|  |
| --- |
| **Purpose** |
| This form is to certify the electrical safety of newly designed and/or modified electrical equipment by, or for the ANU. |
| **Instructions** |
| This form is to be completed by an authorised person prior to the introduction of an item to service. Once completed forward a copy to Safety and Wellbeing within two (2) weeks of commencement of service. |
| **Equipment Details**  |
| Equipment Title |  |
| Equipment Model |  | Serial No/s |  |
| Designer |  | Date |  |
| School and Dept. |  |
| Certification No |  | **C** |  |
| Description |  |
| **Checklist**  (tick in the corresponding box as appropriate) |
| The list below is to be used as a prompt only. Other faults may need to be additionally identified. Add extra pages if necessary. |
| **1. Equipment External** |
| [ ]  | 1. Power attachment – (secure, conforms to Aust. Standards, Power consumption labelled appropriately, etc.).
 |
| [ ]  | 1. Earthing (all exposed metal appropriately connected, earth attachment labelled).
 |
| [ ]  | 1. Guards / protection (guards securely in place, protection devices e.g. thermal cut-outs operational).
 |
| [ ]  | 1. Controls (suitable for task, clearly labelled, Power Switch “OFF” position labelled, etc.).
 |
| [ ]  | 1. Connections (are they suitably rated for output voltage and current, conventional styles, labelled etc.).
 |
| [ ]  | 1. Heavy equipment fitted with suitable moving facilities e.g. handles, wheels, etc.
 |
| [ ]  | 1. Documentation (schematics, service & operating information provided).
 |
| [ ]  | 1. Leakage (RF, Light, heat, discharges, EMI, etc.) is within relevant ANU and Australian Standard’s.
 |
| **2. Equipment – Internal Wiring** |
| [ ]  | 1. Mains wiring segregated from isolated wiring (extra-low voltage, other inputs or outputs, etc.).
 |
| [ ]  | 1. Wiring appropriately insulated and protected from abrasion/heat etc., secured in place.
 |
| [ ]  | 1. Mains wiring using the correct insulation ratings and colours.
 |
| **3. Connections** |
| [ ]  | 1. Creepage & clearance distances between terminals, connections, any exposed bare wires.
 |
| [ ]  | 1. Earth secured appropriately and labelled correctly.
 |
| [ ]  | 1. Crimped mains connections made with the correct crimp-tool (no soldering before crimping).
 |
| [ ]  | 1. Screwed mains connections made without soldering or tinning wires.
 |
| [ ]  | 1. No loose, damaged or broken strands in a wire connection.
 |
| [ ]  | 1. PCB track clearance and width adequate for voltage and current.
 |
| **4. Components** |
| [ ]  | 1. All components used are suitably rated for voltage, current, power, temperature etc.
 |
| [ ]  | 1. All major components are labelled and match their circuit diagram numbers.
 |
| [ ]  | 1. No components with obvious damage, discolouring, etc.
 |
| [ ]  | 1. Exposed heat-sinks remain safe to touch in operation (<50ºC).
 |
| **5. Mechanical** |
| [ ]  | 1. Adequate ventilation.
 |
| [ ]  | 1. Chassis, insulation, components etc. adequately secured with appropriate fasteners.
 |
| **6. Other** |
| [ ]  | 1. Other - Please provide details below.
 |
|  |
| **AUTHORISED PERSON DETAILS** |
| Family Name |  | Given name/s |  |
| Dept./Unit/Section |  |
| School/Div./Centre |  |
| University ID | **U** |
| Signature |  | Date |  |