#### Safety Office

#### Reviewed: 17th July 2012

Appendix 3 – Portable electrical appliance inspecation and testing record sheet

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Appliance description: | | | | Serial No: | | | Purchase Date: | |
|  | |  | |  | | |  | |
| Location: | | Dept/School Ref No: | | Insulation class: | | | Fuse Rating: | |
| Formal visual inspection frequency: | | | | Combined inspection and testing frequency: | | | | |
| Test date: |  |  |  |  |  |  |  |  |
| Tested by (BLOCK CAPITALS) |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Visual  Inspection | Visual check: |  |  |  |  |  |  |  |  |
|  | Plug and cable terminations: |  |  |  |  |  |  |  |  |
|  | Fuse rating correct: |  |  |  |  |  |  |  |  |
|  | ON/OFF switch ok: |  |  |  |  |  |  |  |  |
|  | Indicator lamps functioning: |  |  |  |  |  |  |  |  |
| PASS INSPECTION or FAIL INSPECTION | |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Electrical  Testing | PAT – Pass/fail, OR: |  |  |  |  |  |  |  |  |
|  | Earth bond test (25 AMP) |  |  |  |  |  |  |  |  |
|  | Earth bond test (4 AMP) |  |  |  |  |  |  |  |  |
|  | Insulation test M |  |  |  |  |  |  |  |  |
|  | Operation: |  |  |  |  |  |  |  |  |
|  | Load test KVA: |  |  |  |  |  |  |  |  |
|  | Earth leakage test: |  |  |  |  |  |  |  |  |
| PASS TEST or FAIL TEST | |  |  |  |  |  |  |  |  |
| Comments: | |  |  |  |  |  |  |  |  |
| Signature: | |  |  |  |  |  |  |  |  |