
CERTIFICATE OF:

(Please mark relevant check-box)

TESTING AND COMPLIANCE (**Electrical installations**)

Issued in accordance with s159 of the *Electrical Safety Regulation 2002*

TESTING AND SAFETY (**Electrical equipment**)

Issued in accordance with s15 of the *Electrical Safety Regulation 2002*

* Work performed for:

* Name

Title

Given name/s

Surname

* Address

Street

Suburb/town

Postcode

* Electrical installation / equipment tested (detailed list of all work done):

* Date of test ____ / ____ / ____

* Electrical contractor licence number _____

Name on contractor licence _____

Electrical contractor phone number _____

For **electrical installations**, this certifies that the electrical installation, to the extent it is affected by the electrical work, has been tested to ensure that it is electrically safe and is in accordance with the requirements of the wiring rules and any other standard applying under the *Electrical Safety Regulation 2002* to the electrical installation.

For **electrical equipment**, this certifies that the electrical equipment, to the extent it is affected by the electrical work, is electrically safe.

Name _____

Person who performed, or person who is responsible for work

Signature _____

Date ____ / ____ / ____

* Indicates a mandatory field

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CERTIFICATE OF TESTING AND COMPLIANCE / SAFETY

Frequently asked questions

Question: Who needs to issue a certificate?

Answer: A certificate of testing and compliance or a certificate of testing and safety needs to be issued by the electrical contractor performing the electrical work.

Question: What type of certificate needs to be issued, when and to whom?

Answer: For **electrical installations**; every time an electrical installation (on which electrical work was performed) is connected to a source of electricity, the electrical contractor (who performed the work or had the work performed under their licence number) **MUST** provide to the person for whom the work was done a copy of a 'certificate of testing and compliance' that complies with section 159 of the *Electrical Safety Regulation 2002*.

For **electrical equipment**; every time electrical work is performed on electrical equipment, the electrical contractor (who performed the work or had the work performed under their licence number) **MUST** provide to the person for whom the work was done a copy of a 'certificate of testing and safety' that complies with section 15 of the *Electrical Safety Regulation 2002*.

Question: Who can sign the certificate and can the signature be a rubber stamp?

Answer: The person who performed or the person responsible for the work can sign the certificate. A rubber stamp signature is acceptable.

Question: Does the certificate need to be the one from the Electrical Safety Office (ESO)?

Answer: No. The certificate on the ESO website is provided as an example, which you may use if you wish. It includes all mandatory fields (required by both sections 159 (electrical installations) and 15 (electrical installations) of the *Electrical Safety Regulation 2002*) as well as some additional fields and space near the top for you to insert your company details, so you can personalise the certificate.

Question: If I want to make up my own certificate what does it need to contain?

Answer: Both sections 159 and 15 of the *Electrical Safety Regulation 2002* require a certificate of testing and compliance to state the following:

- the name and address of the person for whom the work was performed;
- the details of the electrical installation or the electrical equipment tested;
- the day the electrical installation or electrical equipment was tested;
- the electrical contractor licence number under which the electrical installation or the electrical equipment was tested; and

Additionally for **electrical installations** section 159 of the *Electrical Safety Regulation 2002* requires:

- a statement on the certificate that certifies the electrical installation (to the extent it is affected by the electrical work) has been tested to ensure it is electrically safe and is in accordance with the requirements of the wiring rules and any other standard applying under the *Electrical Safety Regulation 2002* to the electrical installation.

Additionally for **electrical equipment** section 15 of the *Electrical Safety Regulation 2002* requires:

- a statement on the certificate that certifies the electrical equipment (to the extent it is affected by the electrical work) has been tested to ensure it is electrically safe.

Question: Can I use a rubber stamp to put the needed additional information onto the customers receipt so that it acts as a certificate?

Answer: Yes, as long as the final invoice (inclusive of the information contained on the stamp) meets the requirements of the *Electrical Safety Regulation 2002* (see the dot points above) and you hold onto a copy of it for at least 5 years (see below).

Question: Once the certificate has been issued, is that all that needs to be done?

Answer: No, the *Electrical Safety Regulation 2002* requires that the licensed electrical contractor (under whose licence number the certificate was issued) **MUST** keep a copy of the certificate for at least 5 years after the certificate is given to the person for whom the work was performed.

Question: How much detail do I need to provide on the electrical installation / equipment tested?

Answer: As much as possible about the work that was done, for example the number and type of electrical equipment installed. As a copy of the certificate is kept by you it can serve as a good record of the details of the job. This may be useful if you ever need to prove what work was done and what testing was carried out.

Question: Can I save a copy of an issued certificate electronically?

Answer: Yes. You can download a copy of the certificate in Word format; fill out the enterable fields (by clicking on the grey fields) then typing in the required information, then click on 'File', then 'Save As', give the file a unique name (for example a job number or the customers name and date) and save it on your computer.

You can also customise the top part of the certificate with your company details or logo in the space provided. Remember you must keep a copy for at least 5 years.

Please note: this Word document is a 'locked' document, which means you can place text or an image in the top section of the form and text only in the other sections that have 'enterable fields'.