BGIS

MCC_NUMBER	LV _____

Minimum Controls Checklist – Electrical Work (Low Voltage) Checklist

PART 1 – Minimum Controls Checklist details – Available on BSAFE

Work Order/Project #	
Name	
Contact Number	
Company	
Date & Time	

Minimum Controls Checklist (Open)

Description of the work	
Location of works	
Electrical Licence Number	
Confirm the following is in place:	☐ SWMS reviewed in consultation with work group ☐ Work area cordoned off or barricaded/ warning signs in place ☐ Emergency exits / muster points / contingency plans understood ☐ All workers have current licences/certificates of competency for the works
List the equipment/system being isolated/worked on:	☐ Yes ☐ No
Bridges or over-rides required or interlock bypasses? (detail	
Isolation point ID numbers or identifier?	
Isolation, Lock Out and Tag Out Controls (Select relevant control in place):*	☐ All parts treated as live until isolated and proved de-energised ☐ High voltage parts are to be earthed after being de-energised ☐ Isolating with Locks on switches ☐ Isolating with Tags on switches ☐ Bonded to earth ☐ De-energising/blocking of stored energy (e.g. springs) ☐ Isolations will be checked and verified (without placing anyone at risk) ☐ Electrical isolations include testing of multi-meter, checking circuit (live/dead side) & attempted activation of equipment. ☐ Portable equipment uses RCDs ☐ Other (detail):
Test isolation for dead/isolation confirmed?	☐ Confirmed
Isolation register completed (where required)?	
Please detail any other controls in place	
BGIS has been notified of works occurring	Yes List BGIS representative notified & method of notification: _____
Name:	

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Signature	
Date	