



## COMPLIANCE CHECKLIST – ELECTRICAL CONTRACTORS

1. Advertising	Check box
My electrical contractor's licence number is conspicuously displayed on all advertising material including business cards, stationery (e.g. letterhead, quotes and invoices), pamphlets, signage on business premises and vehicles, online advertisements, business directories (e.g. Yellow Pages), newspapers, television and radio advertisements, social media (e.g. Facebook, Instagram, Twitter) and business websites	
<b>2. Workers</b>	
a) My employees are working with the appropriate levels of supervision	
b) My apprentices/electricians/technicians/engineers are provided with continuous working experience in electrical wiring.	
c) Upon successful completion of their work experience in electrical wiring, they are directed to Energy Fiji Limited (EFL) Regulatory Office to obtain their electrician's or wiring person's licence	
d) My workers have access to the AS/NZS 3000: 2018 Wiring Rules, Company Safety Policies and other relevant documents in relation to the electrical works undertaken by my company	
<b>3. Business</b>	
a) My business registration certificate is clearly displayed at my place of business	
b) My business has a registered management representative who holds a current wiring person's licence	
<b>4. Electrical Certificate of Compliance</b>	
a) My customers receive an Electrical Certificate of Compliance within the required time frame	
b) I keep copies of Electrical Certificate of Compliance for the required period of five years	
<b>5. Invoices</b>	
a) Invoices are kept with the relevant Notices and Electrical Certificate of Compliance	
b) Invoices have a clear and accurate description of the electrical installation work carried out	
<b>6. Licensing</b>	
a) My electrical contractor's licence is current	
b) All my electrical employees registered under my company hold a current wiring person's licence or work under close supervision of the licensed holder	
c) EFL Regulatory Office has my current postal and residential addresses, phone numbers (landline and mobile) and email address	
d) If I have a change of address, EFL Regulatory Office will be notified in no later than 28 days	
e) My electrical workers are only carrying out the electrical installation work authorised by the scope of their licence(s) after obtaining approval from EFL in accordance with Section 46 of the Electricity Regulations 2019.	

I declare that the particulars I have given are true and correct and complete in every respect

Signature:

Name:

Position:

Date:

Company Stamp: