


NEW ELECTRICAL EQUIPMENT

The supplier/manufacturer is responsible for the initial testing and ensuring the safety and integrity of the equipment. The local manager or supervisor is responsible for applying a tag or sticker to the electrical lead showing the date the item was commissioned. These tags can simply be common paper stationery labels.

<p>COMMISSIONING DETAILS</p> <p>Date: _____</p> <p>Dept: _____</p> <p>Person: _____</p>	 <p>THE UNIVERSITY OF MELBOURNE</p> <p>Electrical commissioning tag for new equipment</p>
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Example of a portable electrical equipment commissioning tag

Local areas can use their own commissioning tag or use the [Electrical commissioning tag for new portable equipment](#).

For electrical equipment that was manufactured/altered at the university, or electrical equipment that was purchased pre-used, or electrical equipment brought into the workplace from home:

- The local manager or supervisor is responsible for the initial testing and tagging of the lead showing the results of the test and the date

IN-SERVICE TESTING AND TAGGING OF PORTABLE ELECTRICAL EQUIPMENT

Not all portable electrical equipment requires testing and tagging. For example:

Where all socket-outlets in a building have residual current device protection, in non-hostile environments portable electrical equipment will not require scheduled testing and tagging.

Refer to the [Health & Safety: Electrical inspection and testing requirements](#) for more explanation on portable equipment that requires testing and tagging.

Where testing and tagging is required a university-wide centrally funded electrical testing and tagging service is available for in-service portable electrical equipment. This service is managed through University Services, Campus Services. The service is provided cyclically throughout the year by default, unless the Head of School/Division requests in writing not to participate in the University-wide service.

NOTE:

The frequency of the in-service testing is dependent upon the type of equipment and the environment where the equipment is used. Details of the university's criteria are available from: *Health & Safety: Electrical testing and tagging criteria*

The Head of School/Division retains overall responsibility for ensuring that portable electrical equipment is in good working order, including testing and tagging. Specifically they must ensure:

- portable electrical equipment is available for testing and tagging through the University-wide service; or
- if using a local area's own testing and tagging service, ensure that it is consistent with the University of Melbourne criteria and AS/NZS 3760.

REPAIR OR REPLACEMENT OF FAULTY ELECTRICAL EQUIPMENT

The local manager/supervisor is responsible for repair or replacement of faulty electrical equipment that fails the in-service testing.

All repairs must be conducted by a competent and qualified person, and the equipment must be tested and tagged following any repair. Depending on the type and nature of the faulty electrical equipment, repair and retesting services may be provided by an electrical contractor:

- provided by University Services, Campus Services; or
- engaged by the local department.

DOUBLE ADAPTORS, POWER BOARDS AND EXTENSION LEADS

Double adapters are prohibited for use at the University of Melbourne.

Power boards that comply with AS/NZS 3105 may be used. Power boards that provide a separate controlling switch at each outlet are preferred. Extension leads that comply with AS/NZS 3199 may be used.

Extension leads must be positioned to avoid damage. Specifically this includes:

- keeping the extension lead away from water;
- where reasonably practicable, running the extension lead off the ground; and
- ensuring the extension lead cannot be damaged by being struck, rubbed against or pinched/bent.

MORE INFORMATION

[Health and Safety Business Partner](#)

[Plant and Electrical Equipment](#) web page