

Test & Tag Report

Fictional example. Not a record of any inspection or test.

Job ID	SAMPLE-0001
Customer	Example Widgets Ltd (fictional)
Site	Level 1, 00 Example Street, Christchurch (fictional)
Visit date	2026-09-15
Tester identifier	T-01
Instrument reference	INSTR-SAMPLE (fictional reference)
Report version	1.0
Agreed scope	Accessible plug-in office appliances and separately testable leads on Level 1. Comms cupboard equipment excluded from routine testing pending change approval.

Result totals

3	1	1	1	1	1
Completed/pass	Completed/fail	Visual inspection only	Deferred	Inaccessible	Excluded

Total assets listed: 8. Totals reconcile with the rows below.

Asset results

Asset ID	Description	Location	Status	Next test	Notes
SAMPLE-A001	Monitor 24 inch	L1 desk 04	Completed/pass	2027-09	Office environment, agreed interval
SAMPLE-A002	IEC power lead 2 m	L1 desk 04	Completed/pass	2027-09	Office environment, agreed interval
SAMPLE-A003	Power board 4-outlet	Kitchen	Completed/fail	-	Contact notified 10:42; item tagged out and handed to office manager.
SAMPLE-A004	Network switch 24-port	Comms cupboard	Deferred	-	Supports shared services. Refer to IT lead for change approval.
SAMPLE-A005	Multifunction printer	Copy room	Inaccessible	-	Plug behind fixed cabinetry; access to be arranged.
SAMPLE-A006	Desk fan	L1 desk 11	Visual inspection only	-	Manufacturer guidance to be confirmed before test.
SAMPLE-A007	Wall-mounted heater (hard-wired)	Meeting room	Excluded	-	Fixed wiring and hard-wired appliances are not covered.
SAMPLE-A008	Kettle	Kitchen	Completed/pass	2027-03	Kitchen use, agreed interval

Follow-up actions

SAMPLE-A003 (Completed/fail): Contact notified 10:42; item tagged out and handed to office manager.
Follow-up owner: customer site contact.

SAMPLE-A004 (Deferred): Supports shared services. Refer to IT lead for change approval. Follow-up owner: customer site contact.

SAMPLE-A005 (Inaccessible): Plug behind fixed cabinetry; access to be arranged. Follow-up owner: customer site contact.

SAMPLE-A006 (Visual inspection only): Manufacturer guidance to be confirmed before test. Follow-up owner: customer site contact.

What each status means

Completed/pass	Inspected and tested under the agreed method; no fault found at the time.
Completed/fail	Inspected and/or tested and found faulty. Contact notified to remove the item from use.
Visual inspection only	Inspected visually only. Not presented as a completed electrical test.
Deferred	Not tested in this visit, for example awaiting an approved change window.
Inaccessible	Could not be reached safely or without disturbing locked areas.
Excluded	Outside the agreed scope, for example fixed wiring or hard-wired appliances.

Limitations

Results record equipment condition at the time of inspection and testing only. This is not an electrical installation certificate and does not cover fixed wiring. Untested items are not given a pass result.

Retest dates do not replace ongoing checks for damage or changes in use. Testing records the condition of equipment at the time of inspection and testing. It does not guarantee future safety.

This document is a fictional sample published at testandtag.kiwi to illustrate report layout. All names, locations, equipment and readings are invented. SAMPLE - NOT A TEST RECORD.