

Portable Appliance Testing & Test Frequency Interval Policy

All Electrical Equipment should be checked and maintained to comply with: Regulation 4 (2) of the Electricity at Work Regulations 1989 which states: "As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as reasonably practicable, such danger".

MJ Church (Plant) Ltd will test Portable electrical equipment at the guideline intervals given in the schedule and record the findings.

All Portable electrical items should be visually checked (where possible) by the user prior to use for signs of:

- Damage to the cable covering (cuts, abrasion-except light scuffing).
- Damage to the plug (disconnect if removing from socket) for cracked casings or bent pins.
- Non standard joints including taped joints in the cable.
- The outer sheath of the cable is gripped within the plug (no coloured wires showing).
- Signs of the equipment being used in conditions where it is not suitable (wet, dusty workplace).
- Damage to the outer covers of the equipment or obvious loose parts or screws.
- Signs of over heating (burn marks or staining).

If any of the above are found the item should be removed from service (marked accordingly) and the defect reported to the line manager.

Periodic Formal Inspections as shown in the Schedule will be undertaken to include removal of the plug cover (unless moulded where only the fuse can be checked) to check:

- A correct and proper fuse is being used.
- The cord grip is holding the outer sheath tightly.
- All wires are attached to the correct terminal.
- No bare wires are visible (except at the terminal).
- The terminal screws are tight.
- There is no sign of internal damage, over heating or entry of liquid, dust or dirt.

Combined Inspection and Testing as shown in the Schedule will be undertaken:

- On earthed equipment.
- On Cables (leads) extension leads, and plug gangs (dependant on type of equipments its connected to)
- Where there is reason to suspect the equipment is faulty, damaged but cannot be confirmed by visual inspection.

Frequency Schedule

Equipment / Environment	User Checks	Formal Visual Inspection	Combined Inspection and Test
Battery operated (less than 20V) Extra low voltage (less than 50V) telephone equipment, desk lights	No	No	No
Information Technology: Office Equipment	No	Up to 3 years	No (if double insulated)

Computers, Printers, VDU Screens, Scanners, Photocopiers, Fax machines, Fridges, Microwaves. (Rarely moved)			otherwise Up to 3 years
Double Insulated equipment. NOT HAND HELD Fans, lamps, laminators, Laptops, Phone chargers, transformers to lower voltage. Fridges, Microwaves. (moved occasionally)	No	Up to 3 years	No
Double Insulated equipment. Hand Held Equipment, Workshop equipment, Site Equipment.	Yes	12 Monthly	No
Earthed Equipment (Class1) Kettles, Microwaves, Workshop Equipment, Site Equipment.	Yes	12 Monthly	12 Monthly
Cables (leads) and Plugs Connected to above	Yes	Up to 3 years (depending on the type of equipment connected to)	Up to 3 years (depending on the type of equipment connected to)
Extension leads & plug gangs Connected to above	Yes	Up to 3 years (depending on the type of equipment connected to)	Up to 3 years (depending on the type of equipment connected to)

Property Fixed Wire tests will be undertaken every 5 years.

For & on behalf of MJ Church



S.P. Blower
Managing Director

Last reviewed: April 2017