
PROCEDURE: Electrical Certificate of Compliance

Introduction

1. This protocol is intended to provide guidance regarding compliance with relevant State Legislation concerning Electrical Certificates of Compliance (ECOC) to the following:
 - a. Staff of University of South Australia (UniSA) Administrative and Academic Units (including the Facilities Management Unit) who engage persons or companies to undertake works on the electrical installation
 - b. Maintenance providers engaged by UniSA
 - c. Contractors undertaking works on the electrical installation at UniSA
2. Regulations called up under various Acts are mandatory and must be followed where applicable.
3. The following protocol outlines the authorised standard for management of Electrical Certificates of Compliance (ECOC) at UniSA.

Definitions

4. The following terms used within this document have specific meaning:
 - a. Electrical Installation – means fixed electrical cables or fixed electrical equipment located on the consumer’s side of the electricity supply meter.
 - (1) Fixed Cables – Permanently installed wiring forming the electrical reticulation system. Excludes plug in flexible cords
 - (2) Fixed Electrical Equipment – Electrical distribution boards and associated protection devices.
 - b. Contract Supervisor – The Contract Supervisor is the UniSA representative for management of an individual project, including liaison and contact with the Contractor and Principal Consultant / Superintendent. For the purposes of this protocol any UniSA staff member who engages a person or company to undertake works on the University electrical installation is a Contract Supervisor.
5. A graphical representation of responsibility boundaries is shown at Annexure A.

Requirements

6. Electrical certificates of compliance must be issued for all work carried out on electrical installations, new or existing.
7. The certificates are legal documents required under the [Electricity Act 1996](#). Their purpose is to:
 - a. enable self-certification of electrical work
 - b. assure the customer that the work is installed and [tested](#) to the appropriate Australian Standard
 - c. protect the electrician by confining the responsibilities to the work they have carried out

- d. allow the [Office of the Technical Regulator](#) to audit installations for adherence to safety and technical standards.
8. The electrical contractor must complete the electronic ECOC and within 30 days after the electrical installation was made available for energisation and provide the electronic ECOC to the Technical Regulator and the owner or operator of the installation i.e. UniSA.
9. If the primary work was electricity-related but involved gas or plumbing work, use an electrical certificate of compliance and record the gas or plumbing details in the bottom section of the certificate.
10. All installation work must be described accurately and fully on the ECOC. Contractors who fill out ECOC's for work undertaken by others must first examine and test the work in accordance with AS/NZS3000 to ensure it has been undertaken correctly.
11. Giving false or misleading information on ECOC's, such as not carrying out an examination or listing test results without actually testing attracts severe penalties under the Electricity Act.

General Information

12. General information regarding engaging and managing electrical contractors is as follows:
 - a. UniSA staff engaging a person or company to undertake electrical installation work must take reasonable precautions to ensure the person or company is appropriately licensed to perform electrical installation work.
 - b. A person or company who undertakes any work on the electrical installation must be appropriately licenced to perform such work and provide proof of licence details upon request.
 - c. A person who connects any electrical installation to the UniSA electrical distribution network must ensure that the installation and connection complies with the technical and safety requirements imposed under the regulations of the Electricity Act.
 - d. All electrical installation work undertaken on behalf of UniSA must be inspected and tested in accordance with the requirements of AS/NZS3000 Wiring Rules and covered by an electronic Electrical Certificate of Compliance (ECOC).
 - e. The licensed electrical worker undertaking the work must complete and submit the ECOC and provide copies of the ECOC in accordance with the regulations and as described below.
 - f. All electrical contractors must report all faults/defects through concise reporting using the ECOC. Faults/defects found within an installation will assist in any enquiry after an electrician has issued the ECOC and left the job.
 - g. Once the ECOC has been issued the installation becomes the responsibility of UniSA. UniSA may be required to rectify noted defects at the direction of the relevant authorities.
 - h. The ECOC system is to be used for all electrical power and lighting work including: new installations, alterations, additions, repairs within the scope of AS/NZS 3000, electrical work associated with gas and plumbing including water heater replacements.

Note. An ECOC form is not required for maintenance work; cleaning, greasing, painting, replacing lamps.

Specific Information Requirements

13. In addition of information required by the regulations and codes, the following information shall be provided on the ECOC by the licensed electrical worker
 - a. *Owners or Occupiers Name:* The University of South Australia (UniSA)
 - b. *Phone or mobile:* 08 8302 6611
 - c. *Installation Address:* The relevant UniSA Campus
 - d. *Postal Address:* GPO Box 2471, Adelaide, South Australia, 5001
 - e. *Notes:* The relevant UniSA Building and room number
 - f. *Electrical Work Details:* Full description of the circuit number and/or switch/distribution board affected by the works. Provide a detailed description of the works carried out so they can be easily identified
 - g. *Risk Assessment:* Full description of any defects to be brought to the attention of the contract supervisor to allow UniSA FMU to address as appropriate.

14. Guidance on completing the electronic ECOC is available on the OTR website - [LINK](#).

ECOC Distribution and Management

Contractor's Responsibility

15. In addition to the requirements for issue of ECOC's under the regulations the contractor shall distribute copies of ECOC's to UniSA as outlined below.
 - a. Issue an electronic copy of the ECOC via the OTR system to ecoc@unisa.edu.au
 - b. If the contractor is engaged on a UniSA project requiring delivery of O&M Manuals, the contractor must also provide a copy of the ECOC in the electronic copy of the O&M manual.

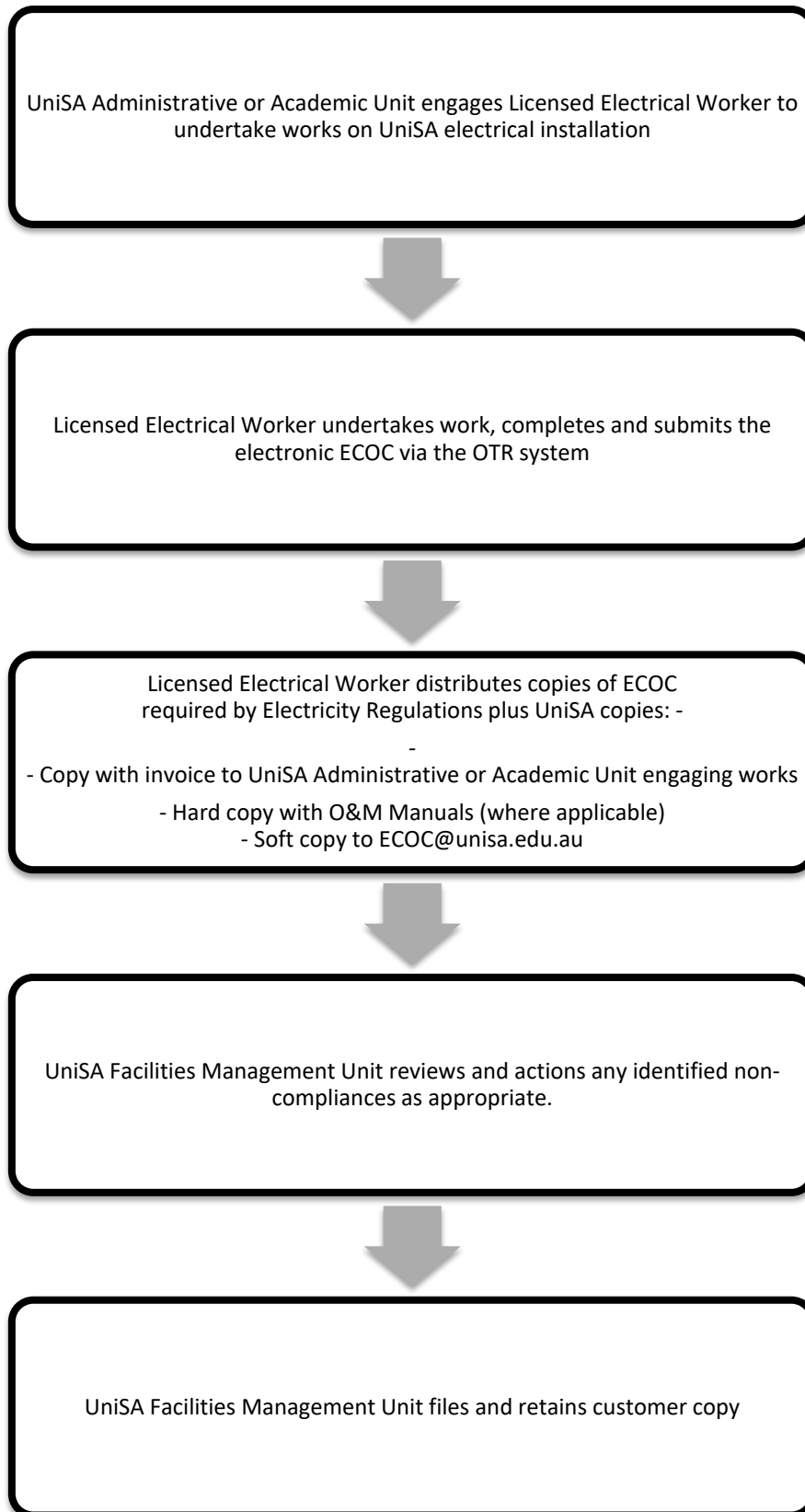
University's Responsibilities

16. FMU shall retain the ECOC with other associated contract documentation and/or record information for a period of 5 years.

References

- Electricity Act
- Electricity (General) Regulations
- AS/NZS 3000 Wiring Rules
- Work Health and Safety Act
- Work Health and Safety Regulations
- Electrical Workers and Contractors Licensing Act
- Office of the Technical Regulator, Government of South Australia

Process Flow



Annexure A – Responsibility Boundary Diagram

