|  |  |  |
| --- | --- | --- |
|  | **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:** |  |  |
|  |  |  |
|  |  |  |
|  |
| ****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: .....................................** |