

# Electrical Equipment Register – Sample

School:						
Completed by company/organisation:						
Company/organisation licence number:						
Equipment ID number	Location	Equipment description	Testing frequency – e.g. 5 years	Last Test Date	Next Test Date	Test results/condition of equipment, name of person completing test, disposal method <i>Pass/Fail, tag number</i>
25698	Reception Desk	Desktop Computer	5 years	11/08/15	11/08/20	Pass – condition in good repair – tag ref #A254 – Fred Smith (ZAP Electrical)
56987	Cleaners Store	Steam Mop	12 months	21/09/13	21/09/14	Fail – steam mop in poor condition – cord cut and mop thrown in bin – Fred Smith (ZAP Electrical)

NOTE: Damaged or faulty equipment must be taken out of service and repaired by a qualified person or replaced.