SELLECK ELECTRICAL

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Method Statement for Portable Appliance Testing

Site Approach

Upon arrival on site our test engineer will introduce himself to the client's representative and explain the purpose and nature of the work to be carried out. This person will then be asked to accompany our engineer around the site to highlight out any sensitive areas and introduce the IT manager who should confirm any arrangements that have been made for shutting down any IT workstations.

Standards

The inspection and testing shall be carried out in accordance with the requirements of the following regulations and publications:

Electricity at Work Regulations 1989
Health & Safety at Work Act of 1974
IEE Code of Practice for the in-service Inspection and Testing of Portable Electrical Equipment

Identification of equipment

Every piece of electrical equipment will be allocated a unique bar code number. This will be used to cross reference test results to the certificate supplied. A register of equipment will then be produced to include the following details:

Unique Bar code/Asset number
Location in which the appliance/asset is kept/used
Description of appliance
Date of test and retest date

Testing Procedures as stated by the IEE Code of Practice for In-service Inspection and Testing or Portable Electrical Equipment.

Visual Inspection

A visual inspection of the appliance shall be carried out prior to any testing. The inspection includes the following:

Socket Outlet	is there any evidence of overheating, cracks or damage?
Plug	is the flexible cable secure, are the pins insulated, is it free from cracks, or damage and signs of overheating?
Flex	is in good condition, free from cuts, fraying or damage?

Appliance does it work?
Is it free from damage? Can it be used safely?

In addition, the visual inspection will check that the means of disconnection from the mains supply is also readily accessible and that wherever possible, flexible cords are positioned so that they do not present a hazard.
All minor faults identified during the visual inspection, such as incorrectly rated fuses, damaged 13amp plugs, loose connections will be rectified prior to the testing procedure.

(Where any appliance cannot be isolated from the mains supply, a thorough external visual inspection will be carried out)

Testing
Subject to a satisfactory visual inspection, the following sequences of test are carried out.

Earth continuity – Class 1 appliances only
Insulation resistance (where appropriate)
Operation/load test
Earth leakage test

Labelling
A sample of the labels we use is provided below. Any FAILED appliances are taken out of service and are immediately brought to the attention of the client representative on site.

Bar Code Label **Pass Label** **Fail Label**

Report
Upon completion a report is produced usually within 5 working days listing the appliances tested, the results of the tests performed, and details of any remedial repairs necessary. We also provide the engineers observations on all failed equipment.