

# Evidence collection checklist: Ceiling

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

Date			
Full installation address			
Application ID	CII-	Signature	

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> <b>or</b>
<input type="checkbox"/>	Confirmation that the dwelling is <u>not</u> wired in accordance with AS 3000-1986 or <i>subsequent editions</i> , <i>but that 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.
<input type="checkbox"/>	The license details of the electrician who completed the ERA or alternative competent person

## Photo evidence requirements

All photos 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 footage. 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.

<b>Photo evidence required.</b> (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 <b>before</b> installation – show installation area of minimum 9 m <sup>2</sup>
<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 footage.
<input type="checkbox"/>	The following photos are required <b>for each</b> insulated ceiling space at job completion. Photos must include all the following five elements and be of the same installation area (minimum 9 m <sup>2</sup> ) 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.

**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. It must at minimum include the manufacturer, product name, and R Value, plus total area to be insulated.

An 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