

eNotice Electrical Logbook Guide

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eNotice electrical logbook

eNotice Electrical Logbook is an online platform for the recording of electrical installing work, inspection/test records, and incidents, by electrical license holders and authorised persons. It is an intuitive platform that is linked to Building and Energy's licensing database. It assists entities in record keeping and complying with both the Electricity (Licensing) Regulations 1991 (E(L)R 1991) and the Work Health and Safety (Mines) Regulations 2022WHS(M)R 2022.

Applying for an eNotice Guide Electrical Logbook

An application can be made by visiting the [Using electrical eNotice webpage](#). Follow the Electronic Logbook register link. You will be then asked to provide mandatory details via an online form. Once you submit the form, our officers will process your application. You will then receive an email notification containing your administrator login details.

Request access to eLogbook

Entity Name *

ABN/ACN *

Site Name

First Name *

Surname *

Contact Number *

Email Address *

Additional Text

Submit

The Entity name is the Mine Operator as defined in WHS(M)R r.5C.

This is the ABN/ACN of the Mine Operator.

The applicant can be the Mine Operator, electrical area supervisor or other person authorised to apply for an eNotice Electrical Logbook on behalf of the Mine Operator.

Administrator login

As an administrator, you will have access to setup logbooks and further add other administrators.

Using the Login ID and Password received in you registration email, access the eNotice Login [webpage](#) and login.

Welcome to eNotice
Building and Energy Division

User ID *
Licence number followed by initials
eg. GF123AB, PL123AB, EW123AB, EC123AB

Password * Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

The Administrator User ID and Password are the details that have been registered with DEMIRS.

All mandatory fields are identified by the shaded area and the red asterisk *

Once logged in, you will be directed to a main menu. Located in the menu is an option to “Change Password”. It is strongly recommended that you change your password to a more secure and personalised one to ensure your account is protected from unauthorised access.

Create a logbook

Once logged in as an administrator, create a logbook by selecting Main Menu - My Electrical Logbooks, and using the Add button at the bottom of the page.

Name your electrical logbook to suit the area, location or purpose. One book may be enough, or multiple books can be created. Once named, click save.

An SG reference is your WorkSafe site name.

You have now created a logbook.

Electrical eBook Name *

Site Name (eg. SG Reference)

EC/IH Licences

No records found.

Providing Administration User Access

There are 3 levels of Administration User management:

- User Management – Allows administrative changes to be made.
- View Logbooks – Allows view only access.
- Review Logbooks – Allows viewing and the ability to acknowledge/comment on entries.

Search Criteria

Name or Logon or Licence Number

User Role

All

Search

Electrical Workers with authority

No records found.

Add New Authority

Administration Users

Pilot Tester (ENMTWBKG) +
Example 1, Log book 2, User Management

Add New User

Back to Main Menu

From the Main Menu, select User Management

Select Add New User under the Administration User heading

User Details

First Name

Surname

Organisation Name

Email Address *

Type of Access

User Management

View Logbooks

Review Logbooks

Logbook Access

No records found.

[Add Logbook Access](#)

Your password must be at least eight characters in length, contain at least one uppercase character, one lowercase character and one number.

New Password *

Confirm New Password *

[Save](#)

[Back](#)

Enter the User Details and Type of Administration access.

Generate a password for the new administrator user. Once saved, their Login ID will be available from the list of administrators on the User Management page. Securely provide the Login ID and password to the new user.

It is strongly recommended that the new user changes their password to a more secure and personalised password as soon as possible to ensure their account is protected from any unauthorised access.

Adding an IH/EC license and editing

From the Main Menu, select My Electrical logbooks and use the edit button under the relevant electrical logbook to be edited.

By selecting the edit changes to the logbook can be made including the addition of an EC/IH.

Logbook 1

Site 1

Created by ENMTWB1 on 12/01/2024 12:47 PM

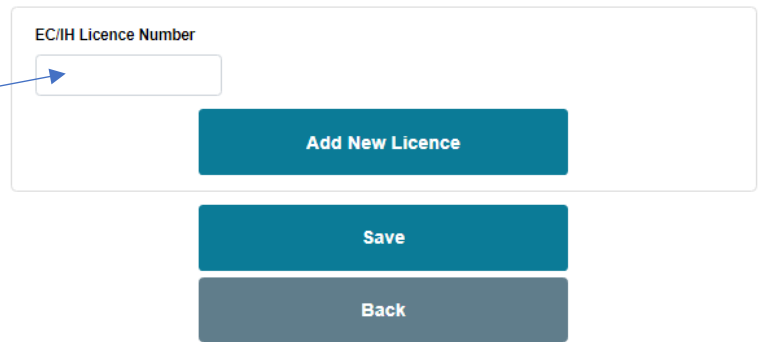
   

The Logbook name can be changed, and a Site Name (SG Reference) can be edited or entered.

Electrical eBook Name *

Site Name (eg. SG Reference)

Enter the details of the In House or Electrical Contractors number and click Add New Licence.



You can delete an IH/EC by selecting the red cross adjacent to the unwanted EC/IH License. You will be prompted to confirm that you want to delete the license.

Adding an Electrical Worker with Authority

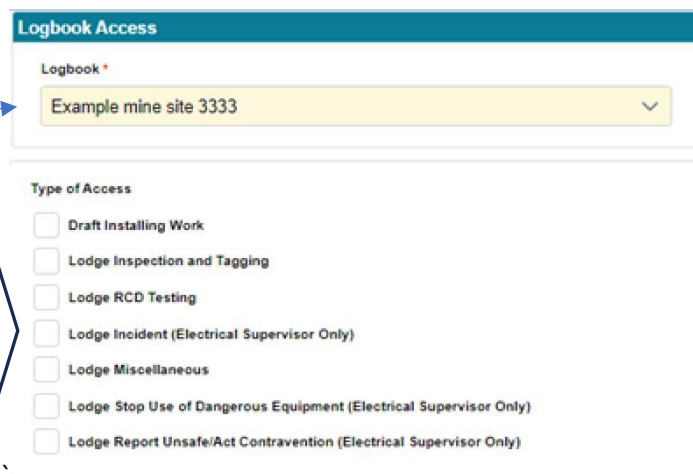
All Electrical Workers with authority are required to have an eNotice login. See the [Using electrical eNotice webpage](#) to login or register for eNotice. An Administrator login is required to add an electrical worker with authority. An electrical worker with authority can only access and enter information in log books dependant on the type of access granted.

To add a new electrical worker with authority, from the Main Menu select User Management. Under the heading Electrical Workers with authority, select Add New Authority.

Enter the Electrical Workers eNotice login ID and select Add Logbook Access.

Select the relevant logbook from the dropdown menu that you are providing access.

Select the type of Access being granted. Note* Electrical Supervisors and Nominees will have a higher level of access than an electrical worker.



The Electrical Worker with Authority will now be able to access the logbook and make entries as authorised.

New Logbook entries

As an electrical worker with authority, from the Main Menu select 'New Electrical logbook Entry'.

Select the Electrical logbook name and the Book Entry Type. The options available will be dependent on the access provided by the Administration User during the setting up of the Electrical Worker with Authorities access.

Select the type of entry that you want to record.

The screenshot shows a form with three main sections, each with a yellow input field and a dropdown menu. The first section is labeled 'Entity *' and has a plus sign above it. The second section is labeled 'Electrical eBook Name *'. The third section is labeled 'Book Entry Type *' and has a dropdown menu with several options: 'RCD Testing WHS(M)R r 165', 'Inspection and Tagging of Equipment WHS(M)R r 150', 'Installing Work ELR r 3(1), r 52', 'Miscellaneous work', and 'RCD Testing WHS(M)R r 165'. Two blue arrows point from the text on the left to the 'Electrical eBook Name *' and 'Book Entry Type *' fields.

Provide the required information to record the details of the work carried out.

Provide a description of the work carried out.

In all entries, test results or a reference to the location of the records can be entered.

The screenshot shows a form with four main sections. The first section is labeled 'Date work completed *' and has a yellow input field containing '5/11/2024' and a calendar icon. The second section is labeled 'Where work was performed' and has a white input field containing 'Main Workshop'. The third section is labeled 'Description of work carried out *' and has a yellow text area containing 'Testing of all RCD's on SW Board 03-SWB-02.' with a blue border. The fourth section is labeled 'Inspection test results *' and has a yellow text area containing 'All test results are saved in J:\Users\Elec\TestResults\RCD' with a blue border.

Enter the Electrical Worker number or the details of the person authorised to carry out the work.

EW details or the details of the person/s who carried out the work can be entered without registering for eNotice

Documentation can be uploaded to eNotice by selecting the file from your storage location or by dropping the file here.

Relevant testing documentation, copies of notes etc. can be uploaded here. File types of JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX are all compatible.

Who carried out the work *

None.

EW Licence Number

First Name

Surname

Occupation

Add Person

Attachments (optional)

Drop Files Here

Note: Multiple files can be uploaded.

Certification by electrical contractor or in-house nominee that the electrical installing work has been checked and tested and the work meets the requirements of the Electricity (Licensing) Regulations 1991.

Lodge

Save Draft

Back



Electrical Installing Work entry

From the main menu select new logbook entry.

Select the details relevant to the entity the work was carried out for.

Select the relevant Logbook for the electrical installing work.

From the drop-down box, select Electrical Installing Work.

Select the relevant EC or IH License the work was carried out under.

A personal book reference (i.e. a Work Order) may be referred to. This function is useful when downloading and searching entries.

Entity *

Select...

Electrical eBook Name *

Select...

Book Entry Type *

Select...

EC/IH Licence *

Select...

Book Reference

All mandatory fields are identified by the shaded area and the red asterisk *

Enter all details of the electrical installation.

Test results can be entered or referenced here.

By entering the NOC and ESC numbers, search, review, and acknowledgement entries is made easier.

Date work completed *

Where work was performed

Description of work carried out *

Inspection test results *

NOC number

ESC number

Individual and additional electrical workers can be added. They do not need to be registered in eNotice.

Relevant testing documentation, copies of notes etc. can be uploaded here. File types of JPG, JPEG, PNG, PDF, DOC, DOCX, XLS and XLSX are all compatible.

The screenshot shows a web form with several sections:

- Who carried out the work ***: A dropdown menu with "None." selected.
- EW Licence Number**: An input field with a blue arrow pointing to it from the text on the left.
- Add Person**: A blue button.
- Attachments (optional)**: A section with an "Upload" button and a "Drop Files Here" area. A blue arrow points to the "Drop Files Here" area from the text on the left. Below it is a note: "Note: Multiple files can be uploaded."
- Notify Nominee**: A dropdown menu with "Select..." selected. A blue arrow points to it from the text on the right.
- Notify Nominee**: A blue button.
- Save Draft**: A grey button.
- Back**: A grey button.

After the electrical installing work details have been added, select the relevant Nominee to notify of the installing work entry. Select Notify Nominee and an email will be sent.

Electrical supervisor entries

Work Health and Safety (Mines) Regulation 2022, schedule 26 cl 5(3) requires the recording of instances that have been reported to the mine operator including:

- Investigating and reporting to the site senior executive or exploration manager details of electric shock, fire or dangerous occurrence involving electricity. WHS(M)R 2022 sch 26, cl 5(3)(g)(i), (ii) and (iii).
- Reporting to the site senior executive or exploration manager any situation which may affect the safe use of electricity or contravene the Act. WHS(M)R 2022 sch 26, cl 5(3)(f)
- Stopping use of equipment considered to be dangerous. WHS(M)R 2022, sch 26, cl 5(3)(e)

Only electrical supervisor entries satisfy the requirements of Work Health and Safety (Mines) Regulation 2022, r 641C (a) and (b) (iv) and (v).

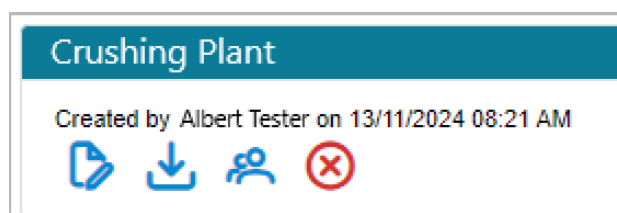
Only electrical supervisors will have access to document such entries.

Viewing entries and editing logbooks

Logbooks can be edited to change their name, enter a site name and to add or delete EW/EC and IH licences.

From the main menu, select My Electrical Logbooks and use the edit icon.

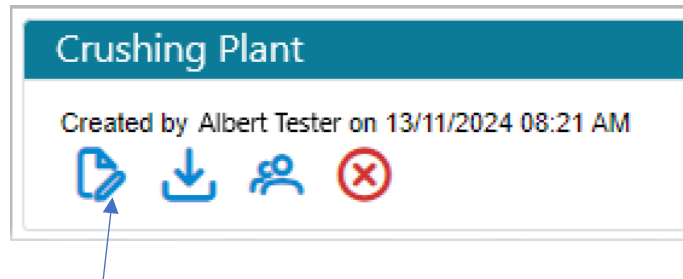
The icons available under each logbook allow editing, downloading of eBook entries, Downloading of eBook users and the deletion of a logbook.



Exporting Logbook history

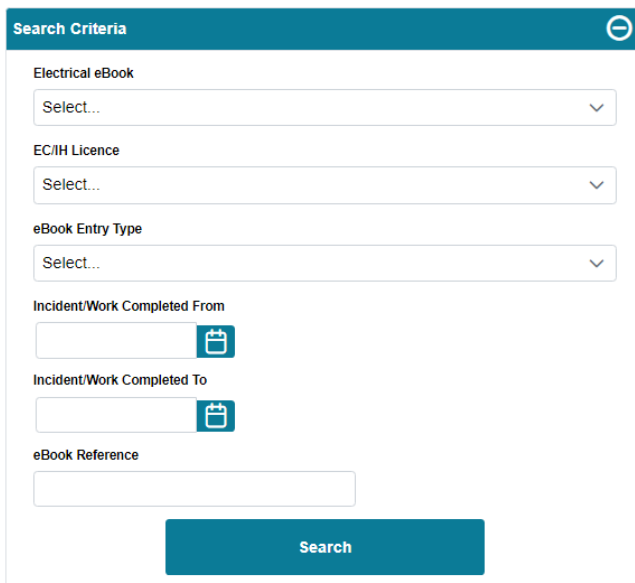
Authorised users can export .csv files of logbook entries for administration purposes.

From the main menu, select my electrical logbooks and use the export icon to download logbook entries.



Download eBook entries icon.

The specified Logbook will download the entries in a spreadsheet format.

A screenshot of a "Search Criteria" form. It has a teal header with a minus sign icon. The form contains several fields: "Electrical eBook" (dropdown menu), "EC/IH Licence" (dropdown menu), "eBook Entry Type" (dropdown menu), "Incident/Work Completed From" (calendar icon), "Incident/Work Completed To" (calendar icon), and "eBook Reference" (text input). A teal "Search" button is at the bottom.

Search criteria can be minimised further by entering details in the selectable fields.

Review and acknowledge eNotice Electrical Logbook entries

With authorisation to review and acknowledge entries, each entry can be individually viewed and commented on, or alternately multiple entries can be acknowledged at the same time.

Multiple entries can be selected using the selection box.

Once the entry has been reviewed, the selection box will not be available.

Individual entries can be viewed using the Review icon. Review comments can be added from here.

Search Criteria +

Electrical eBook Entry EB84 (Submitted)

Inspection and Tagging of Equipment WHS(MJR r 150
Example mine site 2222
Work Completed 11/11/2024
aaa

Lodged by Peter RIO Cox Tester on 11/11/2024 12:06 PM

Electrical eBook Entry EB83 (Processed) -

Installing Work ELR r 3(1), r 52
Example mine site 2222
TEST-241106085828
Work Completed 6/11/2024
TEST WORK LOCATION
TEST WORK DESCRIPTION

Lodged by James Moles on 6/11/2024 08:59 AM

Electrical eBook Entry EB82 (Processed) -

Installing Work ELR r 3(1), r 52
Example mine site 2222
TEST-241106085651
Work Completed 6/11/2024
TEST WORK LOCATION
TEST WORK DESCRIPTION

Lodged by James Moles on 6/11/2024 08:57 AM

The review comments and acknowledgement will be available to view in the spreadsheet once entered.

eNotice Electrical Logbook user privileges and responsibilities	Types of eNotice Electrical Logbook users.						
Available entry type	Competent worker	Electrical Supervisor	Electrical Worker	In-house / EC	Mine Operator	Network-Operator Electrical-Inspector	Resource Safety Inspector
Details of the most recent RCD tests carried out under regulation 165 of in use residual current devices WHS(M)R 2022 r. 641C. (b)(ii)	X	X	X	X			
Draft electrical installing work entry		X	X	X			
Inspection and testing of electrical equipment WHS(M)R 2022 r. 641C. (b)(i)	X	X	X	X			
Investigating and reporting to the site senior executive or exploration manager details of electric shock, fire or dangerous occurrence involving electricity. WHS(M)R 2022 sch 26, cl 5(3)(g)(i), (ii) and (iii).		X					
Lodge Electrical installing work (as defined in <i>the</i> Electricity (Licensing) Regulations 1991 regulation 3(1)) carried out at the mine WHS(M)R 2022 r. 641C(b)(iii)		X		X			
Reporting to the site senior executive or exploration manager any situation which may affect the safe use of electricity or contravene the Act. WHS(M)R 2022 sch 26, cl 5(3)(f)		X					
Stopping use of equipment considered to be dangerous. WHS(M)R 2022, sch 26, cl 5(3)(e)		X					
View eNotice Electrical Logbook entries.	X	X	X	X	X	X	X
Review, acknowledge and comment on eNotice Electrical Logbook entries.		X		X	X		

