

TEST AND TAG PROCEDURE

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1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will comply with current test and tag legislation.

2 SCOPE

- 2.1 This procedure applies to CQUniversity employees, students, contractors, and visitors whilst at any CQUniversity campus or property with respect to the use of electrical equipment and the need to have relevant electrical equipment appropriately tested and tagged.
- 2.2 This procedure applies to relevant electrical equipment (portable and mobile) appliances and equipment owned by CQUniversity.

3 PROCEDURE

New equipment

- 3.1 New electrical equipment purchased for the University must be registered with the Facilities Management Directorate (DFM) prior to use, to allow for testing and tagging, and to be logged in the University's Facilities Management System (Archibus) for ongoing testing as per legislation requirements.

Example of Test and Tag Electrical Equipment Schedule (these will vary dependant on use)

Area	Appliance	Test and Tag Frequency
Kitchenette	Kettle, toaster, coffee machine, sandwich press etc.	12 months
Laboratory equipment – cord often flexed	Any appliance that is moved and cord is often flexed eg: microscope	12 months or 6 months if hostile environment/corrosive chemicals present
	Any equipment that is portable or could be portable	12 months
	Extension leads	6 months
	Power boards	6 months

	Fridges (not moved)	5 years
	Freezers (not moved)	5 years
Workshop – hazardous environment - likely to cause damage, vibration, dust, heat or moisture etc	Powered hand tools	6 months
Office (mobile charger)	Laptop computer – mobile lead only	12 months
	Desktop and laptop computer – permanent leads only (docking station)	5 years
	Photocopiers and printers	5 years

Contractors

- 3.2 Contractors performing work for or at University sites must ensure that their electrical equipment complies with all such current legislation.
- 3.3 The University will only hire electrical equipment from reputable external hire companies. The electrical equipment must have a current electrical test tag attached prior to receipt from the hire company, and must remain current for the expected duration of the hire.
- 3.4 Test and tag contractors will be required to provide a copy of all test results to the DFM. Records of formal inspections, tests and repairs will be retained for a period of not less than seven years. Records will include:
- a register of all electrical equipment
 - a record of formal inspection and tests, and
 - a record of faulty equipment

General information

- 3.5 All electrical equipment should be in good working order with no frayed or defective cords or leads or plugs.
- 3.6 Damaged/defective cords or electrical items must be immediately removed from service, and labelled with a 'Do Not Use' tag in accordance with Electrical Safety Legislation or Australian Standard.
- 3.7 Electrical equipment will be used only for its designated purpose in accordance with the manufacturer's instructions.
- 3.8 Electrical equipment will be positioned to prevent damage to the equipment, or at least protected if there is a likelihood of damage (e.g. by people, vehicles, other machinery etc).
- 3.9 Work involving changes and/or alterations to building electrical installations, will only be carried out with DFM approval in all cases.
- 3.10 All tested electrical equipment must be fitted with a Tag (example only) with the below information.

The image shows a sample electrical test tag form. At the top, there is a field for 'TESTED TO AS/NZS 3760' with a red arrow pointing to it and the word 'REQUIRED' next to it. Below this is the text 'FOR YOUR SAFETY CHECK TEST DATES' and 'FOR YOUR SAFETY CHECK TEST DATES'. The main title of the tag is '<TEST TAG>'. Below the title, there is a field for 'TAG NUMBER'. Underneath that, it says 'COMPLETE WHERE APPLICABLE' and 'TESTED BY' with a red arrow pointing to it and the word 'REQUIRED' next to it. Below 'TESTED BY' are two columns: 'CERT. No.' and 'PLANT/ITEM No.'. At the bottom, there are two circular fields for 'TEST DATE' and 'NEXT TEST DUE', both with red arrows pointing to them and the word 'REQUIRED' next to them.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Facilities Management is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Facilities Management Directorate

- 4.2 The DFM will:

- manage and fund test and tag activities for the University, as per the Electrical Equipment Register
- engage with suitably qualified contractors to perform and record test and tag activities

Business unit/school

- 4.3 Each business unit/School will:

- be responsible for general and electrical safety in their own area. This includes ensuring that all electrical equipment is identified and listed as an asset on Archibus, and made available for testing and tagging when required
- identify one or several nominated representatives to help manage the Electrical Equipment Asset List and test and tag activities

Nominated representatives

- 4.4 Business unit/School nominated representatives will:

- ensure all required items are listed in their Electrical Equipment Register and are available and easily accessible (i.e. workshops/laboratories/theatres are to have equipment on workbenches/floor or the like) when required for test and tag
- will locate equipment, and make available, to test and tag contractors. Note: contractors will not search for equipment, it is the responsibility of each nominated representative
- remove from service any equipment not presented for test and tag, until the equipment can be tested and tagged
- work with DFM to develop and maintain accurate Electrical Equipment Asset Lists in Archibus
- maintain an accurate Electrical Equipment Register for test and tag for their respective work area. The DFM will enter the data into Archibus as needed.

All employees

- 4.5 All employees are responsible for reporting electrical hazards, incidents or damaged electrical equipment to the DFM.
- 4.6 Employees should be aware of the risks in bringing personal electronic devices to the workplace, which are not appropriate tested and tagged by the University. Personal liability may be held if those items cause injury or damage.

Reporting

- 4.7 No additional reporting is required

Records management

- 4.8 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.

- 4.9 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

Australian Standards - AS/NZS 3760:2010 In-serve safety inspection and testing of electrical equipment

[Electrical Safety Act 2002](#) (Qld)

[Electrical Safety Regulation 2013](#) (Qld)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice Chancellor and President
Delegated Approval Authority	Chief Operating Officer
Advisory Committee	N/A
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Administrator	Director Facilities Management
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Notes	This document was formerly known as the Electrical Test and Tag Procedure (TAFE) (2/05/2018)

9 APPENDIX – TEST AND TAG WORKFLOW

