



**Australian Government**

**Department of the Environment, Water, Heritage and the Arts**

# **Australian Government Home Insulation Program**

## **Electrical Safety Inspections**

### **Foil Insulation Record of Inspection and Testing**



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## **Note for Householder:**

On 10 February 2010, Environment Minister Peter Garrett announced that every home with foil insulation installed under the Australian Government's Home Insulation Program is eligible for an electrical safety inspection. If you have foil insulation installed under the program, you should receive a letter from the Department advising you of this.

This inspection must be carried out by a licensed electrical contractor. They will inspect the foil installation and determine whether it is safe.

If everything is safe, they will give you a copy of their assessment and then invoice the Department for the reasonable cost of the inspection, which is expected to be up to \$400 (GST inclusive).

If the licensed electrical contractor identifies an electrical fault that has occurred as a result of the installation of foil insulation products under the Home Insulation Program, then they will immediately remedy the fault. They will then give you a copy of their assessment and report on the faults identified and remedial action undertaken. They will invoice the Department for the cost of the inspection and reasonable costs associated with the remedial work.

Where a pre-existing electrical safety risk is identified that is NOT related to the installation of foil insulation under the Home Insulation Program, it is a matter for you and the licensed electrical contractor to discuss. You will need to pay for any remedial work undertaken. The Department will meet the reasonable costs of the inspection.

For more information visit the electrical safety page at [www.environment.gov.au/energyefficiency](http://www.environment.gov.au/energyefficiency) or call 131 792.



## **Note for Electrician:**

Safety inspections are only available to householders who had foil insulation installed under the Australian Government's Home Insulation Program.

You must obtain the householder's Program Reference Number. This number is located at the top right hand corner of the letter issued to householders by the Department. They may also have received their number by phoning the call centre. You will not be paid for the inspection if you do not include the Program Reference Number on the attached form. Only the householder can get the Program Reference Number from the call centre.

You must complete ALL aspects of this form, including details of how long it takes you to complete the inspection, any remedial actions undertaken, your usual hourly rate and the number of workers you have on the site. The Department will pay the reasonable cost of the inspection, which is expected to be up to the value of \$400 (GST inclusive).

Reasonable costs of any electrical remedial work required to address electrical faults caused by the installation of foil insulation under the Home Insulation Program will be paid for by the Department at your usual hourly rate. You must clearly document the nature of the faults and the repairs on this form and the time taken to complete them.

Both you and the householder must sign the declarations on the final page of the form.

When completed, send this form and your invoice to the Department at: [electricalinspections@environment.gov.au](mailto:electricalinspections@environment.gov.au) or

Electrical Safety Inspections

Energy Efficiency Task Force

Department of the Environment Heritage, Water and the Arts

GPO Box 787

CANBERRA ACT 2601

For more information visit the electrical safety page at [www.environment.gov.au/energyefficiency](http://www.environment.gov.au/energyefficiency) or call 131 792.



## Foil Insulation Record of Inspection and Testing

<b>Program Reference Number:</b>	
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Note: This number appears at top right hand corner of the letter issued to householders by the Department or as provided by the call centre. **Payment will not be made without this number.**

<b>Dwelling address:</b>	
<b>Householder name:</b>	
<b>Householder contact</b>	<b>Tel:</b> <span style="float: right;"><b>Mob:</b></span>
<b>Date of foil insulation installation</b>	
<b>Dwelling age</b>	

<b>Licensed electrical contractor's name:</b>	
<b>Licence number and state/territory:</b>	
<b>Electrical worker 1: Name, licence number, registered state/territory</b>	
<b>Electrical worker 2: Name, licence number, registered state/territory</b>	
<b>Electrical worker 3: Name, licence number, registered state/territory</b>	
<b>Date of inspection</b>	
<b>Time</b>	<b>Entered dwelling:</b> <span style="float: right;"><b>Completed:</b></span>
<b>Hourly rate</b>	<b>\$</b>
<b>Total cost</b>	<b>\$</b>
<p>Note: the Department will pay reasonable costs for the inspection which are expected to be up to \$400 (GST inclusive).<sup>*</sup> Electrical remedial action related to the foil insulation installation will be paid at your usual hourly rate.</p>	

<sup>\*</sup> in exceptional circumstances higher claims may be considered



**Details of Inspection**

<b>Details</b>			
Background of the project:	Inspect and test foil insulation for electrical safety		
<b>Initial inspection.</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Consult with the householder. Have any electrical faults or issues been identified since the installation of the insulation?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Risk</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Has a risk assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Have risk treatments been defined and put in place?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>General</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Have you completed a walk through of the house and assessed how many recessed electrical accessories there are if any? Record this number in the comments column.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Prior to entering the roof space</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Have you disconnected the electrical supply? <ul style="list-style-type: none"> <li>Remove primary service fuse, e.g.; this could be located at the service pillar, distributor's pole or the house. (Authorisation may be required from the distributor.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you identified and disconnected alternative sources of power supply?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you isolated all circuits at the main switchboard by either turning off all circuit breakers and removing all fuses and turning off the main switch?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you confirmed foil based insulation has been installed?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the foil based insulation been fixed by metal staples or fasteners?	<input type="checkbox"/>	<input type="checkbox"/>	
Have covers been installed around electrical accessories as noted in clause 4.5.2.3 of AS3000:2007 Amdt 1? Visually check for compliance behind every recessed light.	<input type="checkbox"/>	<input type="checkbox"/>	
Have you removed the MEN link and then turned on all light switches?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you carried out insulation tests from active, neutral and earth to the foil ( <b>test all metal surfaces of every sheet of insulation</b> )? Thoroughly test 2-way and intermediate switching. Comply with AS/NZS 3000:2007 Clause 8.1.2 and if you have carried out any repair or	<input type="checkbox"/>	<input type="checkbox"/>	



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disconnection, test the entire installation. <b>Refer to and complete testing procedures as noted in Section 8 (mandatory tests) of AS3000:2007.</b>			
Defects identified during testing? (Insert brief description in comments box.)	<input type="checkbox"/>	<input type="checkbox"/>	
Were repairs conducted?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, provide further details in the table overleaf.
Once complete, did you reconnect MEN link?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you reconnect power and perform the final test at earth stake?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a safety switch installed?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, have you tested the safety switch for correct operation?	<input type="checkbox"/>	<input type="checkbox"/>	
Any other comments	<input type="checkbox"/>	<input type="checkbox"/>	

*If you find non-conforming electrical work report this immediately to the relevant authority and ECA. Only correct non-conforming work if allowed to do so by the authorities. You may need to disconnect and make safe some parts of the installation.*



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### Details of Repairs Conducted

Description of repair	Cause: Please circle	Time taken
	Insulation Other	
	Insulation Other	
	Insulation Other	
	Insulation Other	
	Insulation Other	
	Insulation Other	
	Insulation Other	
	Insulation Other	



**Declarations**

<b>Householders use only</b>	
I am the householder (or the authorised representative)	
Name: _____	
of (address of dwelling):	
_____	
_____	
I understand that (name of inspector)	
_____ has conducted an electrical	
safety inspection of the foil insulation installed in my dwelling today. I understand by signing this document, I	
am agreeing to authorise the Australian Government to pay for this service conducted today at my dwelling.	
Signature of Householder	Witness (Licensed electrical contractor)
.....	.....
...../...../.....	...../...../.....

<b>Licensed electrical contractor's use only</b>	
This report completed by me accurately sets out the evidence that I would be prepared, if necessary, to give	
in court as a witness. The document has been prepared by me, it is true to the best of my knowledge and	
belief and I record these notes knowing that, if it is tendered in evidence, I will be liable to prosecution if I	
have willfully stated in it anything that I know to be false, or do not believe to be true.	
Signature of licensed electrical contractor	Witness (Householder)
.....	.....
...../...../.....	...../...../.....