#### 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) |  |  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ElectricalTesting | 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: |  |  |  |  |  |  |  |  |