



## Test and Tag in the ACT – and our Asset Register offering

### Test and Tag is required by Workcover

ACT WorkCover PDF on Electrical Appliance Testing & Tagging

<http://www.ors.act.gov.au/workcover/pdfs/WorkSafe/InfoSheets/IB0903.pdf> (issued Sept 08) - but (strangely) doesn't give the intervals between tests.

<http://www.ors.act.gov.au/workcover/pdfs/WorkSafe/InfoSheets/IB0906.pdf> provides for the frequency:

#### Frequency of inspection and testing of electrical equipment as recommended in Australian Standards.

(Including flexible cords, cord extension sets, electrical portable outlet devices (EPODs), portable safety switches also known as residual current devices (RCDs) and portable isolation transformers)

Electrical equipment must be inspected and tested:

- prior to initial introduction to service (except new equipment that is accompanied by written evidence that it complies with this standard)
- before return to service after a repair that may have effected the electrical safety
- at intervals between inspection and repair not exceeding -

Class of equipment		Additional testing for RCDs		Cord extension sets and electrical portable outlet devices (EPODs)
Class 1 (protectively earthed)	Class 2 (double insulated)	Push-button test (by user)	Test for operation	
6 months	12 months	Daily, or before every use, whichever is the longer.	12 months	6 months

Workcover did an audit of cafes and restaurants in 2006 -

[http://www.ors.act.gov.au/workcover/pdfs/WorkSafe/Reports/cafe\\_audit\\_report.pdf](http://www.ors.act.gov.au/workcover/pdfs/WorkSafe/Reports/cafe_audit_report.pdf). Only 30% had their electrical equipment correctly tested and tagged. The others were issued improvement notices.

The New Work Safety Act 2008 was passed into law by the ACT's Legislative Assembly on 28 August 2008, and comes into effect on 1 July 2009.

<http://www.ors.act.gov.au/workcover/pdfs/WorkSafe/Guides/WorkSafetyActSummary.pdf> The new Act extends the definition of 'worker' to include a wide variety of different categories, including visitors to the workplace. This is predicted to have significant impact on child care facilities and aged care facilities.

### We think it's logical to do a little bit more when you do Test and Tag

Any "test and tag" service will visit every piece of electrical equipment in the workplace - but many services just do the testing and tagging. Better services (including ours!) do minor repairs as they go. But we can do even more! We can check each of the items is on the asset register, and put the testing results into the asset register.

Why an asset register? It can act as a centralised repository for information about your assets – and having one is recommended by Workcover – why do the work twice?

- **Manage warranties.** We can also put warranty information into the asset register, making warranty claims easier to manage, and improving visibility of which items are no longer under warranty.
- **Log maintenance.** Maintenance work can also be entered into the asset register - if we do your maintenance, then that is included.
- You can access your asset register on our secure website, at any time of the day or night - or we can provide reports from it for you.
- The asset register can also automatically send emails to key personnel when retesting is due.

## Testing Services

### Overview

Testing is done using an appliance tester, which is a test instrument designed specifically for testing the electrical safety of an appliance to a designated standard, which is AS/NZS3760:2003. An appliance tester checks key aspects of an asset's electrical safety, and provides a PASS or FAIL result based on those measurements. However, although the appliance tester is very important, it is actually the initial visual inspection of an appliance before testing which is most important and will identify the vast majority of faults.

### Physical Inspection

The standard requires that inspection shall include:

- ✚ External inspection of the equipment and the connecting facilities (eg flexible supply cord);
- ✚ Protective earth continuity tests for Class 1 equipment, power boards and cord sets;
- ✚ Insulation testing, which may be achieved by measuring insulation resistance, or leakage current; and
- ✚ Confirmation of the correct polarity of live connections in cord sets with re-wireable plugs and cord extension sockets.
- ✚ Checks for damage to flexible supply cords that include:
  1. The inner cores of flexible supply cords are not exposed or twisted;
  2. The external sheaths of flexible supply cords are not cut, abraded, twisted, or damaged to such an extent that the insulation of the inner cores is visible; and
  3. Unprotected conductors or the use of banding insulation tape are not in evidence.

Note: Refer to AS 3760:2003, 2.3.2 for more information relating to physical Inspection of electrical equipment.

### Tests performed using the appliance tester

In accordance with AS/NZS3760, the main tests we perform are:

- ✚ Earth Continuity
- ✚ Current leakage [required since 2003 for devices with an electronic 'on' switch]
- ✚ Insulation
- ✚ Polarity

Some appliance testers just report a simple PASS or FAIL for each test. More expensive equipment - like ours - can retain the actual result for each test to be uploaded into a computer. We can also save additional asset details, since the tester includes a full keyboard - such as comments on condition, or location.

Our appliance tester can also perform a 30mA residual current detection (RCD) test, which we perform when relevant.

## How Does It Work?

In order to give the greatest value to our customer, we focus our work on the asset register.

We start with a meeting with management to decide what information should be stored in the asset register, so we can collect it during the first test and tag process. Things like make, model, serial number are standard fields: some customers also require information like location, general condition, and so forth.

During the first test and tag process, we record all of this information, and place a barcode on the asset. We then upload the data to our secure website, where it is available to the customer whenever they want it. We have standard reports as required by AS/NZS 3760:2003, which include:

- 📄 Certificate of Compliance
- 📄 Complete Test Results
- 📄 Repair History
- 📄 Failed Item Register

This centralised data store provides evidence that the standards were met at any particular point in time.

In subsequent test and tag processes, we download this data into our equipment, so that when we scan the barcode on the asset, we know exactly which asset it is, and its history.

When we finish testing, we print out a new tag for the asset, and upload the data into the asset register.

## Portfolio of Services:

- Electrical Safety Testing
- Portable Appliance Testing
- Asset Management and Data Recording
- Repairs and Maintenance
- 3 Phase Testing
- Relamping
- Emergency & Exit Light testing and repairs
- Electrical Testing and Tagging Certified Technicians

## Rose Solutions Pty Ltd

David has come back to work for our company, and is available for hourly rate work at \$60.50 per hour during normal hours (7:30 am to 4 pm Monday to Friday), and \$90.75 per hour after hours (inc GST) [as at Feb 2009]. You are welcome to book work through our office or directly with David - [david@rosesolutions.com](mailto:david@rosesolutions.com) or 0420 555 938

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Rose Solutions provides workers compensation for our staff, and the appliance repair division is insured for up to \$20 million for public liability and product liability, and \$100,000 for property under our control.