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| **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 |  |