

Facility Electrical Safety Checklist

Routine facility walkthrough inspection

Form Purpose

This checklist is used to complete routine walkthrough inspections of electrical safety across a facility. It helps identify visible electrical hazards, damaged or faulty equipment, and gaps in electrical compliance records early, supporting a safe workplace and evidence of ongoing electrical safety management.

Instructions

Select the appropriate response for each item. Where 'No' is selected, provide details in the comment field and attach a photo if applicable.

STOP WORK

Work must not commence or continue if a critical safety issue, missing control, unsafe condition, or unresolved defect is identified.

Form Details

Date * *dd / mm / yyyy*

Time * *hh : mm*

Person Completing Form

Site/Facility Name *

Site/Facility Address

Building/Area Inspected *

Inspection Type * *Select inspection type*

Switchboards and Distribution Boards

Response

Clear access maintained in front of switchboards and distribution boards. * ☐ Yes ☐ No ☐ N/A

Switchboards and distribution boards free from stored materials and combustibles. * ☐ Yes ☐ No ☐ N/A

Switchboard doors closed, secure, and undamaged. * ☐ Yes ☐ No ☐ N/A

Circuit breakers and RCDs clearly and legibly labelled. * ☐ Yes ☐ No ☐ N/A

Switchboards free from signs of overheating, scorching, or burning odours. * ☐ Yes ☐ No ☐ N/A

Portable Equipment and Leads

Response

Portable electrical equipment and leads display a current test tag. * ☐ Yes ☐ No ☐ N/A

Portable Equipment and Leads	Response
Leads, plugs, and cords free from visible damage, exposed wires, or taped repairs. *	☐ Yes ☐ No ☐ N/A
Faulty equipment tagged out of service and removed from use. *	☐ Yes ☐ No ☐ N/A
Power boards used without overloading or daisy-chaining. *	☐ Yes ☐ No ☐ N/A
Extension leads positioned clear of walkways, doorways, and wet areas. *	☐ Yes ☐ No ☐ N/A

Fixed Electrical Installations	Response
Power outlets and switches free from visible damage, cracks, or scorching. *	☐ Yes ☐ No ☐ N/A
Wiring free from exposure, damage, or unsafe temporary installations. *	☐ Yes ☐ No ☐ N/A
Light fittings secure, undamaged, and operating. *	☐ Yes ☐ No ☐ N/A
Electrical outlets near water sources or outdoor areas weatherproof and RCD protected. *	☐ Yes ☐ No ☐ N/A
Isolation switches, guards, and covers on electrical plant in place and undamaged. *	☐ Yes ☐ No ☐ N/A

Emergency and Backup Systems	Response
Emergency lighting and exit signs illuminated and undamaged. *	☐ Yes ☐ No ☐ N/A
Backup generator logbook up to date with run tests recorded. *	☐ Yes ☐ No ☐ N/A
Solar PV and battery system isolators clearly labelled where installed. *	☐ Yes ☐ No ☐ N/A

Signage and Compliance Records	Response
Electrical hazard and warning signage visible and legible. *	☐ Yes ☐ No ☐ N/A
Test and tag register current and available. *	☐ Yes ☐ No ☐ N/A
RCD test records current and available. *	☐ Yes ☐ No ☐ N/A
Switchboard thermographic scan report current and available where required by insurer or maintenance program. *	☐ Yes ☐ No ☐ N/A
Defects identified in the most recent thermographic scan rectified or scheduled for rectification. *	☐ Yes ☐ No ☐ N/A
Electrical work records confirm work completed by a licensed electrician. *	☐ Yes ☐ No ☐ N/A

Additional Concerns

Are there any additional electrical safety concerns at this facility not identified in this checklist? (If Yes, describe in the comment field.) *	☐ No ☐ Yes
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Comments

Describe any concerns, defects or actions taken.

Photo evidence

Attach photos where applicable.

Declaration

By signing below, I declare that the information provided in this form is accurate and complete to the best of my knowledge based on the information available to me.

Signature *

Disclaimer

The forms and checklists provided by DIGI CLIP are designed as practical tools to support your workplace processes. They are intended as a general guide only and may not cover every requirement specific to your industry, site, or jurisdiction. DIGI CLIP recommends reviewing your forms with a qualified professional to ensure they meet all applicable laws, regulations, and standards relevant to your operations.

Version	Approved By	Date Approved	Last Updated
v1.0			