



PORTABLE APPLIANCE TESTING

24 Old Road  
Coggeshall  
Essex  
CO6 1RS

Patpass Limited  
Specialist Portable Appliance Test Engineers

METHOD STATEMENT

<b>Client Provisions:</b>	On arrival to site the engineer will make himself known to the appointed client contact. He will acquaint himself with health and safety procedures required on site and confirm to any induction for H&S required.
<b>Working Area:</b>	The Engineer, with the co-operation of the appointed client contact will identify a safe working area to carry out testing. This could be a single area for hand tools or a more spacious office environment.
<b>Guidlines for Testing:</b>	All testing will be carried out to the IEE code of practice to all electrical equipment housing a plug. This would include office equipment, catering/kitchen equipment, tools and machines including 110v hand tools and 32amp 3 phase equipment.
<b>Visual Inspection:</b>	The engineer will carry out an initial visual inspection of the equipment and check fuse ratings are within accordance as required.
<b>Class 1 Appliances:</b>	An earth bond continuity test will be carried out wherever possible to ascertain a good earth path between the earth pin on the plug and the appliance housing.
<b>Class1 &amp; ClassII</b>	An Insulation resistant test will be carried out to ensure the internal insulation of the appliance is that as required of that particular piece of equipment.
<b>Labelling:</b>	The appliance will be tagged with its own unique ID number and barcode along with an indicator of when the next test is due. Any appliance that fails any part of the test procedure will be identified and brought to the attention of the clients appointed contact.



PORTABLE APPLIANCE TESTING

24 Old Road  
Coggeshall  
Essex  
CO6 1RS

**Documentation:**

On completion of testing the engineer will send all test data to our office and the following reports will be issued.

**Concise Test Results:**

- 1) This report will list all appliances and their respecting unique ID number & barcode and will have a pass/fail indicator on the appliance line of the report. It will be broken down by Client – Site – Location and this will form part of the reporting pack.

- 2) **Detailed Latest Test Results**

This report will clearly show all tests carried out by the engineer to each appliance tested on site. It will include visual inspection, earth continuity, insulation resistance all where applicable for the relevant type of appliance.

**Certificate:**

A certificate will also be issued showing next test due, date and a valid from date.

All reports will be electronically produced in a PDF format. Should the client require a hard copy of the report and certificate, these are available from our office at no extra cost.

Your certificate should be displayed in a prominent place within your business to confirm compliance to Health and Safety recommendations with regard to portable appliance testing (PAT Testing).