

[PAT TESTING METHOD STATEMENT]

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STAFF SECONDED FOR CONTRACT

Head Office:

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Brian Nolan: Quality Inspector & NIC EIC Supervisor

Field Engineers:

Josh Davies: Qualified to City and Guilds 2377-601, Asbestos Awareness Trained

Mark Jones: Qualified to City and Guilds 2377, Asbestos Awareness Trained

Martin Else: Qualified to City and Guilds 2377, Asbestos Awareness Trained

PROGRAMME PLANNING

- Within 14 working days of award of the contract, CET will submit and agree a full annual programme for all works covering the required Portable Appliance Testing (PAT)
- All dates contained within this programme will be agreed between CET and the relevant Facilities Managers/Duty Holder or other responsible persons, and equipment will be made accessible for service on the agreed dates.
- Engineers would be scheduled to complete the works as per client time requirements
- Additional requests can be accepted via email from any department within the University with a valid PO and site contact. These can be processed straight away and scheduled to be completed within 21 days.

SYSTEMS AND PROCEDURES

Our procedures are well established. Jobs are entered onto our system by the contract administrator, scheduled for response in line with the requirements of the contract.

All engineers' movements are tracked using our telematics systems. Reports and test results are uploaded via our Bespoke APP system by the Engineer, facilitating total transparency in terms of testing procedures. Test results are available to the client within 24 hours of the site being completed, once all checks are completed by the Account Manager.

TESTING PROCEDURES

CET's in-service testing procedure shall be as follows:-

- Preliminary visual inspection
- Earth continuity tests (for Class 1 equipment)
- Insulation testing (Which may sometimes be substituted by touch current measurement)
- Functional checks.

VISUAL INSPECTIONS

Our engineers will consider:-

- Suitability of the equipment for the use and environment
- The equipment should be assessed for its suitability for the environment or the nature of the work being undertaken.

All results will be recorded.

Checks will also be made to ensure the equipment is installed and is being operated in accordance with the manufacturer's instructions. Checks will include:

- Cables are located to prevent damage occurring
- Means of disconnection/isolation are readily accessible
- Adequate ventilation and cooling and no obstruction of ventilation points
- Cups, plants and work material are placed correctly to prevent spillage
- Equipment is positioned to avoid strain on the cables or cords.
- Equipment is being operated with covers in place and any doors closed
- No Indiscriminate use of multi-way adaptors and trailing socket outlets
- No unprotected cables run under carpets

EQUIPMENT CONDITION

Before inspecting any equipment, the user will be asked if they are aware of any faults and if the equipment works correctly.

The following will be inspected:

- The flexible cable
- The socket outlet (if known), or flex outlet
- The appliance - does it work and is it free from cracks or damage
- The plug

PLUG TOP CHECKS

The CET engineer will:-

- Check detachable power cords to Class 1 equipment incorporates an earth cable
- Check for signs of overheating
- Carry out an internal inspection; cord anchorage, wired correctly, connections are tight
- If non-rewirable plug; cord anchorage
- Check correct size fuse is fitted with British Standard or ASTA markings
- Check plug cover properly fitted
- Check the flexible cable connections and anchorage at the equipment, if practical

Please note: Some of these checks may not be possible where non-rewirable plus are fitted to the equipment.

TESTING PROCEDURES

Once the appliance has successfully passed the visual inspection, the following procedures will be completed:

- Earth bond continuity tests
- Insulation resistance testing
- Functional checks

EARTH BOND TEST

(CLASS 1 EQUIPMENT ONLY):

The CET engineer will ensure that readings are less than $0.1+R$ Ohms

INSULATION RESISTANCE TEST

(The applied test voltage recommended is 500 Vdc)

- Class 1 heating equipment greater than 3kW 0.3M Ohms
- Class 1 All other equipment 1M Ohms
- Class 2 Equipment 2M Ohms
- Class 3 Equipment 250k Ohms

TOUCH CURRENT METHOD

The CET engineer will ensure that the following apply:

- Class 1 Handheld Appliances 0.75mA
- Other Class 1 Appliances 3.5mA
- Class 2 Appliances 0.25mA

The CET engineer will also carry out load/run tests.

All test results will be collected using hand-geld equipment and uploaded to our management system.

TEST RECORDS

CET maintains records of tests in perpetuity/as required by each individual client.

Our records will include:

- A register of all equipment
- A record of formal visual inspections and tests
- A repair register
- A register of faulty equipment

LABELLING EQUIPMENT

Once tests are successfully completed, a label will be attached to the appliance indicating:

- Appliance Number
- Whether the unit has passed or failed
- Test Date
- Next test due date
- Tester's identity

On completion of the tests, the CET engineer will notify the Manager that the work has been finalised and outline any key areas of risk or concern. The Manager will have an opportunity to discuss any aspects of the work carried out, at this stage.

- The CET engineer will request a worksheet sign-off
- In line with Client requirements, the site logbook will be updated
- The CET engineer will sign off site

The test results will be delivered to the Facility/Estates Manager within the agreed timescale. Our reporting package contains a summary of the tests and detailed analysis of each item tested.