Pre-installation electrical safety assessment (Insulation)

Victorian Energy Upgrades

Completion of this form is mandatory prior to commencement of ceiling insulation installation work to comply with the requirements of the Victorian Energy Efficiency Target Regulations 2018.

This form can also be used for the installation requiring a pre-installation electrical safety assessment under the Residential Tenancies Amendment (Minimum Energy Efficiency Standards) Regulations 2025.

The pre-installation electrical safety assessment checks that the electrical installation is safe and meets the requirements of AS/NZS 3019 - *Electrical installations – Periodic assessment* and the appropriate version of AS/NZS 3000 - *Wiring rules*. It confirms that the system is in good condition, free from damage or defects that could pose a future risk.

As the licensed electrician, you must complete this form considering electrical risks that are present or may become present during this installation of thermal insulation.

Sections A, B and C (as needed) of the report must be completed by a licensed electrician engaged by a registered electrical contractor. A copy of the completed form must be provided to the person installing the insulation product and the property owner/owner's representative no less than 24 hours prior to the install commencing.

Section A – Initial electrical safety assessment

Job Reference ID:

PART 1 – PROPERTY DETAILS	
Address including postcode:	
Date of inspection:	
Is anyone at this property dependent on life support?	◯ Yes ◯ No
If yes, has written consent or a medical plan been received prior to this assessment commencing? You will need to keep this record as an attachment to this assessment.	◯ Yes – received Consent ◯ Yes – received Medical Plan

If anyone at this property relies on life support and you don't have a written consent or a medical plan, the installation CANNOT proceed.

PART 2 – MAINS POWER (Please inform the occupant of the home if power is to be isolated during this assessment)	
Has the presence of any consumer mains cable in the ceiling space been identified and marked?	◯ Yes ◯ No
Is the main switch for the premises: • accessible and operational • able to isolate all cables running through the ceiling space safely (excluding the mains cables) • able to be secured in the off position **Note:** If any of the above items are marked **NO**, the overall question will be marked as **NO**.	 ◯ Yes ◯ No ◯ Yes ◯ No ◯ Yes ◯ No
Has testing been carried out to ensure all cables and equipment within the ceiling area are de-energised when the main switch is isolated?	◯ Yes ◯ No
Are Residual Current Devices (RCDs) (safety switches) present for circuit/s within the ceiling insulation area, as per the most current version of AS/NZS 3000?	◯ Yes ◯ No

Have all RCD's been tested for operation?	◯ Yes ◯ No

If you have answered NO to any of the questions in PART 2 – MAINS POWER, either

1. **rectification will be required prior to installation work commencing, OR**
2. **where rectification is not possible, an electrician must be present at the start of the installation to isolate the mains, lock out and tag the switchboard and confirm the work area is electrically safe for anyone entering the roof cavity.**

PART 3 – SOLAR POWER, BATTERY AND/OR ALTERNATIVE SUPPLY

Is there a Solar PV, Battery system and/or alternative supply, such as a fuel driven generator present?	◯ Yes ◯ No

If you have answered NO, go to Part 4 – ELECTRICAL HAZARD IDENTIFICATION

Are instructions provided on the safe shutdown/isolation, and re-energisation of the solar, battery or alternative supply system?	◯ Yes ◯ No
Is the ground level system AC and/or DC (may be part of the inverter) isolator accessible, operational and can be isolated safely?	◯ Yes ◯ No
Are all system cable(s) in the ceiling space in conduit and clearly labelled?	◯ Yes ◯ No
Are the system cables within the ceiling space protected and/or supported in accessible areas to prevent damage?	◯ Yes ◯ No

If you have answered NO to any of the questions (aside from the first question) in PART 3 – SOLAR POWER, BATTERY AND/OR ALTERNATIVE POWER SUPPLIES, either

1. **rectification will be required prior to installation work commencing, OR**
2. **where rectification is not possible, an electrician must be present at the start of the installation to isolate the alternative power supply lock out, tag and confirm the work area is electrically safe for anyone entering the roof cavity.**

PART 4 – ELECTRICAL HAZARD IDENTIFICATION

Is the premises clear of any electrically conductive conduit?	◯ Yes ◯ No
Are the electrical cables present in the ceiling space supported or run in a way to reduce the risk of damage or strain during insulation installation work?	◯ Yes ◯ No
Do electrical cables that are or will be completely or partially surrounded by thermal insulation meet the treatment requirements of AS 3999:2015 section 2.6 or AS/NZS 3000:2018 clause 3.3.2.13?	◯ Yes ◯ No
Have thermoplastic insulated and sheathed (TPS) cables present in the ceiling space been visually inspected and deemed safe? (i.e. free from deterioration or damage)	◯ Yes ◯ No ◯ N/A
Do all the electrical terminations and connections within the ceiling space meet basic protection requirements? (i.e. enclosed securely in junction boxes or enclosures, no exposed conductors or connectors, IP2X maintained including exposed wiring joints or terminations present)	◯ Yes ◯ No
Are all plug bases within the ceiling space securely fixed. (i.e. lighting or fan plug bases not free to be moved around causing stress on cables and connections).	◯ Yes ◯ No
If electrically conductive insulation (e.g. foil backed) is present in the ceiling space, it has been confirmed that it is not live?	◯ Yes ◯ No

If you have answered NO to any of the questions in PART 4 - ELECTRICAL HAZARD IDENTIFICATION, rectification is required before ceiling insulation work can commence.

PART 5 – CABLE TYPES PRESENT IN CEILING SPACE

Are there any **mains connected cables** which are not TPS in the ceiling? *Note: All **mains connected cables** that are not TPS in the ceiling space must be replaced with TPS or an equivalent cable type that meets the most current version of AS/NZS 3000 - Wiring rules.*	◯ Yes ◯ No
Is there split metal conduit wiring present in the ceiling space?	◯ Yes ◯ No
Are there damaged or deteriorated cables present in the ceiling space?	◯ Yes ◯ No

If you have answered YES to any of the questions in PART 5 – CABLE TYPES PRESENT IN CEILING SPACE, rectification is required before ceiling insulation work can commence.

PART 6 – PROHIBITED LUMINAIRES

Under the VEU program, eligible premises must only have IC and/or IC-4 light fittings in the ceiling area to be upgraded*. Any other lights (e.g. CA-class luminaires, non-IC luminaires, or 'do-not-cover' light fittings) need to be replaced with the required IC and/or IC-4 fittings that can be safely covered by insulation before the property can qualify for VEU incentives under the ceiling insulation activity.

* Note: Downlight replacement does not need to occur in ceilings of rooms that have **another room or sole occupancy unit above the subject portion of the ceiling**, provided insulation is not being installed there.

Are there recessed luminaires present in the ceiling? **If you have answered NO, go to PART 7 – IDENTIFYING POTENTIAL HAZARDS IN CEILING SPACE**	◯ Yes ◯ No If 'Yes', specify total number of luminaries:
Are there prohibited luminaires that are not IC and/or IC-4 rated (i.e. classified and marked) installed at the premises (see AS/NZS 3000: *Wiring Rules – section 4*)? **If you have answered YES to this question, rectification is required before ceiling insulation work can commence.**	◯ Yes ◯ No

PART 7 – IDENTIFYING POTENTIAL HAZARDS IN CEILING SPACE

Are there any electrical appliances present in the ceiling space (e.g. water heaters, air conditioning units, radiant heating panels, heat lamps or similar)?	◯ Yes ◯ No
Are there any exhaust fans or heating flues that vent into or through the ceiling space?	◯ Yes ◯ No

If you answered 'Yes' to any of the above questions, please describe the appliance, its location and associated hazards:

Appliance	Location	Hazard

If a hazard was identified, what actions were undertaken, or should be undertaken by the insulation installer, to eliminate or minimize any associated risks?

Does this action effectively reduce the risk associated with the identified hazard/s?	◯ Yes ◯ No

List any other electrical or other hazards identified in the ceiling space and actions taken to mitigate against the hazard/s:

Other electrical or other hazards identified in the ceiling space (e.g. rotten joist)	**Action taken, or should be taken, to mitigate against hazard prior to insulation install (e.g. joist should be replaced).**

Section B – Required Rectification Work Identified in the Pre-Installation Electrical Safety Assessment

B1 – ASSESSMENT OUTCOME

Check **ONE** option only

◯ **Electrical rectification work is not required before insulation is installed or upgraded.**
Selection of this option means that no electrical defects were identified during the assessment, and no electrical rectification work is required prior to ceiling insulation installation commencing.

OR

◯ **Electrical rectification work is required before insulation is installed or upgraded.**
Selection of this option requires that electrical defects are rectified prior to any ceiling insulation installation work. Record actions, conditions and required rectifications in B2. Section C of this document must be completed before ceiling insulation work may commence.

OR

◯ **Electrical rectification work is not possible prior to insulation being installed or upgraded under parts 2 and 3**
Selection of this option requires an electrician to be present at the start of the installation to isolate the main and/or alternative power supply, lock out and tag, and confirm that the work area is electrically safe for anyone entering the roof cavity.

B2 – OBSERVATIONS, CONDITIONS AND REQUIRED RECTIFICATIONS

The following electrical work is required before insulation is installed or upgraded:

- ◯ Prohibited luminaires (e.g. CA-class luminaires, non-IC luminaires, or 'do-not-cover' light fittings) are present and need to be replaced with IC and/or IC4 rated LED lights.
- ◯ Circuit protection rating needs to be upgraded to allow for effects of thermal insulation on the wiring system (derated)
- ◯ Residual Current Devices (RCDs) need to be installed for circuit/s within the ceiling insulation area, *as per the most current version of AS/NZS 3000*
- ◯ Cables in the ceiling or at the switchboard need to be replaced with ThermoPlastic Sheathed (TPS) cables, (or an equivalent cable) *as per the most current version of AS/NZS 3000*
- ◯ Cables and wiring in the ceiling space need to be altered or repaired to meet Basic Protection requirements, *as per the most current version of AS/NZS 3000.*
- ◯ Other (indicate below):

NOTE: If a serious electrical hazard is identified in Victoria, electricians are obligated to notify Energy Safe Victoria (ESV). This is especially crucial for serious non-compliances related to electrical work. For less serious situations, the electrician should first inform the occupier, agent, or owner and attempt to make the situation safe if possible. If the hazard remains unaddressed, ESV should be contacted for further investigation.

B3 – ELECTRICIAN DECLARATION – INITIAL ASSESSMENT

I, the below named licensed electrician, have carried out a pre-installation electrical safety assessment of this residential property per the requirements of the *Victorian Energy Efficiency Target Regulations 2018* and/or the *Residential Tenancies Amendment (Minimum Energy Efficiency Standards) Regulations 2025* and set out in the Australian/New Zealand Standard AS/NZS 3019, *Electrical installations—Periodic assessment*, and have recorded my observations, condition and required rectifications.

Licensed Electrician – Initial Assessment

Licence no:

Full Name:

Registered Electrical Contractor – Initial Assessment

Name:

REC registration no:

Telephone no:

- ◯ I declare that all information contained in and attached to this form is correct and not misleading by inclusion or omission

Section C – Completed Pre-Installation Electrical Safety Assessment

This section is to be completed **after all** required electrical work specified above in Section B (and in any attached reports) has been undertaken.

Licensed Electrician – Rectification

Licence no:

Full Name:

Registered Electrical Contractor – Rectification

Name:

REC registration no: Telephone no:

- ○ I confirm all identified rectification works have been completed in accordance with the requirements detailed in the Observations, Conditions and Required Rectifications section of this pre-installation electrical safety check assessment.
- ○ I confirm that all luminaires present in the ceiling area are IC and/or IC-4 rated (i.e. classified and marked).
- ○ I confirm that all **mains connected cables** in the ceiling space are appropriately protected by an RCD where required, *as per the most current version of AS/NZS 3000*.
- ○ I confirm that all **mains connected cables** in the ceiling space are thermoplastic insulated and sheathed (TPS) or an equivalent cable type *as per the most current version of AS/NZS 3000*.
- ○ I confirm that all **mains connected cables** in the ceiling space meet Basic Protection Requirements, *as per the most current version of AS/NZS 3000*.
- ○ I confirm that an electrical safety assessment has been completed and the ceiling space is either: free from electrical hazards; or the remaining electrical hazards and required controls have been documented and provided to the insulation installer to implement; so that the installation of insulation can proceed safely.
- ○ I declare that all information contained in and attached to this form is correct and not misleading by inclusion or omission

Privacy Collection Statement

The Department of Energy, Environment, and Climate Action (DEECA) is committed to protecting personal information provided by you in accordance with the privacy principles in the Privacy and Data Protection Act 2014 (Vic). The personal information in this assessment form may be collected by the Essential Services Commission (the commission) to administer, monitor and enforce compliance with the Victorian Energy Upgrades program.

The commission deals with personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable legislation.

The commission may use and disclose your information as authorised or required by law, including for verification, audit, and program monitoring. This may include disclosure to external service providers, other regulators, law enforcement agencies, courts and other government bodies where relevant to the commission's functions.

Providing the requested information is voluntary. However, if you do not provide it, Victorian energy efficiency certificates may not be able to be created for insulation installation work undertaken.

You may request access to, or correction of, your information by contacting the commission at privacy@esc.vic.gov.au or referring to its Privacy Policy. For more information about how the commission handles personal information, refer to its Privacy Policy.

You may lodge a privacy complaint with the Office of the Victorian Information Commissioner at ovic.vic.gov.au.

Signature Date of completion

Certificate of Electrical Safety number (required for any electrical works completed):

Date of Certification:

Property Owner / Owner's Representative Declaration

I am the property owner or owner's representative and:

- ◯ I acknowledge that access to the ceiling space between now and the installation of insulation may void this assessment.
- ◯ I confirm that the electrical safety assessment works were completed on the above date.
- ◯ I confirm that any electrical rectification works were completed on the above date.
- ◯ I understand that information contained within this form will be provided to the person undertaking the installation work and may be provided upon request to Essential Services Commission (ESC) for the purposes of monitoring compliance with the *Victorian Energy Efficiency Target Act 2007.*

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Signature:

Name: Date:

Accessibility

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CS-2334

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