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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| PRIOR TO ENERGISING ALL PERSONNEL INVOLVED TO BE INDUCTED INTO ENERGISATION PROCEDURE AND ALL STEPS UNDERTAKEN TO ENSURE COMPLIANCE WITH THIS PROCEDURE | 1 | INDUCT INTO SITE SPECIFIC ENERGISATION PROCEDURE | AS/NZS 3000:2007 | COMPLIES |  |  |  |  |  |
| OBTAIN FRESH COPIES OF CURRENT LIGHT AND POWER DRAWINGS AND MARK UP ANY CHANGES FROM THE WORKING DRAWINGS | 2 | VISUAL CHECK | AS/NZS  3000:2007 | IS CURRENT REVISION |  |  |  |  |  |
| OBTAIN COPY OF DISTRIBUTION BOARD SCHEDULE TO MARK UP ANY ADDITIONS OR DELETIONS FOUND WHILST COMMISSIONING | 3 | VISUAL CHECK |  | COMPLIES |  |  |  |  |  |
| COLLECT MATERIAL FROM OFFICE AND HAVE CORRECT DB STRUCTURE DOWNLOADED. | 4 | ENSURE ACCURACY |  | COMPLIES |  |  |  |  |  |
| COMMENCE COMMISSIONING | 5 | TEST | AS/NZS 3000:2007 | COMPLIES |  |  |  |  |  |
| UPDATE COPIES OF DISTRIBUTION BOARD SCHEDULE WITH ANY ADDITIONS/DELETIONS | 6 | VISUAL CHECK |  |  |  |  |  |  |  |

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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| RETURN DB SCHEDULE TO OFFICE FOR TYPING OF SWITCHBOARD SCHEDULE, LEAVE COPY IN SWITCHBOARD | 7 | COPY RETAINED | INSTALLED | COMPLIES |  |  |  |  |  |
| CHECK TYPED SCHEDULE FOR ACCURACY AND INSTALL IN SCHEDULE HOLDER | 8 | VISUAL CHECK | SAME AS DB SCHEDULE | COMPLIES |  |  |  |  |  |
| CLEAN SWITCHBOARD CUPBOARD | 9 | VISUAL | CLEAN & TIDY | COMPLIES |  |  |  |  |  |