

# Hazardous area and high voltage accredited auditor operational requirements

## Document change summary

Version	Date	Change
1.0	May 2019	Initial release title 'Governance requirements for accredited auditors of hazardous areas and high voltage installations'
2.0	June 2020	Revised Conditions of Office App. B, C and D
3.0	March 2021	Changed title, revised content. Main changes include: <ul style="list-style-type: none"><li>• Change from a guide to mandatory requirement.</li><li>• Update to inspection principles including inspection process model.</li><li>• Additional content for reporting and recording including introduction of the Certificate of Inspection and Confirmation, and what is expected in a final inspection report.</li><li>• Update to the conditions of office. Now a requirement to provide a Certificate of Inspection and Confirmation and comply with this document.</li><li>• Update to the Inspection Summary templates which now aligns with the model inspection process.</li></ul>

## Preface

### About the Electrical Safety Office

#### Our vision

Prevention of death, injury and destruction of property caused by electricity.

#### Our goals

People work and live safely around electricity.

#### Our approach

- Use an evidence-based approach to target services and interventions that focus on priorities and those most at risk.
- Be a visible, accessible, mobile and capable organisation that delivers effective and efficient services throughout Queensland.
- Partner and collaborate with industry, government, community and other stakeholders to identify problems and implement solutions.
- Apply internal governance and auditing processes to ensure our services are relevant, consistent, high quality and timely.
- Evaluate and continually review our interventions and services to maximise outcomes.
- Exemplify the public service values.



Electrical Safety Office  
electricalsafety.qld.gov.au



# Contents

<b>Document change summary</b> .....	<b>1</b>
<b>Preface</b> .....	<b>1</b>
<b>About the Electrical Safety Office</b> .....	<b>1</b>
Our vision .....	1
Our goals.....	1
Our approach .....	1
<b>1 Background</b> .....	<b>4</b>
<b>2 Purpose</b> .....	<b>4</b>
<b>3 Scope</b> .....	<b>4</b>
<b>4 Authority</b> .....	<b>4</b>
<b>5 Glossary of terms</b> .....	<b>4</b>
<b>6 Legislation</b> .....	<b>4</b>
6.1 Duties .....	4
6.2 Accredited auditors .....	5
6.3 Codes of practice/Standards .....	5
<b>7 Responsibilities and accountabilities</b> .....	<b>5</b>
7.1 Electrical Safety Office .....	5
7.2 Accredited auditors .....	5
7.3 Person in control of business or undertaking.....	6
<b>8 Inspections</b> .....	<b>6</b>
8.1 General.....	6
8.2 Hazardous area installations .....	7
8.2.1 Hazardous area inspection principles .....	7
8.3 High voltage installations.....	8
8.3.1 High voltage installation inspection principles.....	8
8.4 Inspection process .....	8
8.5 Reporting and recording .....	10
8.5.1 Inspection finding classification and reporting .....	10
8.5.2 Non-compliances .....	10
8.5.3 Interim certificate .....	11
8.5.4 Certificate of Inspection and Confirmation .....	11
8.5.5 Final inspection report.....	12

<b>9</b>	<b>Accredited auditor administration and conduct .....</b>	<b>12</b>
<b>9.1</b>	<b>Auditor accreditation and terms of office.....</b>	<b>12</b>
<b>9.2</b>	<b>Accredited auditor engagement and payment.....</b>	<b>13</b>
<b>9.3</b>	<b>Accredited auditor conduct .....</b>	<b>13</b>
<b>9.4</b>	<b>Accredited auditor assurance and monitoring .....</b>	<b>13</b>
<b>9.5</b>	<b>Change of details .....</b>	<b>14</b>
<b>9.6</b>	<b>Publication of accredited auditors .....</b>	<b>14</b>
<b>9.7</b>	<b>ESO reporting .....</b>	<b>14</b>
	<b>APPENDICES.....</b>	<b>15</b>
<b>Appendix A:</b>	<b>Meaning of terms.....</b>	<b>15</b>
<b>Appendix B:</b>	<b>Hazardous areas conditions of office .....</b>	<b>16</b>
<b>Appendix C:</b>	<b>High voltage installations conditions of office .....</b>	<b>19</b>
<b>Appendix D:</b>	<b>Hazardous areas and high voltage installations conditions of office .....</b>	<b>22</b>
<b>Appendix E:</b>	<b>Hazardous areas inspection summary .....</b>	<b>25</b>
<b>Appendix F:</b>	<b>High voltage inspection summary.....</b>	<b>26</b>
<b>Appendix G:</b>	<b>Interim certificate sample.....</b>	<b>27</b>
<b>Appendix H:</b>	<b>Certificate of Inspection and Confirmation sample.....</b>	<b>28</b>

# 1 Background

High voltage electrical installations or electrical installations located in a hazardous area must not be connected or reconnected to a supply of electricity unless the electrical work is inspected by a Queensland Government accredited auditor appointed under the *Electrical Safety Act 2002* (ES Act)<sup>1</sup>.

Before an installation is connected to electricity supply the accredited auditors' function involves the inspection of electrical work and confirming the electrical installation is electrically safe and complies with AS/NZS 3000 (the Wiring Rules<sup>2</sup>) and any other applicable standard applying under the electrical safety regulation to the electrical installation<sup>3</sup>.

## 2 Purpose

The purpose of this document is to provide the Regulator's operational requirements to accredited auditors. Adherence to this document is required in accordance with the accredited auditors' conditions of office.

## 3 Scope

This document outlines the:

- responsibilities and accountabilities of the ESO, accredited auditors and duty holders
- requirements for conducting installation inspections
- administration and conduct of accredited auditors.

## 4 Authority

The Deputy Director-General of the Office of Industrial Relations is the Regulator for the ES Act, the Electrical Safety Regulation 2013 (ES Reg) and the electrical safety codes of Practice. Delegation authorities exist from the Regulator to officers within the ESO.

Accredited auditors hold office based on certain conditions which are provided with their instrument of appointment.

## 5 Glossary of terms

The meaning of words and phrases used in this document are defined in Appendix A: Meaning of terms.

## 6 Legislation

Legislative requirements relevant to hazardous areas and high voltage installations are summarised below for reference.

### 6.1 Duties

- Primary duty of care, ES Act, s. 30.
- Duty of officers (includes due diligence), ES Act s. 38A.
- Duty of worker, ES Act s. 39.
- Duty of other person, ES Act s. 40.

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<sup>1</sup> *Electrical Safety Act 2002* s.129

<sup>2</sup> Where the term 'the Wiring Rules' is used in this document, it also includes any applicable standards it references.

<sup>3</sup> *Electrical Safety Regulation 2013* s.221

## 6.2 Accredited auditors

- Accredited auditors, *Electrical Safety Act 2002*, ss. 129-136B.
- Accredited auditors, *Electrical Safety Regulation 2013*, ss. 235-237.
- High voltage or hazardous area electrical installation not to be connected to electricity source without inspection, *Electrical Safety Regulation 2013* s. 221.
- Keeping copy of report, *Electrical Safety Regulation 2013* s. 230.

## 6.3 Codes of practice/Standards

- *Electrical Safety Code of Practice 2021* Managing electrical risks in the workplace.
- *Electrical Safety Code of Practice 2019* Construction and operation of solar farms.
- AS/NZS 3000 Wiring Rules (the Wiring Rules).

# 7 Responsibilities and accountabilities

## 7.1 Electrical Safety Office

The ESO, on behalf of the Office of Industrial Relations, administers the ES Act, the ES Reg and the electrical safety Codes of Practice.

With regards to high voltage and hazardous area accredited auditors this includes due diligence for the purpose of ensuring the accredited auditor continues to satisfy their conditions of office.

In support of this responsibility the ESO:

- Appoints and administers instruments of appointment.
- Conducts assurance activities of accredited auditor's processes.
- Investigates accreditation issues.
- Processes suspension and revocation of accreditation.
- Collects, analyses and communicates information to auditors and duty holders.

## 7.2 Accredited auditors

Accredited auditors are required to:

- comply with the instrument of appointment and conditions of office for an accredited auditor (refer to Appendix B, C, D as applicable)<sup>4</sup>
- acquit themselves in accordance with the [Code of Conduct for the Queensland Public Service](#)
- be active in conducting inspections in Queensland under the jurisdiction of the ES Act
- maintain currency of skills, knowledge, attributes and abilities to conduct inspections relevant to the accreditation
- ensure inspection findings are objective, technically correct and assessed against legislative requirements and Australian Standards
- ensure that prior to accepting a proposal to conduct a hazardous area or high voltage installation inspection all conflicts of interest are recognised, documented and managed appropriately
- provide an 'Accredited auditor inspection summary' (Appendix E, F) to ESO on completion of a hazardous area or high voltage installation inspection
- provide a Certificate of Inspection and Confirmation to clients

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<sup>4</sup> Conditions of office may vary between auditors. Appendix B, C and D are sample conditions. Accredited auditors to refer to their conditions of office provided with their instrument of appointment or signed notice.

- retain copies of the inspection report, Certificate of Inspection and Confirmation, and evidence from which the auditor based their decision for at least five years after performing the inspection<sup>5</sup>.

### 7.3 Person in control of business or undertaking

Prior to the connection or reconnection of a hazardous area or high voltage installation to a source of electricity, a person must engage a hazardous area or a high voltage installation accredited auditor to confirm compliance with the Wiring Rules and ensure the electrical work is electrically safe.

The responsibility and cost of engaging an accredited auditor rests with the person in control of the electrical installation or through contractual arrangements with the person who will connect or reconnect a high voltage installation or an electrical installation located in a hazardous area to a source of electricity.

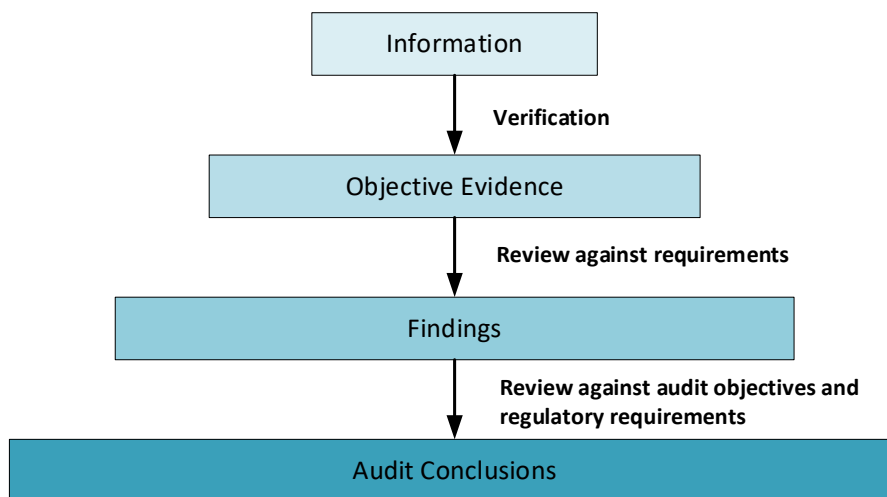
## 8 Inspections

### 8.1 General

The accredited auditor must be able to:

- Demonstrate with objective evidence that findings are evaluated against the Wiring Rules and any other applicable standard applying under the ES Reg to the electrical installation.
- Demonstrate with objective evidence how the compliance of the installation has been achieved.
- Demonstrate and justify the level of sampling used for the inspection by use of standards or best practice methodology. AS 1199 Sampling procedures for inspection by attributes, provides guidance on types of acceptance sampling inspections and methods to escalate or reduce the sample.
- Demonstrate that findings have been recorded.

Figure 1 provides an overview of the inspection process.



**Figure 1** - Sourced from 'Your Enterprise Solutions' Joseph Donataccio

<sup>5</sup> Electrical Safety Regulation 2013, s.230 'Keeping copy of report'

## 8.2 Hazardous area installations

A hazardous area is a three-dimensional space in which an explosive atmosphere is or may be expected to be present. Electrical equipment within the hazardous area must be suitably certified, rated and effectively earthed to ensure that any ignition risks are adequately controlled. Special precautions are required for the construction, installation and use of potential ignition sources, as fire and explosion can result in catastrophic consequences for people and property.

The first step to identifying the fire and explosion risk of an installation is to conduct a hazardous area classification to determine any zones where an explosive atmosphere may be present.

Wherever flammable liquids, vapours, gases and combustible dusts are used, stored, handled or generated, a hazardous area classification is required to assess the risk of fire and explosion. Any person with management or control for an installation with an explosive atmosphere risk has a duty to ensure such a classification has been made<sup>6</sup>.

Where electrical equipment is located within a hazardous area, specific requirements are mandated in *AS/NZS 60079.14 Design selection, erection and initial inspection* for the selection and installation of the electrical equipment.

Classification specialists<sup>7</sup> are not appointed or administered by the ESO. Where an accredited auditor elects to, as part of their business operation, perform classifications the accredited auditor must ensure there is no conflict of interest as outlined in their conditions of office.

### 8.2.1 Hazardous area inspection principles

The accredited auditor must consider the following items (within scope of audit) in their inspection:

- Hazardous area classification documentation and drawings.
  - If there is a concern over the design, the accredited auditor may raise their concerns with the designer and give opportunity for the designer to respond.
- Register of electrical equipment sighted/verified.
- Competency of designer/ installer verified.
- Applicable certificates of conformity, or similar, for electrical equipment sighted.
- Relevant hazardous area verification dossier documentation e.g:
  - evidence of personnel competency
  - equipment certificates of conformity
  - conformity assessment documents
  - descriptive system documents
  - maximum dissipated power calculations
  - initial detailed inspection check sheets.
- Electrical equipment and installation inspection with confirmation the electrical installation has been selected and installed in accordance with the hazardous area classification and complies with the Wiring Rules and any other applicable standard applying under the electrical safety regulation to the electrical installation.
- Confirmation that all testing required by the Wiring Rules has been satisfactorily completed.

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<sup>6</sup> It is a duty under *Work Health and Safety Regulation 2011* s.34 to identify all reasonably foreseeable hazards (e.g. explosive atmospheres) that could give rise to risk to health and safety.

<sup>7</sup> A list of hazardous area classification specialists can be found at [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au).

- Certificate of test sighted.

### 8.3 High voltage installations

A high voltage electrical installation is a group of items of electrical equipment permanently connected together and can be supplied with electricity from the works of an electricity entity or from a generating source at voltages greater than 1000V AC RMS or 1500V ripple-free DC.<sup>8</sup>

This includes electrical equipment associated with protection and earthing systems up to and including any low voltage cables and switchgear associated with high voltage installations.

The scope of high voltage electrical installations within the Wiring Rules does not apply to the following:

- Electric discharge illumination systems.
- X-ray equipment.
- High frequency equipment.
- High voltage wiring and electrical equipment enclosed within self-contained electrical equipment and supplied at low voltage where precautions have been taken to prevent contact with high voltage conductors.

#### 8.3.1 High voltage installation inspection principles

The accredited auditor must consider the following items in their inspection:

- Confirmation that the design of high voltage installation and electrical equipment is capable of withstanding electrical, mechanical, climatic and environmental influences anticipated on site.
  - If there is a concern over the design, the accredited auditor may raise their concerns with the designer and give opportunity for the designer to respond.
- Competency of designer/ installer verified.
- Register of electrical equipment sighted and verified.
- Equipment suitability.
- Assess the requirements of *AS/NZS 2067 Substations and high voltage installations exceeding 1 kV a.c.* against the design to confirm the high voltage installation and electrical equipment complies with the Wiring Rules section relevant to high voltage installations.
- Inspect the high voltage installation to confirm the installation of electrical equipment within the high voltage installation has been done correctly and in compliance with the Wiring Rules and any other applicable standard applying under the electrical safety regulation to the electrical installation. (Note: the electricity entity may place specific and additional requirements on the design when it is designed to operate in conjunction with entity's network).
- Confirmation that all testing required by the Wiring Rules has been satisfactorily completed in accordance with designs and drawings.
- Certificate of test sighted.

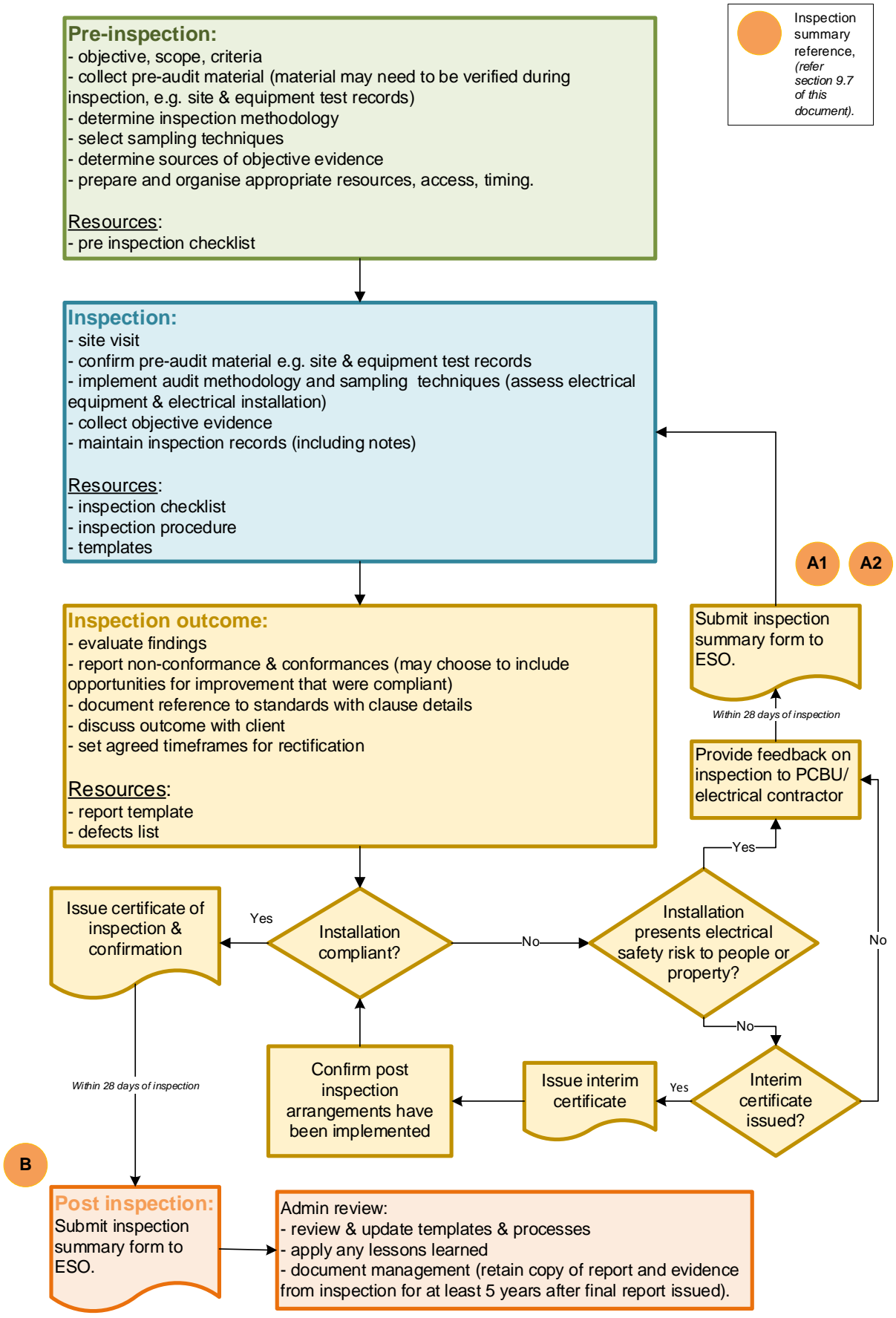
### 8.4 Inspection process

A model inspection process is shown in Figure 2. The inspection process recognises the ability to address non-compliances, issuing of an interim certificate or a Certificate of Inspection and Confirmation. References to the inspection summary form have been added.

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<sup>8</sup> *Electrical Safety Act 2002 s.15 & Schedule 2 'high voltage'*








**Figure 2 – Inspection process**

## 8.5 Reporting and recording

### 8.5.1 Inspection finding classification and reporting

Adequate recorded evidence is required to substantiate findings and must be retained for five years.

The following classifications must be adopted when reporting on inspection findings to ensure a consistent risk-based approach in conformance:

Non-compliance	<p><u>Installation does not comply with the Wiring Rules or any other applicable standard applying under the electrical safety regulation to the electrical installation. Installation must not be connected or reconnected.</u></p> <p>Findings where installation practices or inappropriate electrical equipment present a risk to people or property. Findings where an element of the installation is not compliant at the time of inspection.</p>	
Compliance	<p>The installation complies with the Wiring Rules <u>and any other applicable standard applying under the electrical safety regulation to the electrical installation.</u> Installation is electrically safe.</p> <p>Findings where an element of the installation is compliant at the time of inspection.</p>	
Opportunities for improvement	<p>The installation complies with the Wiring Rules <u>and any other applicable standard applying under the electrical safety regulation to the electrical installation.</u> Installation is electrically safe.</p> <p>Opportunities for improvement are areas that are compliant and may be enhanced or improved beyond minimum standard requirements.</p>	

### 8.5.2 Non-compliances

Where a non-compliance is identified during the inspection, it must be resolved and re-assessed as compliant by an accredited auditor before the Certificate of Inspection and Confirmation is issued by the accredited auditor and the installation is connected or reconnected to a source of electricity.

Non-compliances raised in the inspection process are to be supported by objective evidence. Where an accredited auditor has an opinion or suspicion that an installation or piece of electrical equipment does not comply with the relevant standard or legislation, the auditor must seek further evidence to support their claim.

#### Compliance by specific design and installation

The Wiring Rules has several pathways of compliance for non-domestic installations that the owner and designer of the installation may consider.

Electrical installations or portions of installations of non-domestic electrical installations that do not meet part 2 of the Wiring Rules, may use a specific design and installation method. Refer the Wiring Rules cl 1.9.4.

It is the responsibility of the owner, designer and electrical contractor to ensure, so far as reasonably practicable, the installation is electrically safe.

If the Wiring Rules cl 1.9.4 is applied, then the accredited auditor would need to check compliance to this clause.

### 8.5.3 Interim certificate

Where a non-compliance does not present an electrical safety risk to people or property, such as the use of temporary labels, then the accredited auditor can either;

- not issue a Certificate of Inspection and Confirmation which results in electricity not being connected, or
- issue an interim certificate allowing the installation to be connected to a source of electricity providing the installer, designer and installation owner provides a written undertaking to resolve the non-compliance within a timeframe acceptable to the auditor.

Where the interim certificate option is considered, the following must be applied:

- Resolving the non-compliance must not impact on the remainder of the electrical installation which had been confirmed as being electrically safe.
- Details of the written undertaking to resolve the non-compliance/s is recorded on the interim certificate.
- The interim certificate to have a life equating to the agreed time for PCBU to resolve.
- The PCBU must provide evidence of resolution to the accredited auditor to enable a final certificate to be issued.
- Expired certificates with no evidence of the non-compliance/s being resolved are to be reported to the ESO.

A sample interim certificate is provided in Appendix G.

### 8.5.4 Certificate of Inspection and Confirmation

When an accredited auditor deems an electrical installation safe and compliant with the Wiring Rules and any other applicable standard applying under the ES Reg to the electrical installation, the accredited auditor must provide their client with an electrical installation Certificate of Inspection and Confirmation.

The Certificate of Inspection and Confirmation provides notification that the electrical installation can be connected to a source of electricity for the purpose of s.221 of the ES Reg.

The Certificate of Inspection and Confirmation can be included in the final inspection report or as a separate document.

The Certificate of Inspection and Confirmation must include:

- Accredited auditor name and auditor number.
- Accredited auditor report reference.
- Electrical installation address.
- Asset owner details.
- Installing electrical contractor / electrical worker details where applicable.
- Designer details (if applicable).
- Details of installation inspected.
- Statement of inspection and confirmation, confirming installation electrically safe and complies with the Wiring Rules.\*
- Auditor disclaimer.

\*Statement wording is provided below:

*The electrical work identified and associated within the scope of this audit has been inspected. I confirm that the installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe and complies with the requirements of the Wiring Rules and any other applicable standard applying under the Electrical Safety Regulation to the electrical installation.*

A sample Certificate of Inspection and Confirmation is provided in Appendix H.

### 8.5.5 Final inspection report

The accredited auditor must retain a final report for the auditor's own records and be made available to the Regulator as per the conditions of office.

The final report must include objective evidence, but not limited to, the following:

- Inspection methodology.
- Accredited auditor's accreditation number.
- Client details.
- Site inspection dates.
- Description of equipment audited/inspected.
- List of documents considered in the audit/inspection. This would include testing records and a copy of a Certificate of testing and safety or Certificate of testing and compliance.
- Checklist with cross reference to the relevant standard clause numbers. This would include reference to applicable standard/s year of publication and amendment number.
- Inspection findings (objective evidence) including relevant photographs depicting evidence of compliances and rectification of non-compliances.
- Degree of reliance on others for competence in certain areas of expertise.
- Electrical contractor details.
- Electrical worker details.
- Electrical engineer details (e.g. RPEQ number).
- Certificate of Inspection and Confirmation (documented evidence of final inspection before energisation).
- Limitations (and disclaimer).

The Certificate of Inspection and Confirmation can be included in the final inspection report or as a separate document.

## 9 Accredited auditor administration and conduct

### 9.1 Auditor accreditation and terms of office

Accredited auditors are appointed by the Regulator in accordance with the ES Act to conduct work in relation to their instrument of appointment.

The application [Form 14 – Application for appointment as an accredited auditor](#) is available at [WorkSafe.qld.gov.au](http://WorkSafe.qld.gov.au). Guidance material is included in the form.

The ESO will review the suitability of applicants; this will include a review of knowledge, work experience, education, skills and abilities.

The auditor's accreditation is evidenced by a signed copy of the instrument of appointment.

A person's term of office as an accredited auditor is three years<sup>9</sup>, or a lesser period if approved by the Regulator and shown on the person's instrument of appointment.

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<sup>9</sup> The Regulation allows the term of office of an accredited auditor to be up to five years. *Electrical Safety Regulation s.237*

The accredited auditor ceases to hold office when the term of office ends, the auditor's resignation takes effect<sup>10</sup> or the Regulator decides to suspend or revoke the accredited auditor's appointment<sup>11</sup>.

A person who ceases to be an accredited auditor must return their identity card within 21 days of the cessation date<sup>12</sup>.

## **9.2 Accredited auditor engagement and payment**

The responsibility and cost of engaging accredited auditors rests with the person in control of the electrical installation.

## **9.3 Accredited auditor conduct**

Accredited auditors are to acquit themselves in accordance with the [Code of Conduct for the Queensland Public Service 2011](#).

Principles of this Code of Conduct are:

- integrity and impartiality
  - committing to the highest ethical standards
  - manage all conflicts of interest
  - demonstrate a high standard of workplace behaviour and personal conduct
- promoting the public good
  - commitment to excellence in service delivery
- commitment to the system of government
  - commitment to the role and responsibilities of a nominated accredited auditor
  - maintain appropriate relationships
- accountability and transparency
  - ensure transparency in all relationships
  - commit to innovation and continuous improvement
  - ensure appropriate use and disclosure of official information.

Consistent with this Code of Conduct, accredited auditors must ensure that prior to accepting a proposal to conduct an audit/inspection that all conflicts of interest are recognised, documented and managed appropriately.

Accredited auditors are responsible to ensure that inspection findings are evaluated against the Wiring Rules and any other applicable standard applying under the electrical safety regulation to the electrical installation. Auditors are responsible for ensuring technical correctness of their findings.

Accredited auditors are responsible for developing, and instigating when required, a complaints management process.

## **9.4 Accredited auditor assurance and monitoring**

The work of high voltage and hazardous area accredited auditors is important to electrical safety in Queensland and is required to assist the Regulator in achieving the ESO's vision of the prevention of death, injury and destruction of property caused by electricity.

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<sup>10</sup> *Electrical Safety Act 2002 s.133*

<sup>11</sup> *Electrical Safety Act 2002 s.134*

<sup>12</sup> *Electrical Safety Act 2002 s.136*

Accredited auditors may be subject to monitoring and review by the Regulator during the performance and/or following an audit/inspection to ensure compliance with the conditions of office and to provide the Regulator with justified confidence in the quality of their work.

These activities may range from observing accredited auditor's conduct during an inspection and performing desktop reviews of accredited auditor reports. For this purpose, the Regulator will request documents from accredited auditors.

### **9.5 Change of details**

The accredited auditor must inform the Regulator of any changes that may affect their ability to act in the capacity of an accredited auditor. These include changes to insurance or change of employment that affect the insurance coverage. Refer to conditions of office.

### **9.6 Publication of accredited auditors**

The ESO maintains a list of hazardous area and high voltage installation accredited auditors on the WorkSafe website to allow the public to contact the auditors. Advice of changes to an accredited auditor details is necessary to ensure the details remain correct.

A failure to comply with the accredited auditor's conditions of office, including the requirements to advise of changes, will result in the accredited auditor's details being removed from the WorkSafe website.

### **9.7 ESO reporting**

Accredited auditors must, submit to the Regulator an 'Accredited auditor inspection summary' at the completion of the final inspection. Forms are shown at Appendix E and F.

Item A (1 and 2), as referenced on the forms and in Figure 2, provides the opportunity for the auditor to report on an installation where non-compliances were identified. Item B is for an installation that has been issued with a certificate of inspection and confirmation (non-compliances rectified and installation is compliant).

The 'Accredited auditor inspection summary' collects information about the inspection. The information collected will assist the ESO in monitoring accredited auditors' activities and to develop targeted assurance activities.<sup>13</sup>

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<sup>13</sup> The forms have a 'submit button' that automatically sends to the ESO. The ESO will respond confirming receipt. This is a manual process and may take 7 days to complete. If no response, email ESO accredited auditors for further instructions.

# Appendices

## Appendix A: Meaning of terms

Accredited auditor	Refer <i>Electrical Safety Act 2002</i> s.129
Certificate of testing and safety	Refer <i>Electrical Safety Regulation 2013</i> s.26
Certificate of testing and compliance	Refer <i>Electrical Safety Regulation 2013</i> s.227
Certificate of Inspection and Confirmation	A certificate from the accredited auditor confirming the accredited auditor has inspected the electrical installation and the electrical installation is electrically safe. The Certificate of Inspection and Confirmation provides notification that the electrical installation can be connected to an electricity supply source.
Electrical risk	In relation to a person, the risk to the person of death, shock or injury caused directly by electricity or originating from electricity in relation to property, the risk to the property of: <ul style="list-style-type: none"> <li>• damage caused by a cathodic protection system; or</li> <li>• loss or damage caused directly by electricity or originating from electricity.</li> </ul>
Electrical safety	Means for a person or property that they are electrically safe. Refer ES Act s.10 (3) For more information, see definitions for electrically safe, electrical risk, and free from electrical risk in the ES Act s. 10 and meaning of free from electric risk ES Act s. 10 (4)
Electrically safe	Refer ES Act s. 10 (2)
Explosive atmosphere	Refer AS/NZS 3000 definition
Free from electrical risk	Refer ES Act s. 10 (4)
Hazardous area	Refer AS/NZS 3000 definition
High voltage installation	A high voltage electrical installation is a group of items of electrical equipment permanently connected together and can be supplied with electricity from the works of an electricity entity or from a generating source at voltages greater than 1000V AC RMS or 1500V ripple-free DC.
Must	A mandatory requirement exists in the Act or Regulation
Objective evidence	Information based on facts that can be proved through analysis, measurement, observation, and other such means of research
PCBU	Person conducting a business or undertaking. Refer to the ES Act s. 21.
Person	Includes a reference to a corporation as well as to an individual. (Acts Interpretation Act 1954 s. 32D)
Risk	The likelihood and consequence of injury or harm occurring
Should	The requirement is not mandatory and is recommended

## Appendix B: Hazardous areas conditions of office

The below conditions are subject to change.

Refer to the conditions applied under the instrument of appointment or signed notice.

The Regulator has appointed you to act in the capacity of an accredited auditor of hazardous areas under Part 10 of the *Electrical Safety Act 2002*. You hold office on the basis that you comply with these conditions.

### Operational conditions

1. An accredited auditor must be active in conducting audits in Queensland under the jurisdiction of the *Electrical Safety Act 2002*.
2. An accredited auditor must maintain their skills, knowledge and abilities in relation to their work as an accredited auditor for the duration of their appointment.
3. Appropriate types and levels of insurance for the work to be performed must be maintained for the duration of their appointment as an accredited auditor. All work conducted by the accredited auditor must be within the scope and level of the insurance held.
4. An accredited auditor must advise the Regulator of any changes that may affect their ability to act in the capacity of an accredited auditor. E.g. changes to insurance, change of employment affecting insurance.
5. An accredited auditor must advise the Regulator of changes in work-related contact details, including address, telephone or email contact details, within 14 days of the change.
6. In accordance with section 132 of the *Electrical Safety Act 2002*, an accredited auditor must produce their identity card on request when performing a function of an accredited auditor.
7. The Regulator may suspend or revoke an accredited auditor's appointment at any time. A person whose interests are affected by this decision may apply for a review of the decision or appeal the decision in accordance with Part 12 of the *Electrical Safety Act 2002*.
8. In accordance with section 136 of the *Electrical Safety Act 2002*, a person who ceases to be an accredited auditor must return the person's identity card to the Regulator within 21 days of ceasing to be an accredited auditor.
9. When carrying out audit related functions accredited auditors are at all times subject to the reasonable direction of the Regulator.
10. Fees payable for audit services are a commercial transaction between the accredited auditor and the business entity and not a matter for the Department (Office of Industrial Relations).
11. Obtaining work as an accredited auditor is subject to market forces associated with the competitive marketplace. Accredited auditors are responsible for their own marketing decisions.
12. The accredited auditor shall not display, use, reference, promote or quote their accredited auditor number on any material/advertisement for work that does not



relate to their role as an accredited auditor under the *Electrical Safety Act 2002* or the *Electrical Safety Regulation 2013*.

### **General conditions**

13. The Department reserves the right to add or alter the conditions of office.
14. In the case of an initial connection of an electrical installation located in a hazardous area, the accredited auditor must confirm the electrical installation has been tested to ensure it is electrically safe, and in accordance with the requirements of *Australian/New Zealand Standard 3000:2018 Electrical Installations* (the Wiring Rules) and any other applicable standard applying under the *Electrical Safety Regulation 2013* to the electrical installation.
15. In the case of a connection or reconnection after electrical work in a hazardous area, the accredited auditor must inspect the electrical work and confirm the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe, and in accordance with the requirements of the Wiring Rules and any other applicable standard applying under the *Electrical Safety Regulation 2013* to the electrical installation.
16. To undertake work as a hazardous areas accredited auditor, the accredited auditor must have maintained independence from the:
  - a. Classification of the hazardous area.
  - b. Design of the electrical installation in the hazardous area (including selection/specifying the electrical equipment).
  - c. Installation of the electrical equipment associated with the hazardous area.

This condition does not limit the accredited auditor's ability to audit the design stage of the process and/or provide information on relevant legislation, standards or codes of practice.
17. As government representatives the accredited auditor must act responsibly by always conducting and presenting themselves in a professional manner, and demonstrating respect for all persons, clients or members of the public. Accredited auditors have an obligation to abide by the Queensland Public Service Code of Conduct. [www.forgov.qld.gov.au/code-conduct-queensland-public-service](http://www.forgov.qld.gov.au/code-conduct-queensland-public-service)
18. The auditor must prepare an inspection report and retain a copy for at least five years. This includes a Certificate of Inspection and Confirmation and evidence supporting the auditor's decision.
19. Written notification detailing the outcome of the inspection must be supplied to the owner/occupier of the hazardous area installation or their representative. A copy of this information should also be provided to the licensed electrical contractor responsible for connection.
20. An accredited auditor must advise the Regulator of the incidence of a dangerous electrical event in a hazardous area by phoning 1300 365 128 or by visiting the WorkSafe Queensland website via the link below. A person in control of a business or undertaking (PCBU) must report notifiable events within three days of the accredited auditor becoming aware of the event or incident.  
[www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident](http://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident)

21. An accredited auditor may be subject to monitoring and review by the Regulator during the performance of an inspection and/or following an audit to ensure compliance with accreditation terms and conditions.
22. The accredited auditor must give the Regulator of the Department any information which the Regulator reasonably requires regarding the audit performed by that auditor.
23. An accredited auditor must complete the *Accredited auditor inspection summary* and provide to the Regulator within 28 days of final inspection.
24. Accredited auditors are to treat all findings and reports made during the inspection as confidential to the Regulator and the electrical installation's owner/occupier or their representative.
25. Accredited auditor's processes are to be consistent with the current version of the Hazardous areas and high voltage accredited auditor operational requirements document.

**Term of office**

26. A person's 'term of office' as an accredited auditor is three years, or a lesser period as stated in the person's instrument of appointment - the lesser period applies.
27. An accredited auditor ceases to hold office if:
  - a. the 'term of office' from the date of the signed instrument of appointment ends
  - b. the Regulator revokes the person's appointment
  - c. the accreditation is surrendered or cancelled before that date
  - d. there is a failure to meet a stated condition of office.

## Appendix C: High voltage installations conditions of office

The below conditions are subject to change.

Refer to the conditions applied under the instrument of appointment or signed notice.

The Regulator has appointed you to act in the capacity of an accredited auditor of high voltage installations under Part 10 of the *Electrical Safety Act 2002*. You hold office on the basis that you comply with these conditions.

### Operational conditions

1. An accredited auditor must be active in conducting audits in Queensland under the jurisdiction of the *Electrical Safety Act 2002*.
2. Accredited auditor must maintain their skills, knowledge and abilities in relation to their work as an accredited auditor for the duration of their appointment.
3. Appropriate types and levels of insurance for the work to be performed must be maintained for the duration of their appointment as an accredited auditor. All work conducted by the accredited auditor must be within the scope and level of the insurance held.
4. An accredited auditor must advise the Regulator of any changes that may affect their ability to act in the capacity of an accredited auditor. E.g. changes to insurance, change of employment affecting insurance.
5. An accredited auditor must advise the Regulator of changes in work-related contact details, including address, telephone or email contact details, within 14 days of the change.
6. In accordance with section 132 of the *Electrical Safety Act 2002*, an accredited auditor must produce their identity card on request when performing a function of an accredited auditor.
7. The Regulator may suspend or revoke an accredited auditor's appointment at any time. A person whose interests are affected by this decision may apply for a review of the decision or appeal the decision in accordance with Part 12 of the *Electrical Safety Act 2002*.
8. In accordance with section 136 of the *Electrical Safety Act 2002*, a person who ceases to be an accredited auditor must return the person's identity card to the Regulator within 21 days of ceasing to be an accredited auditor.
9. When carrying out audit related functions accredited auditors are at all times subject to the reasonable direction of the Regulator.
10. Fees payable for audit services are a commercial transaction between the accredited auditor and the business entity and not a matter for the Department (Office of Industrial Relations).
11. Obtaining work as an accredited auditor is subject to market forces associated with the competitive marketplace. Accredited auditors are responsible for their own marketing decisions.
12. The accredited auditor shall not display, use, reference, promote or quote their accredited auditor number on any material/advertisement for work that does not relate

to their role as an accredited auditor under the *Electrical Safety Act 2002* or the *Electrical Safety Regulation 2013*.

### **General conditions**

13. The Department reserves the right to add or alter the conditions of office.
14. In the case of an initial connection of a high voltage installation, the accredited auditor must confirm the electrical installation has been tested to ensure it is electrically safe, and in accordance with the requirements of *Australian/New Zealand Standard 3000:2018 Electrical Installations* (the Wiring Rules) and any other applicable standard applying under the *Electrical Safety Regulation 2013* to the electrical installation.
15. In the case of a connection or reconnection after electrical work in a high voltage installation, the accredited auditor must inspect the electrical work and confirm the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe, and in accordance with the requirements of the Wiring Rules and any other applicable standard applying under the *Electrical Safety Regulation 2013* to the electrical installation.
16. To undertake work as a high voltage installations accredited auditor, the accredited auditor must have maintained independence from the:
  - a. Design of the high voltage electrical installation (including selection/specifying the electrical equipment).
  - b. Installation of electrical equipment associated with the high voltage installation.

This condition does not limit the accredited auditor's ability to audit the design stage of the process and/or provide information on relevant legislation, standards or codes of practice.
17. As government representatives the accredited auditor must act responsibly by always conducting and presenting themselves in a professional manner, and demonstrating respect for all persons, clients or members of the public. Accredited auditors have an obligation to abide by the Queensland Public Service Code of Conduct. [www.forgov.qld.gov.au/code-conduct-queensland-public-service](http://www.forgov.qld.gov.au/code-conduct-queensland-public-service)
18. The auditor or the employer of an accredited auditor must prepare an inspection report and retain a copy for at least five years. This includes a Certificate of Inspection and Confirmation and evidence supporting the auditor's decision.
19. Written notification detailing the outcome of the inspection must be supplied to the owner/occupier of the high voltage installation or their representative. A copy of this information should also be provided to the licensed electrical contractor responsible for connection.
20. An accredited auditor must advise the Regulator of the incidence of a dangerous electrical event in a high voltage installation by phoning 1300 365 128 or by visiting the WorkSafe Queensland website via the link below. A person in control of a business or undertaking (PCBU) must report notifiable events within three days of the accredited auditor becoming aware of the event or incident. [www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident](http://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident)
21. An accredited auditor may be subject to monitoring and review by the Regulator during the performance of an inspection and/or following an audit to ensure compliance with accreditation terms and conditions.

22. The accredited auditor must give the Regulator of the Department any information which the Regulator reasonably requires regarding the audit performed by that auditor.
23. An accredited auditor must complete the *Accredited auditor inspection summary* and provide to the Regulator within 28 days of final inspection.
24. Accredited auditors are to treat all findings and reports made during the inspection as confidential to the Regulator and the electrical installation's owner/occupier or their representative.
25. Accredited auditor's processes are to be consistent with the current version of the Hazardous areas and high voltage accredited auditor operational requirements document.

**Term of office**

26. A person's 'term of office' as an accredited auditor is three years, or a lesser period as stated in the person's instrument of appointment - the lesser period applies.
27. An accredited auditor ceases to hold office if:
  - a. the 'term of office' from the date of the signed instrument of appointment ends
  - b. the Regulator revokes the person's appointment
  - c. the accreditation is surrendered or cancelled before that date
  - d. there is a failure to meet a stated condition of office.

## Appendix D: Hazardous areas and high voltage installations conditions of office

The below conditions are subject to change.

Refer to the conditions applied under the instrument of appointment or signed notice.

The Regulator has appointed you to act in the capacity of an accredited auditor of hazardous areas and high voltage electrical installations under Part 10 of the *Electrical Safety Act 2002*. You hold office on the basis that you comply with these conditions.

### Operational conditions

1. An accredited auditor must be active in conducting audits in Queensland under the jurisdiction of the *Electrical Safety Act 2002*.
2. An accredited auditor must maintain their skills, knowledge and abilities in relation to their work as an accredited auditor for the duration of their appointment.
3. Appropriate types and levels of insurance for the work to be performed must be maintained for the duration of their appointment as an accredited auditor. All work conducted by the accredited auditor must be within the scope and level of the insurance held.
4. An accredited auditor must advise the Regulator of any changes that may affect their ability to act in the capacity of an accredited auditor. E.g. changes to insurance, change of employment affecting insurance.
5. An accredited auditor must advise the Regulator of changes in work-related contact details, including address, telephone or email contact details, within 14 days of the change.
6. In accordance with section 132 of the *Electrical Safety Act 2002*, an accredited auditor must produce their identity card on request when performing a function of an accredited auditor.
7. The Regulator may suspend or revoke an accredited auditor's appointment at any time. A person whose interests are affected by this decision may apply for a review of the decision or appeal the decision in accordance with Part 12 of the *Electrical Safety Act 2002*.
8. In accordance with section 136 of the *Electrical Safety Act 2002*, a person who ceases to be an accredited auditor must return the person's identity card to the Regulator within 21 days of ceasing to be an accredited auditor.
9. When carrying out audit related functions accredited auditors are at all times subject to the reasonable direction of the Regulator.
10. Fees payable for audit services are a commercial transaction between the accredited auditor and the business entity and not a matter for the Department (Office of Industrial Relations).
11. Obtaining work as an accredited auditor is subject to market forces associated with the competitive marketplace. Accredited auditors are responsible for their own marketing decisions.
12. The accredited auditor shall not display, use, reference, promote or quote their accredited auditor number on any material/advertisement for work that does not relate to their role as an accredited auditor under the *Electrical Safety Act 2002* or the *Electrical Safety Regulation 2013*.

## General conditions

13. The Department reserves the right to add or alter the conditions of office.
14. In the case of an initial connection of an electrical installation located in a hazardous area or a high voltage installation, the accredited auditor must confirm the electrical installation has been tested to ensure it is electrically safe, and in accordance with the requirements of *Australian/New Zealand Standard 3000:2018 Electrical Installations* (the Wiring Rules) and any other applicable standard applying under the Electrical Safety Regulation 2013 to the electrical installation.
15. In the case of a connection or reconnection after electrical work in a hazardous area or a high voltage installation, the accredited auditor must inspect the electrical work and confirm the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe, and in accordance with the requirements of the Wiring Rules and any other applicable standard applying under the Electrical Safety Regulation 2013 to the electrical installation.
16. To undertake work as a hazardous areas or high voltage installations accredited auditor, the accredited auditor must have maintained independence from the:
  - a. Hazardous areas
    - i. Classification of the hazardous area.
    - ii. Design of the electrical installation in the hazardous area (including selection/specifying the electrical equipment).
    - iii. Installation of the electrical equipment associated with the hazardous area.
  - b. High voltage installations
    - i. Design of the high voltage electrical installation (including selection/specifying the electrical equipment).
    - ii. Installation of electrical equipment associated with the high voltage installation.

This condition does not limit the accredited auditor's ability to audit the design stage of the process and/or provide information on relevant legislation, standards or codes of practice.

17. As government representatives the accredited auditor must act responsibly by always conducting and presenting themselves in a professional manner, and demonstrating respect for all persons, clients or members of the public. Accredited auditors have an obligation to abide by the Queensland Public Service Code of Conduct.  
[www.forgov.qld.gov.au/code-conduct-queensland-public-service](http://www.forgov.qld.gov.au/code-conduct-queensland-public-service)
18. The auditor must prepare an inspection report and retain a copy for at least five (5) years. This includes a Certificate of Inspection and Confirmation and evidence supporting the auditor's decision.
19. Written notification detailing the outcome of the inspection must be supplied to the owner/occupier of the hazardous area or a high voltage installation or their representative. A copy of this information should also be provided to the licensed electrical contractor responsible for connection.
20. An accredited auditor must advise the Regulator of the incidence of a dangerous electrical event in a hazardous area or a high voltage installation by phoning 1300 365 128 or by visiting the WorkSafe Queensland website via the link below. A person in control of a business or undertaking (PCBU) must report notifiable events within three days of the accredited auditor becoming aware of the event or incident.  
[www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident](http://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident)

21. An accredited auditor may be subject to monitoring and review by the Regulator during the performance of an inspection and/or following an audit to ensure compliance with accreditation terms and conditions.
22. The accredited auditor must give the Regulator of the Department any information which the Regulator reasonably requires regarding the audit performed by that auditor.
23. An accredited auditor must complete the *Accredited auditor inspection summary* and provide to the Regulator within 28 days of final inspection.
24. Accredited auditors are to treat all findings and reports made during the inspection as confidential to the Regulator and the electrical installation's owner/occupier or their representative.
25. Accredited auditor's processes are to be consistent with the current version of the Hazardous areas and high voltage accredited auditor operational requirements document.

**Term of office**

26. A person's 'term of office' as an accredited auditor is three years, or a lesser period as stated in the person's instrument of appointment - the lesser period applies.
27. An accredited auditor ceases to hold office if:
  - c. the 'term of office' from the date of the signed instrument of appointment ends
  - d. the Regulator revokes the person's appointment
  - e. the accreditation is surrendered or cancelled before that date
  - f. there is a failure to meet a stated condition of office.



# Appendix E: Hazardous areas inspection summary

## Electrical Safety Office Hazardous area accredited auditor inspection summary

Red-boxed items are mandatory

Print Form

Submit by email

Reset Form

The purpose of this form is to provide information about the inspections. This form is designed to be completed by the accredited auditor at the completion of an inspection.

### Accredited Auditor information

Name:

Auditor no.:

### PCBU information

Please enter the PCBU of the installation

Legal Name and/or Trading Name

ABN/ACN

Address of installation:

Street

Suburb / Town

Postcode

### Electrical contractor / worker information

Contractor Name

EC Licence number

Electrical Worker Name (if applicable)

### Inspection information

Inspection scope

Inspection type

Site / type of installation

Does the electrical installation fall under the requirements of s221 of the Electrical Safety Regulation 2013?

If No, what jurisdiction applies to the installation?

Auditor's report ID

Inspection date

Section 221 of the Electrical Safety Regulation 2013 prohibits high voltage and hazardous area electrical installations being connected without inspection by an accredited auditor.

Please note: An accredited auditor is to advise the Regulator of the incidence of a dangerous electrical event in a hazardous area or a high voltage installation by phoning 1300 365 128 or by visiting the Worksafe Queensland website via this link: <https://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident>

### Inspection outcomes

Issues of non-compliance that needed rectification prior to connection / reconnection?

If yes, click all relevant sections below that contain the identified non-compliance:

#### A8/NZ8 3000 - Wiring Rules

- Section 2 - General arrangement, control and protection
- Section 3 - Selection and installation of wiring systems
- Section 4 - Selection and installation of electrical equipment
- Section 5 - Earthing arrangements and earthing conductors
- Section 6 - Damp situations
- Section 7 - Special electrical installations
- Section 8 - Verification

#### A8/NZ8 80079 series - Explosive atmospheres

- Part 14: Design selection, erection and initial inspection
  - Section 4: General
  - Section 5: Selection of equipment
  - Section 6: Protection from dangerous sparking
  - Section 7: Electrical protection
  - Section 8: Switch-off and electrical isolation
  - Section 9: Cables and wiring systems
  - Section 10: Cable entry systems and blanking elements
  - Section 11: Rotating electrical machines
  - Section 12: Luminaires
  - Section 13: Electric heating systems
  - Sections 14-23: Additional requirements for type protection

Part 17: Electrical installations inspection and maintenance

Part 25: Intrinsically safe electrical systems

Other

Please tick above and indicate below

Inspection Summary Reference

- (A) - Installation not compliant.
  - A1 - Interim certificate issued
  - A2 - Interim certificate not issued

- (B) - Installation compliant.
  - (Certificate of inspection and confirmation issued)

Final inspection date

Refer Figure 2 - HA&HV Accredited Auditor operational requirements

### FURTHER COMMENTS

# Appendix F: High voltage inspection summary

## Electrical Safety Office High voltage accredited auditor inspection summary

Red-boxed items are mandatory

Print Form  
Submit by email  
Reset Form

The purpose of this form is to provide information about the inspections. This form is designed to be completed by the accredited auditor at the completion of an inspection.

### Accredited Auditor information

Name:

Auditor no.:

### PCBU information

Please enter the PCBU of the installation

Legal Name and/or Trading Name

ABN/ACN

Address of Installation:

Street

Suburb / Town  Postcode

### Electrical contractor / worker information

Contractor Name

EC Licence number

Electrical Worker Name (if applicable)

### Inspection information

Inspection type

Site / type of installation

Does the electrical installation fail under the requirements of s221 of the Electrical Safety Regulation 2013?

If No, what jurisdiction applies to the installation?

Auditor's report ID (final)  Inspection date

Section 221 of the Electrical Safety Regulation 2013 prohibits high voltage and hazardous area electrical installations being connected without inspection by an accredited auditor.  
Please note: An accredited auditor is to advise the Regulator of the incidence of a dangerous electrical event in a hazardous area or a high voltage installation by phoning 1300 365 128 or by visiting the Worksafe Queensland website via this link. <http://www.worksafe.qld.gov.au/injury-prevention-safety/incidents-and-notifications/notify-of-an-incident>

### Inspection outcomes

Issues of non-compliance that needed rectification prior to connection / reconnection?

If yes, click all relevant sections below that contain the identified non-compliance:

- AS/NZS 3000 - Wiring Rules**
- Section 2 - General arrangement, control and protection
  - Section 3 - Selection and installation of wiring systems
  - Section 4 - Selection and installation of electrical equipment
  - Section 5 - Earthing arrangements and earthing conductors
  - Section 6 - Damp situations
  - Section 7 - Special electrical installations
  - Section 8 - Verification
- AS 2087 - Substations and HV Installations**
- Section 2 - Fundamental requirements
  - Section 3 - Insulation
  - Section 4 - Equipment
  - Section 5 - Installations
  - Section 6 - Safety measures
  - Section 7 - Protection, control and auxiliary systems
  - Section 8 - Earthing systems
  - Section 9 - Inspection and testing
  - Section 10 - Operation and maintenance manual
- Other  -->

Please tick above and indicate below

### Inspection Summary Reference

- (A) - Installation not compliant.  
A1 - Interim certificate issued  
A2 - Interim certificate not issued
- (B) - Installation compliant.  
(Certificate of inspection and confirmation issued)

Final inspection date

Refer Figure 2 - HA&HV Accredited Auditor operational requirements

### FURTHER COMMENTS

## Appendix G: Interim certificate sample

[Space for auditor's banner]

**This form is only used where the non-compliance/s do not present an electrical safety risk to people or property.**

**This certificate does not replace the certificate of Inspection & Confirmation.**

**A certificate of Inspection & Confirmation is required when this interim certificate expires.**

**Expired certificates with no evidence of the non-compliance/s being resolved will be reported to ESO.**

### Interim Certificate

This confirmation record provides the notification for the electrical installation to be connected to a source of electricity in accordance with Queensland Electrical Safety Regulation 2013 section 221.

Accredited Auditor Audit Report reference:	
---	--

Asset Owner: (PCBU)	Business name	ABN/ACN:
	Address	
	Website	Phone
	Contact Details	
Electrical Contractor:	Name	License Number
Electrical Worker:	Name	License Number
Designer:	Name	

Hazardous Area

High Voltage

Details of installation inspected:
Details of the written undertaking to resolve the non-compliance/s:
Expiry date of this certificate (date above non-compliance/s are to be rectified by):

As an accredited auditor for the purpose of section 221 of the *Electrical Safety Regulation 2013*, I have (subject to the above non-compliances being rectified by the above expiry date):

- inspected the electrical work; and
- confirm that the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe and complies with the requirements of the wiring rules and any other standard applying under this regulation to the electrical installation.

Accredited Auditor Name:		Auditor #:	
Signature:		Date:	

*[Auditor to insert own disclaimer]*

*This certificate is no longer valid if the rectification changes the electrical safety of the Electrical installation.*

# Appendix H: Certificate of Inspection and Confirmation sample

[Space for auditor's banner]

## Certificate of Inspection and Confirmation

This confirmation record provides the notification for the electrical installation to be connected to a source of electricity in accordance with Queensland Electrical Safety Regulation 2013 section 221.

Accredited Auditor Audit Report reference:	
---	--

Asset Owner: (PCBU)	Business name	ABN/ACN:
	Address	
	Telephone	Fax
	Contact Details	
Electrical Contractor:	Name	License Number
Electrical Worker:	Name	License Number
Designer:	Name	

Hazardous Area

High Voltage

Details of installation inspected:

Sample

As an accredited auditor for the purpose of section 221 of the *Electrical Safety Regulation 2013*, I have:

- inspected the electrical work; and
- confirm that the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure it is electrically safe and complies with the requirements of the wiring rules and any other standard applying under this regulation to the electrical installation.

Accredited Auditor Name:		Auditor #:	
Signature:		Date of confirmation:	

*[Auditor to insert own disclaimer]*

*This certificate is no longer valid if there is a change to the electrical installation listed above or a change to site conditions that would impact on the electrical installation. A change would require an accredited auditor to inspect and reconfirm the electrical installation before electricity supply is connected or reconnected.*