



# Electrical Safety Checklist (6-Month & Annual)

## Electrical Checklist

for:

Date: \_\_\_\_\_

### A. Quick Overview

Record at a glance when your last checks were completed and when the next ones are due:

Last electrical inspection:	Next due:
Last Test & Tag:	Next due:
Last self-check:	Next due:
Reviewed by:	Date:
Notes:	

### B. Six-Month Visual Self-Check List

Complete a visual inspection every 6 months (or annually for low-use buildings):

- Appliance leads – frayed or damaged?
- Lights – flickering or not working?
- Sockets – loose, cracked, or faulty?
- Fuseboard – covers/switches intact and labelled?
- Extension leads – not used as permanent wiring?
- Low-level heaters – protective guards or warning signage in place?
- Residual Current Device - RCD (if fitted) – does the test button work?

### C. Annual or Less Frequent Checks

These checks should be scheduled annually or less frequently, depending on requirements:

- **Full electrical installation inspection** by a licensed electrician (every 5 years). Certificate kept on file and switchboard labelled.
- **Portable appliance** Test & Tag (annually, or up to 5 years in very low-use settings)..



## D. Summary Table

	<b>Frequency</b>	<b>Who</b>	<b>Notes</b>
Visual self-check (appliances, sockets, heaters)	Every 6 months	Local volunteer	Use checklist on previous page, note actions
Test & Tag (portable appliances)	Annually	Competent person/service	Visible tags, record kept
Full electrical inspection	Every 5 years	Licensed electrician	Certificate required