



## Method Statement for Portable Appliance Testing

**Correct PPE will be worn where and when relevant by all PTS operatives on site.**

### Initial Approach on Site

PTS Senior PAT test engineer will make himself known to the client's representative upon arrival on site, and explain the schedule and purpose of work to be carried out. This person will then be asked to accompany our engineer around the site to give instruction on which appliances are to be tested in accordance with Risk Assessment undertaken by the duty holder, to highlight out any sensitive areas and confirm any arrangements/appropriate times that have been made for shutting down any equipment. This person will be advised of any concerns and items that fail. Unless otherwise instructed, each item of equipment will be turned off from the main electricity supply before testing.

### Standards for Testing

Inspection & testing will be carried out in accordance with IEE's Code of Practice for In-service Inspection & Testing of Electrical Equipment. This includes the following types of electrical equipment as detailed in the IEE's Code of Practice: *portable appliances; moveable or transportable equipment; hand held appliances; stationary equipment or appliances; fixed equipment or appliances; appliances or equipment for building in; IT equipment and extension leads; and multiway adaptors.*

### Equipment Identification

For each appliance, a decision shall be made as to which tests are appropriate depending on the type of equipment, e.g., Class 1, Class 2, etc.

### Inspection

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

Plug – this is examined to ensure it is in physically good condition, is free from cracks, or damage and signs of overheating, and that the pins are insulated. The plug top is removed to establish the outer sheath of the flexible cable is securely gripped by the cable clamp, the terminals sufficiently tightened, and is correctly wired. The fuse is examined to ensure it is of the correct rating for the type of appliance.

Flex – this is inspected ensuring its length is suitable and safe for the equipment and the way it is used; it is in good condition and free from splits, fraying or damage.

Appliance – the appliance, its casing or cabinet is inspected to ensure it is free from damage, cracks, etc., that could allow access to live parts; that it switches on & off properly; is in good working order and operates safely.

***Any minor faults identified during the visual inspection, for example: damaged 13amp plugs, incorrectly rated fuses, loose connections, will be rectified prior to the testing procedure.***



## Testing

Subject to a satisfactory visual inspection, the following tests will be carried out were relevant:

- a) Earth Continuity Test – applies to Class 1 appliances only  
**Tests on computer equipment are “soft tests” of 200mA on earth continuity**
- b) Insulation Resistance Test
- c) Operational Test  
**No operational tests are carried out on computer CPUs**
- d) Earth Leakage Test  
**Only carried out if operational test applies**
- e) Polarity Test – only applicable to power leads and extension cables

## Labelling

Each piece of equipment will be given a unique code number; this will be used to identify it against the test results report. For appliances that pass the Inspection and Test, a ‘Passed Electrical Safety Test’ label will be attached stating the date tested, along with the initials of the engineer conducting the testing. Failed appliances will be labelled with a ‘Failed Do Not Use’ label, then removed from service and brought to the attention of the client representative on site.

## Results

For Clients’ peace of mind, PAT test results are kept on PTS database for a minimum of 5 years.

## Documentation

On completion of testing, a report will be issued listing all appliances by Identification number, description, location at the time of testing, any repairs carried out and the result of all tests performed. Appliances that fail testing will be listed separately and highlighted in red. This report can be produced on paper format in a bounded file, or electronically as a pdf file, to suit the client.

In addition to the report, a certificate shall be provided for display on the premises to advise that all portable electrical appliances have been tested for electrical safety.

**PTS endeavour to produce documentation electronically within 2-3 working days of testing, or sooner if required.**

