

Save Time, Money & Hassle with Your Businesses Test & Tag Requirements



Every workplace now has electrical safety and compliance requirements.

Got Questions?

We're here to help

 **1300 038 847**

The problem is that the exact tagging and reporting requirements can be complicated for you to keep up to date with, such as *'for my industry what electrical devices need to be tested and tagged, and at what re-test intervals?'*

Then there is the issue of making sure that someone within your team remembers the **correct intervals** and organises and completes the testing and tagging. Then there is the **hassle of keeping accurate records** of the testing to Government standards.

It doesn't need to be that way... Tracy and the team at Ettis will be will explain to you in plain english exactly **what needs to be electrically tested and tagged and when for your industry.**

Because of their efficient systems and economies of scale the Ettis team of qualified electricians will be able to **efficiently test and tag all your businesses' electrical equipment** so as to get your organisation compliant to the standard before it lapses.

Online Enquiry

The cost of the Ettis Test and Tag service is **highly competitive in the industry**, which is why Ettis is the logical choice for so many WA businesses.

All your **compliance information will be efficiently summarised and documented**, so they your organisation would sail through any industry audit process.

The team at Ettis can also **take the hassle out** of your Test and Tag requirements from this day forwards by utilising our systems and processes to **automatically contact you to schedule in the next test and tag** before it is due, so that compliance is never a stress again.

Whether you have a large business or a small one; no matter what industry you are in, Contact the team at Ettis today to take the headache and stress out of your electrical test and tag compliance.

Please leave this field empty.

Send Your Enquiry



YOUR INDUSTRY

See Test & Tag Info Specific to Your Industry

Everything You Need to Know About Test and Tag... Explained Simply

Please see below a summary guide as to what your electrical Test & Tagging requirements are for testing your electrical equipment, to ensure you comply with the standards for electrical safety testing relevant to your industry.

- All Construction & Trades sites have a 3 monthly Testing & Tagging requirement for portable electrical equipment & portable RCD's to comply with AS/NZS 3012:2010.

See our [Construction & Trades](#) for further information.

- All mining operations have a 3 monthly Testing & Tagging requirement for portable electrical equipment & portable RCD's under regulation 5.27 of the MSI regulations. Mining operations must either use their own tagging colour system, or follow Appendix F of AS/NZS 3012:2010 as above.

See our [Mining Operations](#) for further information.

- Electrical Testing & Tagging of portable electrical equipment for all other workplaces, other than construction, demolition sites and mining operations is covered under AS/NZS 3760:2010 standards, this specifies the testing of electrical equipment connected by a flexible cord or connecting device.

For further information on your testing requirements, please select from the below Electrical Testing & Tagging page relevant to your workplace/industry:

[Manufacturing & Workshop](#)

[Office](#)

[Aged Care Facilities](#)

[Financial Institutions](#)

[Education Facilities](#)

[Retail Outlets](#)

[Commercial Kitchen's & Hospitality](#)

What are the Testing intervals

Construction & Trades

In the construction & trades industry in Australia 3 monthly inspection & Testing and Tagging of electrical equipment is required to the AS/NZS 3012:2010 standard on a Construction & Demolition site. Different coloured tags are required on your equipment for each quarter.

Please see the coloured tags required below.

Red Tags – Period from December to February

Green Tags – Period from March to May

Blue Tags – Period from June to August

Yellow Tags – Period from September to November

Mining Operations

All mining operations have a 3 monthly Testing & Tagging requirement for portable electrical equipment & portable RCD's under regulation 5.27 of the MSI regulations. Mining operations must either use their own tagging colour system, or follow Appendix F of AS/NZS 3012:2010 (same as Construction sites).

All Other workplaces

Electrical Testing & Tagging of portable electrical equipment for all other workplaces, other than construction, demolition sites and mining operations are covered under AS/NZS 3760:2010 standards, this specifies the testing of electrical equipment connected by a flexible cord or connecting device.

Indicative Testing & Inspection interval to AS/NZS 3760:2010 are below:
Factories, workshops & commercial kitchens or hostile environments – 6 monthly testing required

Office environments or non hostile environments – 12 monthly for portable electrical equipment & up to 5 yearly for stationary equipment.

Testing interval periods for all workplaces are dependant on the type of environment, equipment, and if a hostile or non-hostile environment based on a risk assessment by a competent person.

Contact us and request an “Indicative Testing & Inspection Interval chart for electrical equipment to AS/NZS 3760:2010 standards” for further guidance on your requirements.

What Flexibility is Allowed with the Testing Intervals?



In order to remain compliant to the standard you will need to test to the relevant cycle as stated in the section above.

There is a tolerance of 2 weeks allowed from renewal date for you to still achieve compliance.

One of the most common problems that we see in your industry, is that everyone is busy, and it's very easy to miss these dates and not be compliant with the standards. We can help you by taking care of this responsibility for you. The ETTiS team will send reminders of your Test & Tagging renewal coming due several weeks before the new tag due date, to ensure you are always compliant on-site.

What Equipment Needs to be Tested?

Typical examples of equipment covered under AS/NZS 3760:2010 standard are:

- Single & 3 phase portable plug in electrical equipment
- Portable equipment, hand-held equipment and stationary equipment, designed for connection to the low voltage supply by a supply cord for insertion into a socket outlet.
- Cord sets, cord extension sets and outlet devices (also known as electrical portable equipment)
- Flexible cords connected to fixed equipment in hostile environments
- Portable power supplies (includes) power adaptor pack, both of the safety isolating transformer and switch mode type
- Battery chargers including those for commercial or industrial use
- Portable & transportable heavy duty tools such as high pressure

washers and concrete grinders

Electrical equipment installed at a height of 2.5m or greater above the ground, do not need to be tested under the AS/NZS 3760:2010 standard, this is where there is not a reasonable chance of a person touching the electrical equipment.

[See definitions of different classes of electrical equipment and how they are tested.](#)

Why Test & Tag?

It is your 'general duty of care' as an employer to ensure your employees & visitors to your workplace are safe under Occupational Safety & Health Act 1984.

This includes maintaining safety for the use of electrical equipment, in an attempt to prevent hazards such as electric shock and damage to property and people. A well-planned program of preventative maintenance, with regular electrical safety checks, is the ideal way to avoid unnecessary and unfortunate accidents, as well as legal ramifications that follow.

For all other workplaces other than construction, demolition or mining, portable electrical equipment and RCD's are not required to be tagged, however there must be evidence that a maintenance program is in place – Do you have one?

Do you have the time and does your staff have the spare time to ensure you are safe and always compliant?

Do you have the competency to do this? As the responsible person of a workplace it is your responsibility to ensure the safety of the working environment, and you may not necessarily know all the requirements demanded by legislation and good practice.

If the answer is 'no' then leave it to the experts – ETTiS, as we have all the systems and procedures to make the process easy for you to get compliant and stay compliant.

How Do the Inspections Work?



All workplaces require a risk management approach to determine the type of inspection, and if necessary any testing required by a competent person.

Inspection needs to be done more frequently in an operating environment where electrical equipment is during normal usage, subject to adverse operating conditions likely to result in damage to the electrical equipment (*eg potential exposure to moisture, heat, vibration, corrosive chemicals or mechanical damage.*) The risk assessment should determine where more specific testing or electrical equipment is necessary and the frequency of such testing.

Inspecting & Testing electrical equipment will assist in determining whether it is electrically safe. This may involve, in the part below:

- Looking for obvious damage, defects or modifications to the electrical equipment, including accessories, connectors, plugs or cord extension kits
- Looking for discolouration that may indicate exposure to excessive heat, chemicals or moisture
- Checking the integrity of protective earth & insulation
- Checking that flexible cords are effectively anchored to equipment, plugs connectors & cord extension sockets
- Looking for damage to flexible cords
- Checking that operating controls are in good working order
- Checking that covers, guards etc are secured and working in the manner intended by the manufacturer
- Checking that ventilation inlets & exhausts are unobstructed
- Checking that the current rating of the plug matches the current rating of the associated electrical equipment
- Double Adaptors & 3 pin plug adaptors (piggyback) should not be used, and we will remove them from service for the safety of your employees. The reason for this is that double adaptors do not have thermal overload cut-out devices as an integral part of the product.



Disconnect electrical equipment:	Remove & unplug electrical equipment from the source of supply.
Visual Test:	The most important test is a visual inspection of the device.
Testing:	Testing of the electrical equipment is carried out with the use of a "PAT" Portable Appliance Tester. This performs many tests dependant on type of equipment being tested, to test for any unforeseen electrical faults. These tests include: an insulation resistance test, earth continuity, earth routine or earth bond test, a polarity test and an earth leakage test
Tagging:	A Pass or Fail tag will be placed on the electrical equipment verifying its safe approval and will include the below: <ul style="list-style-type: none">• The name of the tester & the license no. of an electrician, or certificate no. of the competent person carrying out• The name of the test company• The date tested & required retest date• ID number of appliance that corresponds with the Appliance Asset register supplied
How long will it take:	It will take approximately 5 minutes to Test & Tag electrical equipment, and the equipment will be turned off for this time. Please advise your staff that equipment will be turned off during the testing process, and our experienced technicians will endeavour to minimize any disruptions to your staff

What reporting will you provide after testing is completed:

Page
Ph: 1300 038 847

ETTIS Electrical Appliance Asset Register

Client	Details	Site: 221 Balclutha Rd	Location: WAREHOUSE				
Asset ID	Description	SN#	Test Instrument	Date	Expiry Period	Next Test	Result
DATA001	POWER PACK	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA002	15AMP LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA003	15AMP LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA004	4 WAY POWERBOARD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA005	SCALE	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA006	SAW	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA007	APPLIANCE LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA008	APPLIANCE LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA009	APPLIANCE LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA010	POWER PACK	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA011	RADIO	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA012	HP CLEANER	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA013	DESK COMPUTER	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA014	WITCHER	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA015	15AMP LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA016	FLUORESCENT	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA017	DRILL	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA018	RADIO	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA019	APPLIANCE LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA020	POWER PACK	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA021	4 WAY POWERBOARD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA022	4 WAY POWERBOARD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA023	WATER TAP UNIT	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA024	FRIDGE	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA025	RAN	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA026	MICROWAVE	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA027	15AMP LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA028	15AMP LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass
DATA029	15AMP LEAD	AS E0110004	960-0400	15/01/2014	0 Months	15/01/2014	Pass

We will supply your Electrical Appliance Register for Test & Tag results by email in a PDF format. Records will be kept for 7 years as required by the standard.

Does Brand New Equipment Need to Be Tested?



In order to remain compliant “New equipment” must be tested to comply with AS/NZS 3012:2010 & tested prior to initial introduction to service.

Please feel free to [contact us](#) when you purchase new equipment, and we can arrange for it to be tested and tagged promptly for you, so that you don't lose any downtime with your production schedule.

Brand new equipment (covered under AS/NZS 3760:2010) that has never been put into use does not have to be tested before first use.

Brand new equipment however should still be visually inspected to ensure that no damage occurred during transport, delivery or installation.

If the equipment is required to be tested regularly for safety, take

steps to make sure it doesn't miss the first service. ETTiS will supply you with a register to keep a list of all new equipment, so it isn't missed at the next service.

The date the electrical equipment was placed into service should be recorded and the electrical equipment fitted with a tag stating:

- That the new equipment is new to service, The date of entry to service, The date when the first electrical safety test is due, the equipment has not been tested
- Fitting a new to service tag is an administrative task that can be carried out by an appropriately trained in-house person
- Alternatively a different system may be put into place to ensure the electrical equipment is properly inspected & tested as required (*eg new equipment can be included in next round of electrical testing at workplace*)

What legislation applies?

Construction & Demolition Sites

- Regulation 3.61 of the OSH regulation requires the employer, self employed or main contractor at a workplace to ensure compliance with Australian Standards AS/NZS 3012:2010 Electrical Installations – Construction & demolition sites
- Regulation 3.62 of the OSH regulation requires the Testing & Tagging of portable electrical equipment and or a portable RCD on any construction or demolition site to be carried out by a competent person. The testers name must appear on the tag along with the test & retest date. If the tester is a licensed electrician, the testers license no. must also be included. ETTiS uses licensed electricians to carry out your electrical safety testing.

Mining Operations

- MSI – Mines Safety & Inspection Regulations 1995; regulation 5.27 of the MSI regulations prescribes that each person at a mine site must ensure that a maintenance system is in place at the mine, so that electrical equipment and installations are maintained in a safe working order. All mining operations have a Testing and Tagging requirement for electrical equipment under regulation 5.27 of the MSI regulations.

All other Workplaces

Is Testing & Tagging mandatory? AS/NZS 3760:2010 In-service inspection and testing of electrical equipment, as a standalone document, is not mandated. Australian New Zealand Standards are documents written to offer guidance. Unless they are called up in legislation in writing, then the particular standard concerned is not directly mandatory.

All workplaces are required to maintain a safe working environment. It is your 'general duty of care' as an employer to ensure your employees & visitors to your workplace are safe under Occupational Safety & Health Act 1984.

Regulation 4.37 of the OSH regulation deals with the duties as to the use of any electrical equipment or RCD at a workplace other than construction, demolition sites and mining operations. Under this regulation, an employer, self employed person, main contractor, person having control of the workplace or person having access to a workplace must ensure that the electrical equipment and RCD's at the workplace are subject to the appropriate checks tests and inspections necessary, to reduce the risk of injury, or harm to a person at that workplace.

For all other workplaces other than construction, demolition sites and mining operations, portable equipment is not required to be tagged, however, there should be evidence that a maintenance program is in place. High risk areas such as places of manufacture, workshops & factory's would be classified as open to abuse or hostile environment under the AS/NZS 3760:2010 standards and require a risk management approach, to determine the type of inspection, and if necessary any testing required by a competent person.

What Compliance Reporting is required?



For all sites, the following documentation must be kept for all electrical equipment & RCD's:

- Register of all equipment
- Record of formal inspection & tests
- Repair register
- Record of all faulty equipment showing details of services & corrective action

The Appliance Asset Register record will include:

- Testers name who carried out the test
- Date testing carried out & re-test date
- Result from testing – Pass/Fail
- License no. of the electrician, or certificate no. of the competent person carrying out the testing
- Asset ID No. of the items tested

2.5.2 of AS/NZS 3760:2010 states where records are kept; they should be retained for 7 years, or such a period as required by the regulator. It is acceptable for the purpose of this standard to keep these records in electronic format, if this is the required method.

2.5.3 of AS/NZS 3760:2010 where a risk assessment has been performed in accordance with 2.1.1, all documentation shall be retained for 7 years or such a period as may be required by the relevant regulator.

ETTiS have sophisticated on-line compliance tracking software. We can make this job easy for you by storing all these records in one safe, secure, easy to reach digital location for when you need them. [Contact Us](#) today to see how we can help with streamlining your compliance requirements.

What happens with damaged or non-complying equipment?

Non-compliant equipment

People who inspect & test portable equipment and RCD's have a responsibility to:

- Identify any defects affecting safety
- Record and label faulty equipment

Where testing identifies equipment that is damaged or non-complying, it must be removed from service immediately.

- When electrical equipment or an RCD at a workplace has been damaged such that the risk of injury or harm to a person is increased, the employer, main contractor, self employed person or person having control of the workplace must ensure that the item is:
 - Immediately tagged 'out of service' against further use and
 - A competent person assess the item or
 - the item is discarded

The competent person should assess the extent of the damage, advise the nature of the damage and whether it can be repaired. The choice of the remedial action, disposal or other corrective action shall be determined by the owner or the person responsible for the safety of the site where the equipment is used.

For electrical equipment, including cords and plugs, connected to a supply of electricity of up to 240v, the competent person may undertake like for like replacement of components.

However, any other or further repairs should only be performed by a licensed electrician, the equipment manufacturer or an authorized repairer. This is the benefit of using ETTiS as they can then carry out all repairs whilst on-site.

After repair has been completed, the electrical equipment must be inspected and tested by the competent person before returning to service.

Compliant Equipment Tags

Shall be fitted with a durable, non-reusable, non-metallic tag and may be colour coded to identify the period in which the test has been performed and must include the below information:

- The name of the tester & the license no of an electrician or certificate no of the competent person carrying out
- The name of the test company
- The date tested & required retest date
- Reference to AS/NZS3760

Id number of appliance that corresponds with the Appliance Asset register supplied.

Making Your Compliance Reporting Easy For You

- If you have to update, maintain and store all these records yourself, it can be quite a responsibility and yet another task that you need to do on top of your already busy schedule.
- The team here at ETTiS have this record process very systemized, streamlined and efficient. All records are stored securely digitally. We can store your records for you to make the whole process more efficient for you. [Contact Us](#) today to discuss your sites requirements.

Who can carry out Inspection & Testing of electrical equipment?

Inspection & Testing of electrical equipment must be carried out by a competent person who has acquired training, qualifications or experience.

- A person carrying out testing under AS/NZS 3760:2010 must be:
- A licensed or registered electrician
- A person who has successfully completed a structured training course, and deemed competent in the use of a pass/fail type portable appliance tester, and visual inspection of electrical equipment
- Some kinds of electrical testing must only be carried out by a licensed electrician or electrical inspector under local electrical safety laws.

Your Next Steps:

So that we can best assist you and your business with your compliance needs, please [contact us](#) on 1300 038 847 or 0417 188 505 and ask to speak to Tracy. Tracy Cox has extensive experience in the industry, and is a great resource for determining your electrical safety requirements, to ensure that your business is compliant in your industry. We can provide you with a copy of the relevant testing standard for your industry and equipment.