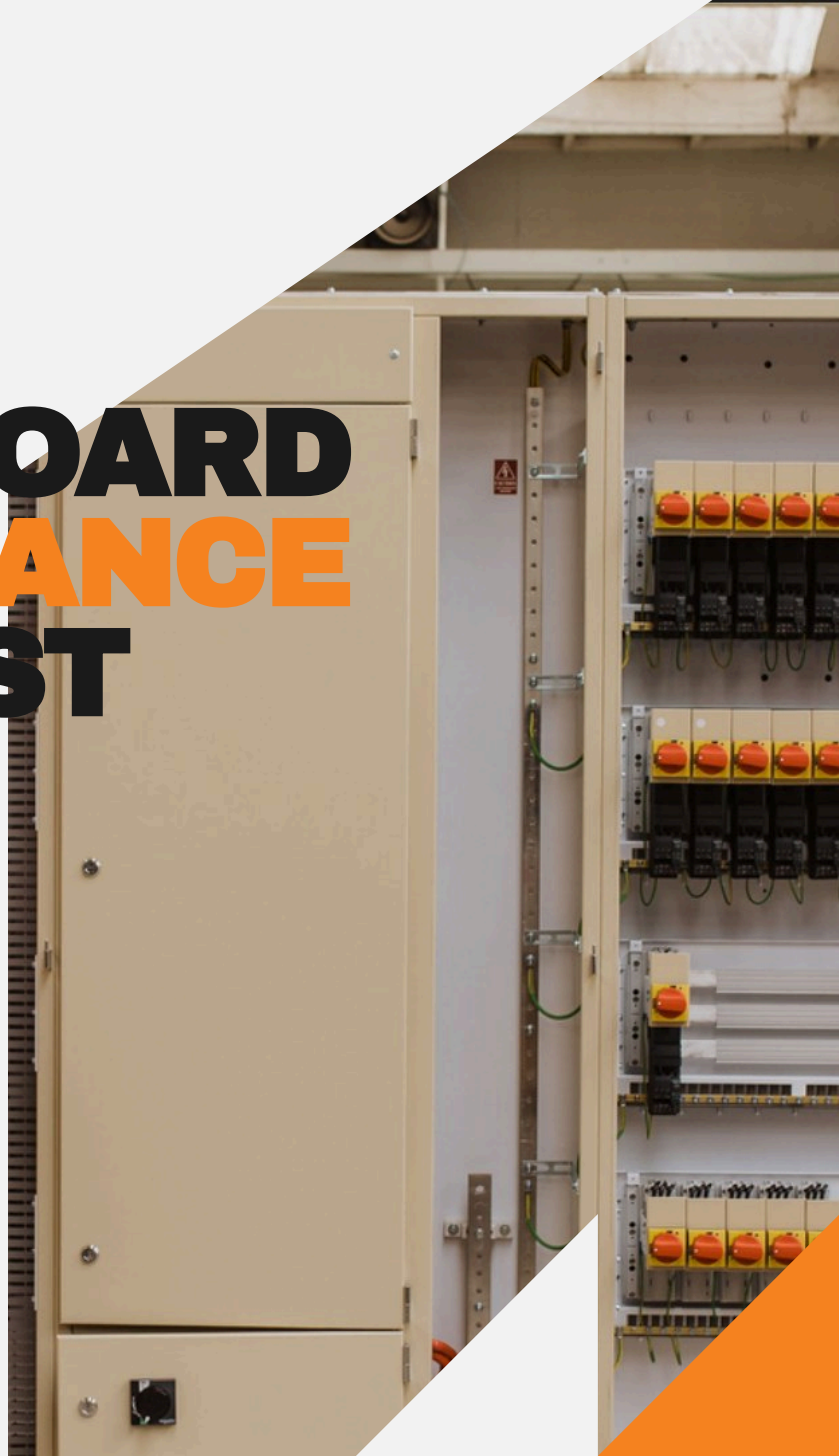


SWITCHBOARD MAINTENANCE CHECKLIST



A practical inspection guide from New Zealand's trusted switchboard manufacturer since 1971.



WHY THIS MATTERS

**PREVENT FAILURES. PROTECT PEOPLE.
EXTEND ASSET LIFE.**

55+

YEARS EXPERIENCE

Building switchboards in Invercargill since 1971

ISO

9001 CERTIFIED

Quality management certified since 1995

6

INSPECTION ZONES

Monthly visual checks through annual dead testing

INSPECTION CHECKLIST

SIX ZONES · SIGN-OFF · NEXT STEPS

1 VISUAL & ENVIRONMENTAL

MONTHLY

- Enclosure clean, dry, dust-free inside and out
- IP seals and door gaskets intact and compressible
- Cable entries and gland plates sealed, no gaps
- Ventilation slots and filter elements unobstructed
- No water ingress, condensation or moisture staining
- No evidence of vermin, insects or nesting debris
- Minimum 1m clearance maintained in front of board
- No burning, ozone or hot plastic smells

2 LABELLING, SIGNAGE & DOCUMENTATION

QUARTERLY

- Main switch and all circuits correctly labelled
- Nameplate shows IP rating and fault level
- As-built drawings accessible and current
- Emergency and maintenance contacts posted
- Danger and warning labels legible and intact
- Single line diagram available on site
- Previous inspection and test records on file
- Board identification matches documentation

3 PROTECTION DEVICES & CONTROL GEAR

6 MONTHLY

- MCBs, MCCBs and ACBs show no discolouration
- RCDs tested via test button (monthly)
- Contactors operate cleanly, no audible chatter
- Surge protection devices show healthy indication
- All breakers operate freely, no mechanical binding
- RCD trip times tested and recorded (annual)
- Motor starter overloads set to motor nameplate
- Control transformers and auxiliary supplies OK

4 THERMAL & LOAD MONITORING

ANNUAL

- Thermographic survey carried out under load
- Phase currents balanced within 10 percent
- Neutral current checked and within expected range
- No unusual vibration or audible hum on busbars
- No hotspots on busbars, breakers or terminals
- Incomer loading below 80 percent of rating
- Power meter readings logged for trend review
- Cooling fans (where fitted) clean and operating

5 MECHANICAL & ELECTRICAL INTEGRITY (DEAD)

ANNUAL / SHUTDOWN

- Isolated, locked out, proved dead before work starts
- Insulation resistance tested, minimum 1MΩ
- Busbar joints torque-checked and marked
- Door interlocks and mechanical linkages function
- Earth continuity tested within AS/NZS 3000 limits
- All terminations torque-checked to manufacturer spec
- Cable glands, plates and supports secure
- Internal barriers and form segregation intact

6 ANCILLARIES, METERING & RECORDS

ANNUAL

- Indicator lights, meters and mimic displays operational
- Auxiliary DC supplies and backup batteries healthy
- Spare parts and consumables stock confirmed
- Defects listed, prioritised and scheduled for action
- Meter readings cross-checked with clamp meter
- Alarms and trip signals tested end-to-end
- All test records retained on site and in CMMS
- Next inspection date set and diarised



SAFETY FIRST

Only a licensed and competent electrical worker may open a live switchboard. Apply safe isolation procedures, use appropriate PPE for the assessed electrical risk, and follow the site's lock-out tag-out protocol at all times.

INSPECTION SIGN-OFF

SITE / LOCATION

BOARD REFERENCE

DATE

INSPECTED BY

REGISTRATION NO.

NEXT INSPECTION DUE

NEED A PROFESSIONAL INSPECTION?

TALK TO THE TEAM WHO BUILDS THE BOARDS.

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