

ElectrAtest Method Statement for Electrical Appliance Inspection & Testing

- 1) Client Liaison: The ElectrAtest engineer shall make himself known to the person responsible for Health & Safety at the testing premises. The engineer will liaise with this person or the person nominated as the site contact in all matters of testing with regard to the schedule of testing on the premises, times appropriate for shutdown of equipment etc. and advise this person of any appliances that fail testing.
- 2) Guidelines for Testing: Testing will be carried out under the IEE's Code of Practice for In-Service Inspection and Testing. This testing includes all electrical equipment of the following types (as detailed in the IEE Code of Practice): portable appliances, movable or transportable equipment/appliances, hand-held appliances, stationary equipment/appliances, fixed appliances, appliances/equipment for building in, IT equipment and extension leads.
- 3) Inspection:
 - a) Flex – the flex will be inspected for any damage ensuring it free from cuts, fraying or stress.
 - b) Plug – the plugtop will be opened to ensure that the flexible cable is secure in its anchorage and is correctly wired, that the fuse is of the correct rating for the appliance and it is free from any sign of overheating and in physically good condition.
 - c) The Appliance – the appliance will be inspected to ensure that it is in good working order, including ensuring that it switches on and off properly and the casing or cabinet has no damage that could result in access to live parts.
- 4) Testing:
 - a) Polarity Test (only carried out on extension cables and supply leads)
 - b) Earth Continuity Test (not carried out on Class II appliances that have no earth)
 - c) Insulation Resistance Test
 - d) Operational Test (if possible)
 - e) Earth Leakage Test (if Operational Test carried out)
 - f) Tests on computer equipment are "soft tests" of 200mA on earth continuity. No operational tests are carried out on computer CPUs.
- 5) Labeling
 - a) A label will be attached to each appliance that passed testing with the Appliance ID and "Retest Due" date. This label will be of the type "mark and seal".
 - b) Appliances that fail testing will be labelled DO NOT USE Failed Safety Test.
- 6) Documentation: Appliance Register, Fail Certificates (if applicable), Pass Certificates, Display Certificate will be sent after the completion of testing on the premises and data being processed at Head Office. It is our aim at ElectrAtest to provide these within 2 working days of the completion of testing, along with the invoice.
 - a) Appliance Register – A complete register of all equipment tested on the premises
 - b) Fail Certificates - Appliances that failed testing will be reported on red paper showing details of the reason for fail and recommendations
 - c) Invoice
 - d) Pass Certificates – Full details of all test results for appliance that passed testing
 - e) Display Certificate – A Certificate for display in the staff room, notice board or reception to advise that the appliances on the premises have been tested for electrical safety