  |  |
| 2.3.2.1 (e) (ii) - The door or lid shall be fitted with a facility for locking. | |  |  |
| 2.3.2.1 (e) (iii) - The door or lid shall be fitted with means of retention in the open position. | |  |  |
| 2.3.2.1 (e) (iv) - The door or lid shall not damage leads and allow the safe entry of leads. | |  |  |
| 2.3.2.1 (e) (v) - A clearly visible and legible sign shall be fixed on the external surface. KEEP CLOSED - RUN ALL LEADS THROUGH BOTTOM. | |  |  |
| 2.3.2.1 (f) - Where there is more than one switchboard on the site, markings shall distinguish one board from another. (by means of numbers, letters or both) | |  |  |
| 2.3.2.1 (g) - Switchboards shall be marked in accordance with appendix C to indicate presence of live parts. | |  |  |
| NOTE: Locking covers required for CB's and RCD's, but not isolation switches - this is generally a state or client based requirement aimed at controlling the resetting of breakers and RCD's | | | |
| Question | | Yes | No |
| 2.3.3 - Switchboards SHALL be securely fixed in position, attached to a pole, post, wall, floor. (if it is not fixed down for any reason the board should not be in service) | |  |  |
| 2.3.5 - At each switchboard, a fixed secure and stable means shall be provided to support cables entering switchboards e.g. cross arm covered in non-conductive material. | |  |  |
| 2.4.1 - Each switchboard SHALL be provided with one isolation switch marked in accordance with clause 2.4.3. This switch shall interrupt supply to all downstream circuits including outlets mounted on the switchboard. | |  |  |
| 2.4.2 - Isolating switches SHALL be lockable or located within a lockable enclosure | |  |  |
| 2.4.3 (a) - All isolating switched shall be marked - MAIN SWITCH - on main switchboards (min 6mm letters) | |  |  |
| 2.4.3 (b) - All isolating switched SHALL be marked - DISTRIBUTION BOARD ISOLATING SWITCH - on distribution boards (min 6mm letters) | |  |  |
| 2.5.2 (a & b) - Construction wiring shall not be tied, bundled or grouped with permanent wiring, and shall not be attached to free standing fencing. | |  |  |
| 2.5.4 - Construction wiring shall be readily distinguishable from permanent wiring by  using cable sheath of a diﬀerent colour or by attaching iridescent yellow tape spaced  at intervals not exceeding 5m and marked with the words "CONSTRUCTION WIRING" | |  |  |
| 2.5.4 - If live permanent wiring is located where construction wiring is occurring, or its location, then it SHALL be marked with the words "LIVE WIRING" at interval not exceeding 5m. Live permanent wiring SHALL be readily distinguishable from construction wiring. NOTE: Unidentified wiring is to be deemed LIVE. | |  |  |
| 2.7.3.1 - Emergency lighting SHALL be provided in designated access and egress paths and directly above and in front of switchboards, (where the general lighting cannot be met using natural lighting) | |  |  |
| 2.7.3.1 - NOTE: Requirement to prevent unauthorised disconnection of emergency lighting that has detachable connections (i.e. hard wired for Low Voltage). ELV control boxes to be hard hardwired at construction distribution boards. | |  |  |
| Current single line drawing is readily available | |  |  |
| Switchboards have signage attached with correct Q Electrical site contact details | |  |  |
| All Conduits MUST have adaptors fitted and glued | |  |  |
| All cables MUST have glands fitted | |  |  |
| All penetrations MUST be eﬀectively sealed by use of a propriety fitting e.g. screwed bung and lock ring. | |  |  |
| Table 6 - RCD's - Push button test by user - Non portable fixed - frequency monthly. (Note the RCD count in comments) | |  |  |
| 2.5.3 Risk assessment should be conducted prior to the installation of cables or whenever a change occurs, as to the likelihood of any cables being exposed to mechanical damage. | |  |  |