

Licensed Electrical Inspector (LEI)

As a Licensed Electrical Inspector (LEI), you have regulatory responsibilities.

This guideline is aimed at providing an overview of responsibilities that are incumbent upon you under the Electricity Safety Act 1998 (the Act) and pursuant regulations.

A LEI must:

- » upon receipt, sign your LEI licence card
- » notify ESV within 10 days of any change of name and/or address details
- » when carrying out an electrical inspection and at the request of ESV, produce your LEI licence card or details of your licence
- » only carry out an electrical inspection within the scope of your licence.
- » attend the electrical installation address stated on the Prescribed Certificate of Electrical Safety (COES)
- » have the Prescribed COES signed by the person who carried out the electrical installation work
- » ensure the Prescribed COES:
 - › is legible on all copies
 - › contains all the required details, including a description of all of the prescribed electrical installation work to be inspected
 - › is accurate.
- » maintain safe working practices including taking adequate precautions against injury i.e. safe approach.
- » inspect the electrical installation in accordance with the Act, Electrical Safety (General) Regulations and AS/NZS 3000 Wiring Rules.
- » carry out testing of the electrical installation as required by the Electrical Safety (General) Regulations, including:
 - › testing in accordance with AS/NZS 3000: Wiring Rules; and
 - › in the case of consumer's mains, test in accordance with Regulation 228
 - › in the case of a medical electrical installation, test in accordance with Regulation 242
 - › in the case of electrical work on a photovoltaic array, test in accordance with AS/NZS 5033
 - › in the case of electrical work on grid-connected inverter energy systems, test in accordance with regulation 245
 - › in the case of high voltage installation work, test in accordance with Regulation 246.
- » ensure you have signed the certificate of inspection section of the Prescribed COES and all the details required by the Prescribed COES are completed
- » list any defects in the Details of Defects section on the Prescribed COES, if any defects were identified during the inspection

Note: The LEI is not required to record any defects on the customer's copy of the certificate of inspection, if the defects are rectified at the time of the inspection.
- » if the electrical installation inspected will be electrically unsafe when connected to supply, you must complete the Safety Statement section of the Prescribed COES

- » if inspected work does not comply with the Act or Regulations, the responsible person for that electrical installation work must be notified of the defect/s within four business days after the inspection
- » notify ESV of the completion of a paper certificate of inspection via IVR or online certification system, within four business days of the inspection being carried out
- » return the completed Prescribed COES to the responsible person who carried out the electrical installation work within four business days, after the completion of the inspection
- » retain your copy of a paper Prescribed COES for three years after the date you signed the certificate.

As a LEI, you must not:

- » be directly employed by the responsible person or a related body corporate for the electrical installation work
- » inspect electrical installation work for which you have been involved in the design of that work, other than giving advice
- » carry out electrical inspection work unless your LEI licence is current – it is your responsibility to know your licence expiry date.

As a LEI, you should:

- » know the expiry date of your licence
- » understand that the responsible person must have the prescribed electrical installation

- work inspected within eight business days, after the completion of that work
- » maintain knowledge of the following documents (as amended from time to time):
 - » Electricity Safety Act 1998
 - » Electrical Safety (General) Regulations
 - » Electrical Safety (Registration and Licensing) Regulations
 - » AS/NZS 3000: Wiring Rules, other relevant standards including referenced sections of the Building Code of Australia (BCA)
 - » the Victorian Electricity Distributors Service and Installation Rules
- » undertake regular education and training
- » understand your OH&S responsibilities.

As a LEI, you should understand:

- » ESV may take disciplinary action if you fail to comply with the Act or pursuant regulations including suspension and/or cancellation of your licence, infringement notices and prosecution.

Notes:

The information presented in this guideline is intended for general use only. It should not be viewed as a definitive guide to the law, and should be read in conjunction with the Act and pursuant regulations.

The word 'must' indicates that legal requirements exist, which must be complied with. The word 'should' indicates a recommended course of action, while 'may' indicates an optional course of action.