


	PC_GP_01 Checklist	
Annex 1	"Competent person according to TRBS 1203"	Page 1 of 4

Checklist for the verification of the qualification of a competent person for the inspection of electrical appliances according to TRBS 1203

This **Annex 1** forms a part of the appointment of the "competent person for the inspection of electrical appliances". The responsible electrically skilled person shall appoint and verify qualification. The checklist is intended as a supporting aid. The list of pre-formulated questions is not exhaustive and must be completed or reduced by the person conducting the verification in each individual case".

1 Employee data		
Surname:	Name:	
Department:	Staff number:	
2 Technical qualification of the person to be appointed (proof by inspecting document)		
Questions	Yes	No
2.1 Assistant / skilled worker; job title:	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Electrically skilled person for defined activities for:	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Another equivalent electrotechnical qualification for the intended inspection tasks, namely:	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Technician; job title:	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Foreman; job title:	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Engineer; job title:	<input type="checkbox"/>	<input type="checkbox"/>

Issue/revised:	0	1	2			
Date:	16.01.2010	02.10.2010	11.10.2013			
Prepared/modified:	Mr. Schäfer	Mr. Schäfer	VEFK/Schenk			
Approved:	Mr. Euler	Mr. Euler	gVEFK/Michel			

 glass made of ideas	PC_GP_01 Checklist	 CONSULTING ENTWICKLUNG TECHNOLOGIE
Annex 1	"Competent person according to TRBS 1203"	Page 2 of 4

2.7 Practical experience in the following areas of electrical engineering (please enter freely formulated text to describe the type and duration of activities, etc.):

3 Personal qualification of the person to be appointed (please enter freely formulated text)

3.1 Does the person to be appointed fulfil the necessary personal requirements, such as reliability and punctuality, in addition to the technical requirements?



3.2 Does the person to be appointed have the required maturity and the necessary sense of responsibility in order to safely fulfil the tasks, in addition to the technical requirements?

Important: An electrically instructed person (EuP) is not a competent person (bP)!
The EuP always works under the direction and supervision of a bP.

4 Competence in the field of inspecting electrical appliances

Questions	Yes	No
4.1 Can the employee assess the dangers and risks of the work to be assigned? Does the employee have knowledge of the hazards due to electricity, detailed knowledge of the hazards during the inspection, their causes and the required conduct to counter these?	<input type="checkbox"/>	<input type="checkbox"/>

Issue/revised:	0	1	2			
Date:	16.01.2010	02.10.2010	11.10.2013			
Prepared/modified:	Mr. Schäfer	Mr. Schäfer	VEFK/Schenk			
Approved:	Mr. Euler	Mr. Euler	gVEFK/Michel			

 glass made of ideas	PC_GP_01 Checklist	 CONSULTING ENTWICKLUNG TECHNOLOGIE
Annex 1	"Competent person according to TRBS 1203"	Page 4 of 4

4.13 Can the employee safely handle the inspection software used?	<input type="checkbox"/>	<input type="checkbox"/>
5 Appointment of competent person (bP) according to TRBS 1203		
Competent person appointed for the first time on _____ by _____		
Which certificates are provided as evidence of education and training as a competent person (bP) / electrically skilled person?		
If appointment already made:		
Was the appointment form	filed in the personnel file? <input type="checkbox"/> yes <input type="checkbox"/> no given to the employee? <input type="checkbox"/> yes <input type="checkbox"/> no	
When verifying an existing appointment, this checklist becomes an integral part of the appointment.		
What further training measures are taken to maintain the level of education? How long ago was the last event attended (seminar, specialist conference, exchange of experiences)?		
When was or will further training be completed in order to receive and update specialist knowledge?		
Other remarks:		

Place, date

Name of inspector (VEFK)

Signature of person being examined

Issue/revised:	0	1	2			
Date:	16.01.2010	02.10.2010	11.10.2013			
Prepared/modified:	Mr. Schäfer	Mr. Schäfer	VEFK/Schenk			
Approved:	Mr. Euler	Mr. Euler	gVEFK/Michel			