



WHS 24.1 FORM – Record of visual inspection of electrical items

Use this form to record the results of visual inspections of electrical items. Look for signs of damage such as loose sockets, excess tension, discoloration, excess dust, overloading of power boards, wet surroundings etc. See [WHS Procedure 24 Electrical Safety](#) for more information. Recommended frequency is annually, although users should look out for, and report, obvious faults at all times.

SITE _____ DATE: _____ INSPECTED BY: (print name) _____ SIGNATURE: _____

When you have completed the inspections, give this form to the site manager so they can complete any required actions. **SITE MANAGER'S SIGNATURE:** _____

Item Location	Item Description	Make/ Model	ID or serial no. (if applicable)	Result If a fault or hazard is observed, record the action taken in the next column	Action Taken (if hazard or fault was observed) Tick all that apply	Site Manager's Comments
				<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> the following hazard was observed :	<input type="checkbox"/> Withdrawn from service <input type="checkbox"/> Labelled DO NOT USE Other:	
				<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> the following hazard was observed :	<input type="checkbox"/> Withdrawn from service <input type="checkbox"/> Labelled DO NOT USE Other:	
				<input type="checkbox"/> Satisfactory OR <input type="checkbox"/> the following hazard was observed :	<input type="checkbox"/> Withdrawn from service <input type="checkbox"/> Labelled DO NOT USE Other:	
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