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|  | | | **Electrical Inspection Checklist** | | | | | |  | | | |
| **FREQUENCY** | | | | | | | | | **DATE** | | | |
| **WEEKLY / MONTHLY / QUARTERLY (Select as applicable)** | | | | | | | | |  | | | |
| **Location .......................................................................** | | | | | | | | | | | | |
| Electrical Inspection - ITEMS TO CHECK | | | | | | | | | **YES** | **NO** | **IMP.** | |
| 1.Electrical panels and breaker boxes are accessible and labelled. | | | | | | | | |  |  |  | |
| 2.No exposed or damaged electrical wiring. | | | | | | | | |  |  |  | |
| 3.Power outlets and extension cords are in good condition and not overloaded. | | | | | | | | |  |  |  | |
| 4.Electrical grounding is properly maintained. | | | | | | | | |  |  |  | |
| 5.Circuit breakers and fuses are properly rated and functioning. | | | | | | | | |  |  |  | |
| 6.No evidence of overheating or burning near electrical installations. | | | | | | | | |  |  |  | |
| 7.Emergency lighting is operational. | | | | | | | | |  |  |  | |
| 8.GFCI (Ground Fault Circuit Interrupters) are installed where required and functional. | | | | | | | | |  |  |  | |
| 9.Electrical rooms and enclosures are locked and labelled. | | | | | | | | |  |  |  | |
| 10.Proper use of electrical PPE (Personal Protective Equipment) by workers. | | | | | | | | |  |  |  | |
| 11.No use of unauthorized or makeshift electrical connections. | | | | | | | | |  |  |  | |
| 12.Proper insulation of cables and wires. | | | | | | | | |  |  |  | |
| 13.Electrical equipment and appliances have proper grounding. | | | | | | | | |  |  |  | |
| 14.Emergency shutoff switches are operational and clearly labelled. | | | | | | | | |  |  |  | |
| 15.No signs of water damage near electrical outlets or panels. | | | | | | | | |  |  |  | |
| 16.Temporary electrical setups (if any) comply with safety standards. | | | | | | | | |  |  |  | |
| 17.Proper ventilation around electrical equipment to prevent overheating. | | | | | | | | |  |  |  | |
| 18.Lightning protection system (if applicable) is in place and maintained. | | | | | | | | |  |  |  | |
| 19.Electrical safety signage is visible and legible. | | | | | | | | |  |  |  | |
| 20.Employees are trained in electrical safety procedures. | | | | | | | | |  |  |  | |
| **Comments:** | |  | | | | | | | | | |  |
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| ****Electrical Equipment Condition and Quantity Check**** | | | | | | | | | | | | |
| Electrical Equipment | | | | Location | Qty | OK | Not OK | Remarks (Mention Check No.) | | | | |
| Circuit Breakers | | | |  |  |  |  |  | | | | |
| Power Strips & Extension Cords | | | |  |  |  |  |  | | | | |
| Electrical Panels | | | |  |  |  |  |  | | | | |
| Transformers | | | |  |  |  |  |  | | | | |
| **Inspected By;**  **Name: .............................................. Designation: ..................................... Signature: .....................................** | | | | | | | | | | | | |