

Ref	Item	Rating	Comments
1 (4.1.2)	As appropriate has the Director appointed in writing and recorded in the SHE Directory an Electrical Authorising Engineer (AE)?		
2 (4.2.3)	Does the AE undertake electrical work as an Electrical Authorised Person (AP) and has this work been audited by an independent AE?		
3. (4.2.2)	Are the AE's out of hours contact details listed in site emergency plans?		
4 (4.2.4)	Has the AE appointed APs for the areas they are responsible for in writing and recorded these appointments in the SHE Directory?		
5 (4.2.5/6)	Do APs clearly understand which electrical systems they are responsible for, it is detailed in their letters of appointment?		
6 (4.2.8)	Has AE reviewed the competence of their appointed APs at least 3 yearly?		

7 (4.2.9)	Is there evidence that the AE is communicating to their APs relevant electrical safety information, for example defects, recalls etc.		
8 (4.2.10)	Has AE established accurate documentation for their electrical systems, drawings, schematics etc.?		
9 (4.2.12)	Is there evidence that the AE has investigated electrical incidents within their area of responsibility?		
10 (4.2.13/14)	Are electrical installations suitably supported by hazard warning signs and as appropriate emergency hazard warning posters?		
11 (4.2.15)	Are there any instances of live working or working near live HV conductors? What written supporting documentation is available?		
12 (4.2.18)	Is there evidence of statutory fixed wiring testing of electrical distribution systems?		

13 (4.3.4)	Are all Electrical Nominated Persons (NPs) authorised by the AP aware of SHE Code 34?		
14 (4.3.9)	Are there any examples of instances where APs have informed their AE of electrical defects? Has the AE followed up and investigated these?		
15 (4.3.12)	Is there evidence of cable detection surveys being undertaken prior to works in their areas of responsibility?		
16 (4.3.7)	Is there evidence that electrical PPE including earthing and test equipment has been maintained and as appropriate calibrated and inspected?		
17 (4.3.14)	Have all NP been appointed in writing by the AP, detailing the scope of their appointment, and their appointment recorded in the SHE Directory?		
18 (4.3.16)	Have APs reviewed the competence of NPs at least 3 yearly?		

19 (4.3.17)	Has the AP approved for NPs to undertake specific tasks specific documented standing instruction or written instructions?		
20 (4.4.3)	Has the NP with the support of AP undertaken a documented risk assessment of planned electrical works?		
21 (4.4.4)	Is there evidence that the NP has undertaken work outside the scope of their letter of appointment?		
22 (4.5.1)	Ensure that a suitable risk assessment and method statement are available prior to commencing work?		
23 (4.7.1)	Have contract supervising officers for electrical works ensured that risk assessments and methods statements have been obtained from electrical contractors?		
24 (4.7.3)	Is there evidence that the competence of contract electrical workers has been assessment by an AP or NP prior to work commencing?		

25 (4.9.1)

Are electrical safety incidents reports to AEs by SHE Group?