

PORTABLE APPLIANCE TESTING PROCEDURES

1. Agree with the client areas to be tested.
2. The engineer will be prepared to observe all stated or demonstrated Health & Safety requirements, along with any specific risks identified by you as inherent to your business.

Our staff will adhere to any site rules and regulations for your work environment, which may be laid down as risk control measures. We would expect this to include suitable arrangements for security and the safe evacuation of our staff in an imminent danger or emergency situation.

3. In order for our engineers to effectively undertake a safe working practice (safe for both our staff and your employees), your site would conform to the basic requirements of the following Health & Safety regulations:-

Electricity at Work Regulations 1989

In particular 'The Provision of Adequate Workspace, Access and Lighting' for technicians working on electrically energised equipment.

Other References:

The Health & Safety at Work Act 1974
The Provision & Use of Work Equipment Regulations 1998
The Management of Health & Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
The Regulatory Reform (Fire Safety) Order 2006 requirements
The Electricity at Work Regulations 1989

4. The engineer/s will arrive on site introduce themselves and sign into the visitors book.
5. The engineer will proceed to test equipment as agreed, ALL EQUIPMENT MUST BE DISCONNECTED FROM MAINS SUPPLY FOR TESTING.
6. The equipment will be tested to the IEE code of practice for in-service inspection and testing of electrical equipment or agreed specification.
7. If when testing a fault such as a plug needs rewiring / replacing or a fuse is incorrect, this will be corrected and a notice of the work will be made in the test certificates.
8. If a serious fault is found the engineer will notify the site manager or contact as to the fault and whether the fault can be repaired or the item will be removed from service.
9. The engineer will then notify his manager and a notice of the fault will be made in the test certificate.
10. Flexible cables which detach from an appliance with their own plug and socket will be tested separately to the item of equipment with their own asset number and certificate.

11. All items of equipment tested will be given a PASSED or FAILED label.
12. Failed items of equipment will be removed from service and where agreed the plug or lead will be removed.
13. When the engineer has completed the testing in an area he will inform the site manager or contact and move onto a new area or leave site after signing out of the visitors book.
14. The results will be downloaded to the office PC, where they will be checked and certificates printed.