WHS DOCUMENTS & TEMPLATES

DOC-TAG-TPL · Electrical Test and Tag Register

Product Overview

For: Australian businesses with plug-in electrical equipment: workshops, sites, offices, kitchens, cleaning, hire and facilities managers

Version 1.0 · 15 November 2026

SAMPLE

An Excel register of every item of plug-in electrical equipment, with the next test date calculated from its interval, overdue and failed tests flagged, typical intervals by environment, an out of service log, and a procedure with tags to print.

List each item once: asset ID, type, make, serial number, location, the environment it is used in and its test interval. Enter each test and result, and the next test date calculates. Overdue tests show red, those due within 30 days amber, and failed items red. The Test Intervals sheet gives typical intervals by environment, and the Out of Service Log records every item tagged out, its repair and its return.

The Out of Service Procedure and Tags (Word and PDF) gives every user a six-point check before use, the steps when equipment is faulty or damaged, who may test and tag, and three out of service tags to print on each page.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel test and tag register: next test date calculated, overdue and failed items flagged, typical intervals, an out of service log	02_TEMPLATE/Electrical Test and Tag Register.xlsx
Out of service procedure and tags: a pre-use check, faulty equipment steps, who may test, and printable tags	02_TEMPLATE/Electrical Equipment Out of Service Procedure and Tags.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Workshops, sites and kitchens where equipment is used hard
- Office and facilities managers keeping track of testing across sites
- Businesses that use an outside tester and want their own record

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How to Use This Template

How to complete, adapt and keep the electrical test and tag register

1 What this template is for

Damaged leads and faulty equipment cause electric shocks, burns and fires. Regular inspection and testing finds the faults a user cannot see, and the user's own check before each use finds the damage that happens between tests. The register shows, in one place, what equipment the business has, when it was tested, and what is due or out of service.

2 How to use it

Step	What to do
1	Walk the workplace and list every item of plug-in equipment, including leads, power boards and portable safety switches. Give each an asset ID.
2	Decide the environment each item is used in, and set its test interval from the Test Intervals sheet, the manufacturer and your risk assessment.
3	Arrange a competent person to test and tag, and record each test and result in the register.
4	Train workers in the pre-use check and the out of service steps, and put a stock of out of service tags where they are needed.
5	Take faulty items out of service straight away, record them in the Out of Service Log, and have them repaired and tested, or disposed of.
6	Check the register each month for tests due, and add new or hired equipment when it arrives.
7	Review the intervals each year: shorten them where items keep failing or being damaged.

3 Who does what

Who	What they do
Manager	Arranges and pays for testing, and makes sure faulty equipment is repaired or disposed of
Competent tester	Inspects, tests and tags, and reports failures
Workers	Check equipment before each use, and tag out anything faulty
Person who looks after WHS	Keeps the register and follows up tests that are due

4 The law, in brief

The WHS laws require a business to manage electrical risks at the workplace, and to make sure unsafe electrical equipment is disconnected or isolated and not used again until it is repaired or tested and found safe. Under the model WHS Regulations, electrical equipment supplied through a socket outlet and used in a hostile operating environment, where it is exposed to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust, must be regularly inspected and tested by a competent person, the test recorded, and the equipment not used if it has not been tested. Socket outlets in those environments are protected by safety switches, which are tested regularly.

Queensland and the Northern Territory regulate electrical safety under their own electrical safety laws, and Victoria has no specific test and tag rule in its OHS Regulations: see the notes. Electrical work, including repairs, is done only by people licensed for it under each state and territory's electrical licensing laws. Any electric shock should be reported, and some must be notified.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Electrical Equipment Out of Service Procedure and Tags

A pre-use check for every user, what to do when equipment is faulty, and out of service tags to print

1 Check before every use

Before you use any plug-in electrical equipment, look at it. Do not use it, and take it out of service, if any answer is No.

Check	Yes	No
The test tag is there, readable, and not past its next test date	☐	☐
The plug is not cracked, bent or loose, and its pins are straight	☐	☐
The cord is not cut, crushed, frayed, taped or joined, and its outer sheath is gripped where it enters the plug and the item	☐	☐
The case is not cracked or broken, and there are no signs of burning, overheating or water	☐	☐
Switches and guards work, and there is nothing loose or rattling inside	☐	☐
Where a safety switch (RCD) is used, its push-button test trips it	☐	☐

SAMPLE

The rest of this page, and the rest of this document, are in the full product.

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Electrical Test and Tag Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An Excel register of every item of plug-in electrical equipment, with the next test date calculated from its interval, overdue and failed tests flagged, typical intervals by environment, an out of service log, and a procedure with tags to print.

What the full product contains

- **Excel test and tag register: next test date calculated, overdue and failed items flagged, typical intervals, an out of service log**
  02_TEMPLATE/Electrical Test and Tag Register.xlsx
- **Out of service procedure and tags: a pre-use check, faulty equipment steps, who may test, and printable tags**
  02_TEMPLATE/Electrical Equipment Out of Service Procedure and Tags.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/electrical-test-and-tag-register

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