



## METHOD STATEMENT FOR PORTABLE APPLIANCE TESTING

On arrival the engineer will check that the working environment is safe to do work in, from there they will then check to make sure that all the appliances are appropriate to be used in the environment they are intended for. Before any testing can be carried out, the appliance in question must have all its details logged (description, location, etc).

Then a visual check is carried out, this is to check that the plug, lead, cord outlet and casing of the appliance is in good condition (no cracks, nicks, slices and overheating, etc), and that it has the correct rated fuse in the plug. A check is also made to assess that the appliance operates correctly.

The engineer will carry out any minor repairs required, such as replacing a cracked plug top or one without insulation on pins, reconnecting appliance or plug top, replacing correct rated fuse. A qualified Electrician will only carry out all the repairs.

All appliances will be disconnected from any networks and only now can the appliance be plugged in to the automatic appliance tester (Supernova Plus or Primetest 300) and tested.

Each appliance is given its own unique numbered barcode; this will enable us to track its history throughout its working life. The engineer will determine which class the appliance falls in and select the necessary test sequence. Once the appliance has been tested it will then have the appropriate **passed** or **failed** label put on it so it is clearly visible to all users

The appliance tester is then download into a database (Pat Guard Plus) ready for reports to be printed. These can also be provided on CD as a PDF file; this will enable the client to print reports and certificates as and when required and view all test results.