

Job assessment form: Evidence collection checklist – ceiling

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

Installation address		
Street address		
Address line 2		
City	State	Postcode
Applicant		
Name		
Signature		
Date	Certification number:	
Installation trainer or team supervisor on-site		
Name		
Signature		
Date	Certification number (if applicable):	

Note: Installation trainer or team supervisor on-site does not need to be certified or provisionally certified, unless required by regulation or legislation in the jurisdiction in which this job is carried out.

Photo evidence requirements

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

Use Timestamp Camera or an alternative app to record a five-minute time-lapse video of the insulation install process. If using an alternative app, it needs to show time and geo-tagged location on the video recording submitted. For Timestamp Camera follow the QR code to download for Apple and Android smart phones before you attend sites. *Refer to the Guide for Candidates for more information.*



You must confirm you have read and familiarised yourself with these documents. Tick (✓) all boxes:

- | |
|--|
| <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

- Insulation installation must comply with all Australian Standards referenced in the above documents including *AS 3999:2015 Bulk thermal insulation – installation*.
- AS 3999 requires a pre-installation inspection, including an electrical risk assessment.
- The electrical risk assessment needs to make clear the insulation environment that the cables are suitable for: not surrounded, partially surrounded, or completely surrounded.
- A competent person to conduct the assessment may have a specific definition in your jurisdiction.

<input type="checkbox"/> Dwelling wired in accordance with AS 3000–1986 or subsequent editions. Tick (✓) all boxes:
<input type="checkbox"/> Provide an assessment conducted for input into the SWMS by a licensed electrician or competent person in carrying out an assessment of the electrical risk from the installation of insulation.
<input type="checkbox"/> Provide a certificate of electrical safety or evidence of competency of the person conducting the assessment.
OR
<input type="checkbox"/> Dwelling <u>not</u> wired in accordance with AS 3000–1986 or subsequent editions. Tick (✓) all boxes:
<input type="checkbox"/> Provide an assessment conducted for input into the SWMS by a licensed electrician or competent person in carrying out an assessment of the electrical risk from the installation of insulation.
<input type="checkbox"/> Provide a certificate of electrical safety or evidence of competency of the person conducting the assessment.
<input type="checkbox"/> Provide a written statement from a licensed electrician or electrical engineer qualified in electrical cabling confirming the suitability of surrounding the electrical cables with bulk thermal insulation either completely or partially.

Complete this checklist as you conduct the installation process. All items must be checked prior for a valid job assessment form.

Photo evidence required (tick (✓) yes to every box):
<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"/> All photos are geo-tagged and timestamped
<input type="checkbox"/> Ceiling space before installation – show complete installation area of minimum 9 m ²
<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"/> 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"/> Any wiring hazards present? (Refer to Area 3 Electrical Safety in <i>Certified Insulation Installer Guide for Candidates</i>)

<input type="checkbox"/> Record at least five (5) minutes of time-lapse video of installation of insulation within installation area identified above.
<input type="checkbox"/> Photos of insulated ceiling space at job completion, photos must include ALL of the following five elements and be of complete installation area (minimum 9 m ²) as before photos:
<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"/> Hanging tape stapled to each truss/ceiling substrate when strung in (for new build only – i.e., for cathedral ceiling)
<input type="checkbox"/> Warning sign installed in the roof space where recessed luminaires (for example, downlights) are installed, if required by AS 3999.

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