



Become a Certified Insulation Installer

A guide for candidates



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About

This Guide is for candidates applying for certification as a Certified Insulation Installer.

It provides information on the application and assessment processes, the requirements for certification, and the responsibilities of certified individuals.

Candidates should read this Guide carefully before filling in their application. In addition, all candidates should familiarise themselves with their rights and obligations as set out in the *Framework Rules* and *Certified Insulation Installer Sub-Rules*.

Further information

Further information on the Framework, including fees, the assessment timetable and the Certified Insulation Installer Sub-Rules can be found on the [EEC Professional Certifications website](#).

Documents referenced in this Guide

- Framework Rules
- Certified Insulation Installer Sub-Rules
- Application Form
- Job Assessment Form
- Continuing Professional Development Log

Copies of all documents referenced in this guide are available on the [EEC Professional Certifications website](#).

Contact

eecertified.org.au

certifications@eec.org.au

03 9069 6588

Level 18, 1 Nicholson St, East Melbourne VIC 3002



Before you apply:

Have you met all the pre-requisites?

Candidates do not have to have previous experience in insulation installations, but before starting the application process, there are some things that are required.

Have you completed the required training?

You will need to provide a certificate of attainment from a registered training organisation to show completion for:

- CPCCWHS2001
- CPCCOM1015
- CPCCOM2012
- CPCCPB3014
- EEC001

You can find links to training providers for the units above on the [EEC Professional Certifications website](#).

Do you have your General Construction Induction Certificate?

In some states this is also known as a white card.

Do you have a Certificate of Currency for Public Liability Insurance?

This needs to show coverage for \$5 million+. If you work for someone else, your employer can provide a copy of their Certificate of Currency for you to use in your application.

**Answered
yes to all 3
questions?**

You are
now ready
to apply for
certification!

Note

Once you apply to become certified, you will be bound by the Code of Conduct, the Framework Rules, and the Certified Insulation Installer Sub-Rules. All these documents can be found on the [EEC Professional Certifications website](#). We strongly recommend that you read them prior to applying, as you will need to confirm you are familiar with them during the application process.

Applying for certification

Certification is a multi-stage process. Make sure you know what to expect before you get started on your application.

Have you decided which applications of insulation you want to be certified for?

You can apply to be certified for ceiling, wall, or underfloor installations or any combination of the three. You will be asked to indicate your preference in your application.

Have you created a user profile in the EEC Professional Development Hub?

The Hub will be the place where you apply for certification, pay your fees, track your progress, and maintain and renew your certification. To do all of this you'll need to create a user profile. You can access the Hub via the 'Apply Now' links on the EEC Professional Certification website.

If you have any questions about how to create your profile, please contact the EEC Certifications team for assistance.

Have you completed your application form?

Apply via the EEC Professional Development Hub. If you have any questions about how to complete your application, please contact the EEC Certifications team for assistance.

Have you paid your application fee?

Once your application is accepted, you will be asked to pay an application fee. Current application fees are available on the [EEC Professional Certifications website](#).

Occasionally, different state or territory governments will make subsidies available to reduce the cost of applying. If a subsidy is available to you at the time you apply, we will process it automatically – there is nothing extra you will need to do.

Note

Once your fee is paid, you are on your way to being certified (but remember, you are not fully certified yet). We will ask you for some additional things that allow our Assessment Panel to assess work that you have done outside of the training environment. Please go to the next page for information on the assessment process.



Getting assessed for certification

For the Assessment Panel to approve your certification, you will need to provide evidence of work that you have completed outside of the training environment.

Note

To be assessed for certification you must complete three insulation installation jobs and submit a Job Assessment Form (JAF) for each one and attend an interview with your assigned assessor.

Can you access the Job Assessment Forms?

Once your application has been accepted and you have paid your application fee, you'll have access to three Job Assessment Forms (JAFs) on your user profile in the Hub. The types of JAFs you have access to will depend on whether you told us you want to be certified for ceiling, wall or floor applications, or a combination.

Have you gathered all your evidence?

We ask for a variety of documentation relating to your installation job.

To help you gather all the evidence you need, download and complete the evidence collection checklist – a copy is available as a download from within the JAF.

If any of your evidence contains commercially confidential information, you can redact this information prior to submitting the evidence. Commercially confidential information might include things like financial data, operational information, including in relation to product pricing, sales and marketing plans and intellectual property.

Have you submitted your JAFs?

Once you have completed the installation work and gathered all evidence, it's time to upload everything (including the completed checklist) into the JAF. The completed JAFs will be reviewed by members of the Assessment Panel to help them determine whether you meet the requirements for certification.

Have you booked and attended your interview?

Once you have submitted your JAFs, you'll be invited to book in for an interview with your assigned assessor – you can complete this booking through your profile on the Hub. The interview will take 15-20 minutes and will be completed via video call.



Assessment outcome

Once you have submitted your JAFs, the Assessment Panel will complete its review of your application. We will notify you in writing of their decision.

If your application is successful

Congratulations, you are certified!

Your details will appear in the directory on the EEC Professional Certifications website. This shows the public that you are a Certified Insulation Installer. Being listed on the directory is a requirement of certification. You will receive a certification pack, including a certificate, identification number, and promotional materials such as logos and brochures to assist you in communicating your new professional status.

There are requirements for maintaining your certification as well as renewals. You can read more about these requirements on the next pages.

If your application is unsuccessful

You will be provided with a document that outlines the Assessment Panels reason for their decision.

Remember

Certified Installers are bound by the Code of Conduct, the Framework Rules, and the Certified Insulation Installer Sub-Rules. Breaches of any of these may result in your certification being suspended or revoked.

Got a question?

We might have answered it in the FAQs on page 10. If not, please get in touch. certifications@eec.org.au or 03 9069 6588.





Maintaining your certification

Once you are certified, there are some things you will need to do in order to maintain your certification.

Ensure that you adhere to the Framework Rules, Certified Insulation Installer Sub-Rules and Code of Conduct.

Keep us updated if anything changes

This includes things like:

- Notifying us if your contact details change;
- Notifying us if your employment details change; and
- Submitting proof of your (or your employer's) public liability insurance each year, or if something changes with your insurance through the year.

Continuing Professional Development

A key part of being certified is a commitment to being a leader in your industry, and that means ongoing learning. Each year, you will need to:

1. Provide proof that you are still actively engaged in the industry by submitting two Job Assessment Forms each year.

These JAFs can be for any of the insulation types that you are certified for. The job being assessed must have been completed no more than 6 months before submission.

2. Provide proof of the professional development activities that you complete by submitting a CPD Log, as well as any specified attachments. You can download a copy of the [CPD Log](#) at any time from the [EEC Professional Certifications website](#).

There are different kinds of CPD activities that you can complete, and different activities are assigned a different number of points. You must ensure you complete 10 points of CPD each year. On the next page, there is a table that shows all the options available.

The professional development activities you undertake must be relevant to your role as a Certified Insulation Installer.

The Certifications team will be in touch to remind you when your JAFs and CPD Logs are due, and to let you know the best way to submit them.



Renewing your certification

After three years, your certification will expire. To keep your certification, you will need to apply for renewal.

Maintain your certification

You will only be eligible to renew your certification if you have met the maintenance requirements for all three years. The Certified Insulation Installer Assessment Panel will review your submissions and confirm you have met the requirements when you submit your renewal application.

Note

If you have taken a break from work during your certification period due to caring responsibilities, illness, or other personal reasons, please contact the EEC Professional Certifications Framework team to discuss options for adjusting your maintenance and renewal requirements.

Submit your application for renewal

You must submit your application for renewal 2 months before your certification expires. You'll receive reminder emails for us in the lead up to when it's due.

Pay your renewal fee

Once you complete the above steps, you'll be asked to pay your renewal fee. Current application fees are available on the [EEC Professional Certifications website](#).

Note

Once you have received your updated certificate post-renewal, please ensure you continue with your CPD requirements annually to ensure you maintain your certification.



FAQs

How long does the certification process take?

Applications are processed as they are received, however the length of time from application to outcome can vary. After you have submitted all of your JAFs and completed your interview, you can expect to receive your outcome within 10 business days.

Who assesses my application for certification?

The Assessors who review your application are experts in the area of insulation installation and are appointed to the Assessment Panel by the EEC Board. To make sure the process is consistent and fair, Assessors work from a detailed Evidence Guide that sets out how they should assess your application.

How do you ensure application assessments are independent?

Assessments are assigned to a member of the Panel randomly. All Assessors are governed the Framework Rules and are required to declare any conflicts of interest upon receipt of assessments. If there are any concerns about Assessor assignments, you can contact us at certifications@eec.org.au.

What criteria am I being assessed against?

There are five areas of assessment, which include:

- Legislation, Regulations, and Standards
- Workplace health and safety
- Electrical safety
- Insulation products, materials, and equipment
- Installing insulation

Schedule 1 of the Certified Insulation Installer Sub-Rules provides detailed information on the requirements each candidate must meet in each area of assessment in order to become certified.

What happens if there's a problem with my application?

If there is a problem with your application (for example, a file is missing or one of the photos is not clear enough) you will be notified and advised what is wrong and what you need to do to fix it.

How do I make an appeal or submit a complaint?

If you have a complaint or concern, there is a process in place for you to request a review, an appeal, or lodge a complaint. More information on this process can be found in the Framework Rules, or you can speak to one of our certifications staff for guidance.

Where can I go for more information?

The [EEC Professional Certifications website](http://www.eec.org.au) provides more detail on many of the things we have covered in this document. If you cannot find what you are looking for, please email or call us: certifications@eec.org.au | 03 9069 6588.

EEC Professional Certifications Framework Code of Conduct

The EEC Professional Certifications Framework Code of Conduct sets out the standards of professional conduct required of certified individuals. Adherence to this Code of Conduct is a mandatory requirement of certification. Certification may be revoked if it is found that a certified individual has not adhered to this code.

Certified individuals shall:

- Maintain high standards of professional ethics at all times.
- Provide objective, accurate, and outcome focussed advice, ensuring energy management opportunities are identified, considered, and assessed from the earliest stages of project design through to project completion, and support the promotion and identification of opportunities for continuous improvement in energy performance where appropriate to do so.
- Ensure Energy and Related Services activities comply with Applicable Law, and undertake reasonable steps to ensure compliance by employees, sub-contractors, sub-consultants, or other third parties undertaking Energy and Related Services work for, or on behalf of, the certified individual.
- Undertake reasonable steps to ensure suitably qualified and experienced persons are engaged to undertake project activities.
- Conduct project work in accordance with appropriate frameworks, including all relevant legislation and Australian Standards, for quality assurance and occupational health and safety.
- Ensure that Energy and Related Services projects are developed on the basis of valid and accurate data.
- Ensure that clients are provided with the information necessary to fairly assess Energy and Related Services performance.
- Maintain appropriately detailed records, including accurate Energy and Related Services objectives and outcomes.
- If required, provide documentation to the Framework administrator within a reasonable timeframe when requested (subject to confidentiality requirements).
- Commit to ongoing professional development, including through undertaking any ongoing Continuing Professional Development in accordance with the Rules and relevant Professional Certification Sub-Rules.
- Identify and declare conflicts of interest to clients as soon as possible.
- Not participate in collusive or anti-competitive conduct.
- Adhere to project and client confidentiality requirements.
- Not advertise, present, or discuss services in a manner that may discredit the energy management sector, the profession, or the Framework.
- Use the name or Logos of the Framework and relevant Professional Certifications in the manner outlined in the Rules.
- Not breach the Rules or Professional Certification Sub-Rules.

CII - Eligible CPD activities

Eligible activities	Evidence	Points allocated	Max. points per year
Accredited training and education	Statement of attainment or certificate of attendance	2 points per contact hour	10
Industry recognised training			
Private study (e.g., online learning) that extends industry knowledge and skill, including third-party product-specific training		1 point per contact hour	10
Workplace learning activities, including toolbox-talks and mentoring	Logbook signed by supervisor	1 point per contact hour	5
Conference, event, seminar, or workshop attendance	Copy of ticket or certificate of attendance	1 point per contact hour	5
Presentation of materials for courses and conferences	Copy of materials or program showing participation	1 point per presentation	1
Third-party assessment	Third-party inspector must provide documentation of the visit	1 point per assessment	4



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installer

Photo submission guide

The Assessment Panel relies on the photos you send through with your JAFs to assess your application. They cannot assess what they cannot see, so good quality photos are important.



Good quality photos

- Clear lighting
- Geo-tagged & time stamped
- Capture the required area

Bad quality photos

- Blurry
- Too dark
- The area captured is unclear



Photo of ceiling before installation



Photo of wiring present



Photo of insulated wall space at job completion



Lock-out-tag-out factsheet

To demonstrate that you are meeting the electrical safety requirements of the certification, you must include evidence of your lock-out-tag-out (LOTO) process when you submit your Job Assessment Form.

Best-practice LOTO is defined in **AS/NZS 4836:2023 Safe working on or near low-voltage electrical installations and equipment**, which specifies the minimum set of procedures, safety requirements, and recommendations to manage the hazards associated with electricity.

Steps to comply with the Australian standards for LOTO



Shut down equipment

Stop the operation of the equipment by using the normal shut-down procedure. This may involve turning off switches, valves, levers, or buttons in a specific sequence or location.



Identify all energy sources and other hazards

Identify all forms of potentially hazardous energy that could place workers at risk or activate the equipment.



Isolate all energy sources

Ensure all energy sources from the equipment are isolated by using appropriate devices, such as circuit breakers, switches, valves, plugs, or blanks. You should also isolate any control points like computers or remote controls that could be activated remotely.



Control or de-energise all stored energy

Release any stored energy that could cause movement or harm. You should also ensure that any suspended parts are supported by mechanical means.



Lock out all isolation points

Secure all isolation devices in the “off” position using suitable locks that can only be removed with a key. You should use one lock per isolation point and one key per lock. If more than one worker is involved in the work, each worker should attach their own lock and key to a lockout hasp, or use a Group Lock Box that holds all the locks together.



Tag out all isolation points

Attach a personal danger tag to each lockout device that identifies the worker performing the work and warns others not to operate the Equipment. The tag should include critical information like name, contact number, date, and time of isolation.



Remember! Always use a lock that requires a key, and always attach a danger tag.

Electrical risk assessment fact sheet

To demonstrate that you are meeting the electrical safety requirements of the certification, you must include evidence of a pre-installation electrical risk assessment when you submit your Job Assessment Form.

Best-practice electrical risk assessments are defined in **AS3999:2015 Bulk thermal insulation – installation**, which includes the requirement for undertaking a pre-installation inspection and electrical risk assessment.

Steps to submitting a pre-installation electrical risk assessment



Engage a qualified person

The pre-installation inspection and documentation must be completed by a licenced electrician or other competent person. A competent person may have a specific definition in your jurisdiction. If you choose to have the electrical risk assessment completed by someone other than a licensed electrician, you will be required to provide additional evidence regarding their competence.



Documentation

Make sure that your qualified person documents the following during their inspection:

Confirmation that the dwelling is wired in accordance with AS 3000-1986 or subsequent editions.

Or

Confirmation that the dwelling is not wired in accordance with AS 3000-1986 or subsequent editions, but that the electrical cables present are safe to be surrounded by bulk thermal insulation.



The license details of the electrician that completed the ERA or alternative competent person.



A statement on the insulation environment that cables present are suitable for, either: not surrounded, partially surrounded, or completely surrounded.



Ensure that all the areas above are included in the certificate of electrical safety (or other documentation) provided to you by the qualified person, then submit it with your JAF.

Evidence collection checklist: Ceiling

Applicant to complete, sign, and upload this checklist with job assessment form.

Full installation address			
Candidates full name			
Signature		Date	

Please confirm that you have read and familiarised yourself with the following documents. (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	EEC Professional Certifications Framework Rules
<input type="checkbox"/>	Certified Insulation Installer Sub-Rules
<input type="checkbox"/>	Code of Conduct (as set out in the Framework Rules)
<input type="checkbox"/>	Certified Insulation Installer Guide for Candidates

Important information: Electrical Risk Assessment

- Insulation installation must comply with *AS 3999:2015 Bulk thermal insulation – installation*.
- *AS3999:2015* requires a pre-installation inspection, including an electrical risk assessment.
- The pre-installation inspection and documentation must be completed by a licenced electrician or other competent person. A competent person may have a specific definition in your jurisdiction.

Ensure that your electrical risk assessment includes: (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	Confirmation that the dwelling is wired in accordance with AS 3000-1986 or <i>subsequent editions</i> OR Confirmation that the dwelling is <u>not</u> wired in accordance with AS 3000-1986 or <i>subsequent editions</i> , but that the electrical cables present are safe to be surrounded by bulk thermal insulation
<input type="checkbox"/>	A statement on the insulation environment that the cables are suitable for, either: not surrounded, partially surrounded, or completely surrounded, in accordance with AS3999:2015
<input type="checkbox"/>	The license details of the electrician who completed the ERA or alternative competent person

Photo/video evidence requirements

All photos/videos must be geo-tagged and timestamped. Photos must not be blurry.

Use Timestamp Camera (or alternative app) to take your photos and to record a five-minute time-lapse video of the insulation install process. Make sure to include yourself in the video, including a clear shot of your face before putting on any facial PPE. If using an alternative app, it needs to show time and geo-tagged location on your photos and video recording submitted. For Timestamp Camera, follow the QR code to download for Apple and Android smart phones before you attend sites.



Complete this checklist as you conduct the installation process.

<u>Photo evidence required.</u> (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	Before you begin: do you have Timestamp Camera, or an equivalent app, to record a time-lapse video with an onscreen time stamp and geo-tag?
<input type="checkbox"/>	Ceiling space before installation – show installation area of minimum 9 m ²
<input type="checkbox"/>	Ladder at ceiling entry point, any signage, fall protection, or barricades installed
<input type="checkbox"/>	Any wiring hazards present
<input type="checkbox"/>	Any appliances present
<input type="checkbox"/>	Hanging tape stapled to each truss/ceiling substrate when strung in (for new build only – i.e., for cathedral ceiling)
<input type="checkbox"/>	Power off, locked out, and tagged for duration of install; if a new build, show intended location of distribution board and simulate lock out even if not energised (for example: padlock box correctly even where no distribution board exists)
<input type="checkbox"/>	Record at least five (5) minutes of time-lapse video of installation of insulation within installation area. Make sure to include yourself in the video, including a clear shot of your face before putting on any facial PPE
<input type="checkbox"/>	The following photos are required for each insulated ceiling space at job completion. Photos must include all the following five elements and be of the same installation area (minimum 9 m ²) as the before photos submitted:
<input type="checkbox"/>	Under appliances and wiring
<input type="checkbox"/>	Under walk boards
<input type="checkbox"/>	Insulation depth matches job specifications (include photo of job specifications where insulation level is required)
<input type="checkbox"/>	No gaps in insulation coverage, except for hazards
<input type="checkbox"/>	All waste removed: show complete installation area
<input type="checkbox"/>	If present, insulation around downlights in ceiling has satisfactory (but not excessive) clearance or fireproof enclosure, or fixtures must be IC-rated
<input type="checkbox"/>	If present, insulation around electrical appliances in ceiling has satisfactory (but not excessive) clearance
<input type="checkbox"/>	If present, warning sign installed in the roof space where recessed luminaire (for example, downlights) are installed, as required by AS 3999:2015

Other evidence required.

(Tick (✓) all boxes to meet the requirements before proceeding)

- Supporting documentation (e.g., invoice, job order, delivery notice or photo of material packaging etc.) which proves that the materials used satisfy the requirements of AS/NZS 4859.1:2018. It must at minimum include the manufacturer, product name, and R Value, plus total area to be insulated
- A SWMS associated with this job must be submitted with your application. The **SWMS must address the following:**
 - Inclusion of the electrical risk assessment conducted
 - How you deal with all hazards present when working on or near energised electrical installations or services
 - The procedure used to: (1) turn off the power and (2) turn on the power
 - How batts were cut to size
 - If likely to involve disturbing asbestos, state your control measures
 - Which pieces of personal protective equipment (PPE), signage, fall protection, and barricades were used
 - Work in areas with artificial extremes of temperature, or identify the signs of heat stress on days of high temperatures
 - How installation was completed safely at height, where risk of a person falling more than 2 metres
 - Ensure non-conductivity of fixing devices and all fixing devices described as non-conductive
 - Ensure non-conductivity of tools and all tools described as non-conductive

Evidence collection checklist: Wall

Applicant to complete, sign, and upload this checklist with job assessment form.

Full installation address			
Candidates full name			
Signature		Date	

Please confirm that you have read and familiarised yourself with the following documents. (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	EEC Professional Certifications Framework Rules
<input type="checkbox"/>	Certified Insulation Installer Sub-Rules
<input type="checkbox"/>	Code of Conduct (as set out in the Framework Rules)
<input type="checkbox"/>	Certified Insulation Installer Guide for Candidates

Important information: Electrical Risk Assessment

- Insulation installation must comply with *AS 3999:2015 Bulk thermal insulation – installation*.
- *AS3999:2015* requires a pre-installation inspection, including an electrical risk assessment.
- The pre-installation inspection and documentation must be completed by a licenced electrician or other competent person. A competent person may have a specific definition in your jurisdiction.

Ensure that your electrical risk assessment includes: (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	Confirmation that the dwelling is wired in accordance with AS 3000-1986 or <i>subsequent editions</i>
	OR
	Confirmation that the dwelling is <u>not</u> wired in accordance with AS 3000-1986 or <i>subsequent editions</i> , but that the electrical cables present are safe to be surrounded by bulk thermal insulation
<input type="checkbox"/>	A statement on the insulation environment that the cables are suitable for, either: not surrounded, partially surrounded, or completely surrounded, in accordance with AS3999:2015
<input type="checkbox"/>	The license details of the electrician that completed the ERA or alternative competent person

Photo/video evidence requirements

All photos/videos must be geo-tagged and timestamped. Photos must not be blurry.

Use Timestamp Camera (or alternative app) to take your photos and to record a five-minute time-lapse video of the insulation install process. Make sure to include yourself in the video, including a clear shot of your face before putting on any facial PPE. If using an alternative app, it needs to show time and geo-tagged location on your photos and video recording submitted. For Timestamp Camera, follow the QR code to download for Apple and Android smart phones before you attend sites.



Complete this checklist as you conduct the installation process.

<u>Photo evidence required.</u> (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	Before you begin: do you have Timestamp Camera, or an equivalent app, to record a time-lapse video with an onscreen time stamp and geo-tag?
<input type="checkbox"/>	Wall space before installation – show installation area of minimum 9 m ²
<input type="checkbox"/>	Any wiring hazards present
<input type="checkbox"/>	Power off, locked out, and tagged for duration of install; if a new build, show intended location of distribution board and simulate lock out even if not energised (for example: padlock box correctly even where no distribution board exists)
<input type="checkbox"/>	Record at least five (5) minutes of time-lapse video of installation of insulation within installation area. Make sure to include yourself in the video, including a clear shot of your face before putting on any facial PPE
<input type="checkbox"/>	The following photos are required for each insulated wall space at job completion. Photos must include all of the following 6 elements, and be of the same installation area (minimum 9 m ²) as the before photos submitted:
<input type="checkbox"/>	Full coverage of wall area, including around obstructions and services (pipes, wires, etc)
<input type="checkbox"/>	Insulation depth matches job specifications (include photo of job specifications where insulation level is required)
<input type="checkbox"/>	No gaps in insulation coverage, except for hazards
<input type="checkbox"/>	Batts do not protrude past wall studs
<input type="checkbox"/>	Installed pliable building membrane with an appropriate level of membrane overlap
<input type="checkbox"/>	All waste removed: show complete installation area
<input type="checkbox"/>	Mechanical support for holding batts in place if required, and identify fixing used

Other evidence required.

(Tick (✓) all boxes to meet the requirements before proceeding)

- Supporting documentation (e.g., invoice, job order, delivery notice or photo of material packaging etc.) which proves that the materials used satisfy the requirements of AS/NZS 4859.1:2018. It must at minimum include manufacturer and R Value plus total area to be insulated.
- A SWMS associated with this job must be submitted with your application. The SWMS must address the following:
 - Inclusion of the electrical risk assessment conducted
 - How you deal with all hazards present when working on or near energised electrical installations or services
 - The procedure used to: (1) turn off the power; and, (2) turn on the power
 - How batts were cut to size
 - If likely to involve disturbing asbestos, state your control measures
 - Which pieces of personal protective equipment (PPE), signage, and barricades were used
 - Work in areas with artificial extremes of temperature, or identify the signs of heat stress on days of high temperatures
 - How installation was completed safely at height, where risk of a person falling more than 2 metres
 - Ensure non-conductivity of fixing devices and all fixing devices described as non-conductive
 - Ensure non-conductivity of tools and all tools described as non-conductive

Evidence collection checklist: Floor

Applicant to complete, sign, and upload this checklist with job assessment form.

Full installation address			
Candidates full name			
Signature		Date	

Please confirm that you have read and familiarised yourself with the following documents. (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	EEC Professional Certifications Framework Rules
<input type="checkbox"/>	Certified Insulation Installer Sub-Rules
<input type="checkbox"/>	Code of Conduct (as set out in the Framework Rules)
<input type="checkbox"/>	Certified Insulation Installer Guide for Candidates

Important information: Electrical Risk Assessment

- Insulation installation must comply with *AS 3999:2015 Bulk thermal insulation – installation*.
- *AS3999:2015* requires a pre-installation inspection, including an electrical risk assessment.
- The pre-installation inspection and documentation must be completed by a licenced electrician or other competent person. A competent person may have a specific definition in your jurisdiction.

Ensure that your electrical risk assessment includes: (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	Confirmation that the dwelling is wired in accordance with AS 3000-1986 or <i>subsequent editions</i>
	OR
	Confirmation that the dwelling is <u>not</u> wired in accordance with AS 3000-1986 or <i>subsequent editions</i> , but that <i>the electrical cables present are safe to be surrounded by bulk thermal insulation</i>
<input type="checkbox"/>	A statement on the insulation environment that the cables are suitable for, either: not surrounded, partially surrounded, or completely surrounded, in accordance with AS3999:2015
<input type="checkbox"/>	The license details of the electrician that completed the ERA or alternative competent person

Photo/video evidence requirements

All photos/videos must be geo-tagged and timestamped. Photos must not be blurry.

Use Timestamp Camera (or alternative app) to take your photos and to record a five-minute time-lapse video of the insulation install process. Make sure to include yourself in the video, including a clear shot of your face before putting on any facial PPE. If using an alternative app, it needs to show time and geo-tagged location on your photos and video recording submitted. For Timestamp Camera, follow the QR code to download for Apple and Android smart phones before you attend sites.



Complete this checklist as you conduct the installation process.

<u>Photo evidence required.</u> (Tick (✓) all boxes to meet the requirements before proceeding)	
<input type="checkbox"/>	Before you begin: do you have Timestamp Camera, or an equivalent app, to record a time-lapse video with an onscreen time stamp and geo-tag?
<input type="checkbox"/>	Floor space before installation – show installation area of minimum 9 m ²
<input type="checkbox"/>	Any wiring hazards present
<input type="checkbox"/>	Power off, locked out, and tagged for duration of install; if a new build, show intended location of distribution board and simulate lock out even if not energised (for example: padlock box correctly even where no distribution board exists)
<input type="checkbox"/>	Record at least five (5) minutes of time-lapse video of installation of insulation within installation area. Make sure to include yourself in the video, including a clear shot of your face before putting on any facial PPE
<input type="checkbox"/>	Photos of insulated floor space at job completion. Photos must include all of the following four elements, and be of complete installation area (minimum 9 m ²) as before photos:
<input type="checkbox"/>	Full coverage of underfloor area, including around services (pipes, wires, etc.)
<input type="checkbox"/>	Insulation depth matches job specifications (include photo of job specifications where insulation level is required)
<input type="checkbox"/>	No gaps in insulation coverage, except for hazards
<input type="checkbox"/>	All waste removed: show complete installation area
<input type="checkbox"/>	If present, batts kept required distance from heat emitting devices
<input type="checkbox"/>	Any extra support (e.g., cross-strapping) present, if required per manufacturer’s instructions, and identify fixing used
<input type="checkbox"/>	If present, satisfactory clearance around electrical appliances

Other evidence required.

(Tick (✓) all boxes to meet the requirements before proceeding)

- Supporting documentation (e.g., invoice, job order, delivery notice or photo of material packaging etc.) which proves that the materials used satisfy the requirements of AS/NZS 4859:2018.1. It must at minimum include manufacturer and R Value plus total area to be insulated
- A SWMS associated with this job must be submitted with your application. The SWMS must address the following:
 - Inclusion of the electrical risk assessment conducted
 - How you deal with all hazards present when working on or near energised electrical installations or services
 - The procedure used to (1) turn off the power and (2) turn on the power
 - How batts were cut to size
 - If likely to involve disturbing asbestos, state your control measures
 - Which pieces of personal protective equipment (PPE), signage, and barricades were used
 - Work in areas with artificial extremes of temperature, or identify the signs of heat stress on days of high temperatures
 - Description of what you are checking for when checking clearances and crawlspaces prior to commencing work
 - Ensure non-conductivity of fixing devices and all fixing devices described as non-conductive
 - Ensure non-conductivity of tools and all tools described as non-conductive