

# Evidence collection checklist: Floor

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> , 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.
<input type="checkbox"/>	The license details of the electrician that 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"/>	Floor space before installation – show installation area of minimum 9 m <sup>2</sup>
<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 footage.
<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 <sup>2</sup> ) 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)**

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| <input type="checkbox"/> 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 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"/> How batts were cut to size  |
| <input type="checkbox"/> If likely to involve disturbing asbestos, state your control measures   |
| <input type="checkbox"/> Which pieces of personal protective equipment (PPE), signage, and barricades 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"/> Description of what you are checking for when checking clearances and crawlspaces prior to commencing work  |
| <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  |