

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 024 – ELECTRICAL TESTING

1. PURPOSE AND SCOPE

Minimum requirements for electrical inspection, testing and tagging activities associated with Illusions Australia equipment.

This SWP does not authorise electrical work. Testing must be performed only by persons competent and legally permitted to perform the particular testing.

2. AUTHORISATION AND COMPETENCY

Only appropriately trained, competent and authorised persons may inspect/test electrical equipment.

Repairs, alteration of wiring, switchboards or fixed installations require appropriately licensed electrical workers.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- PPE appropriate to the test method and environment.
- Insulated/test equipment appropriate to the task where required by the competent tester's procedure.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Tester/test instrument is suitable, serviceable and within calibration/check requirements.
- Equipment identity and test interval are established.
- Testing area is controlled.
- Equipment is disconnected/de-energised for tests that require it.
- Test leads/probes are undamaged.
- Results/tagging system is available.

5. SAFE OPERATING PROCEDURE

1. Visually inspect equipment for plug, lead, enclosure, strain-relief and control damage.
2. Remove obviously defective equipment from service before further use.
3. Conduct required electrical tests using the approved instrument and method.
4. Record results accurately.
5. Apply the correct pass/test label where required.
6. Apply out-of-service identification to failed equipment.
7. Segregate failed equipment so it cannot be inadvertently used.
8. Refer repairs to an appropriately licensed/authorised person.
9. Retest repaired equipment before return to service where required.

6. PROHIBITED PRACTICES

Workers must not:

- Perform tests beyond personal competency or authorisation.
- Treat a test tag as proof that visibly damaged equipment is safe.
- Repair fixed wiring or electrical equipment without required licensing.
- Use damaged test instruments or leads.
- Return failed equipment to service without rectification and required retesting.
- Falsify or pre-date test records.

7. FAILED EQUIPMENT

Failed or visibly unsafe equipment must be prevented from use.

- Tag/identify clearly as out of service.
- Physically segregate where practicable.
- Record the defect and arrange repair/disposal.

8. LIVE TESTING

Testing that exposes a person to energised electrical parts carries serious risk and must not be undertaken as routine portable-equipment testing.

- Avoid live work wherever possible.
- Where legally permitted live testing is genuinely required, it must be performed by an appropriately qualified person under the required electrical safety procedures.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop if test equipment is defective, the item presents unexpected damage, safe isolation cannot be achieved or the task exceeds the tester's competency.

Escalate to an appropriately qualified electrical worker.

10. SHUTDOWN AND HOUSEKEEPING

- Disconnect test equipment safely.
- Record and file results.
- Segregate failed items.
- Store tester and leads safely.
- Report unresolved defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Tester is not competent/authorised.
- Test instrument is unsuitable or damaged.
- Safe isolation/control cannot be achieved.
- Unexpected live parts are exposed.
- Required repair exceeds the scope of testing.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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