



Head Office: -
1, Merlin Business Park, Fair Oak Close,
Clyst Honiton ,Exeter ,Devon. EX5 2UL
Tel: (01392) 444200 Fax: (01392) 444201
www.electrical-testing.co.uk

Electrical Testing Surveyors Limited is Registered in England
No: 4342678 Registered Office: as above



Electrical Testing, Method Statement.

Portable appliances.

Overview.

Each appliance will need to be powered down, switched off and unplugged from its supply. Where computers are concerned, it will also be necessary to disconnect them from the network (if connected), work in-progress will need to be saved and computers shut down.

Testing of portable appliances will involve each appliance to be taken out of service for approximately five-minutes, during which time a visual inspection will be carried out followed by several automated electrical tests. These tests will include earth continuity, insulation resistance, earth leakage and load tests.

Minor remedials such as fuse replacement and plug-top replacement, or re-making will be carried out on site by our engineers. A view will need to be taken at the time of discovery should any more serious failures be encountered. File servers may be tested by arrangement to avoid major disruption.

Procedures & Equipment Used.

All PAT testing is undertaken using professional computerised PAT test instruments; currently these are all of the Europa model from Seaward Electronics.

Each appliance is identified by a number running from 1 to however many items there are on site. Each item is identified by number, description and location within the resulting test data and is affixed with a PAT sticker to the back of the plug-top stating its identification number, tested date, next test date and the initials of the engineer that carried out the test.

A full visual inspection is carried out on each item prior to any electrical testing being undertaken. This inspection involves an inspection of the item and cable to check for any visual defects of damage, the removal of the plug-top cover and checking for correct wiring, fusing (compatibility to appliance being protected and cable size downstream), terminal and cord-grip tightness. Remedial work such as damaged plug-top, incorrectly sized fuse replacements, or badly made-off plug-tops will be carried out at this time.

Following a detailed visual inspection each item is subjected to a number of electrical integrity tests to establish the following: -

- 1) Earth integrity
- 2) Insulation resistance
- 3) Earth leakage

Assuming that the item under test passes all tests, the PAT test instrument records the results and the engineer moves on to the next item.

Should it fail, then the engineer will fill out a failure label which will be affixed to the item in a prominent location (or the plug-top may be cut off, depending upon client instructions).

At the end of the site visit, a failure sheet containing details of any items that have failed will be signed by the site representative. The site representative will be presented with one copy, another copy will be sent with the test data results and a final copy retained on our records.

Specialist Electrical Testers.