

PAT Testing Method Statement

On site, the testing engineer will make himself known to the person who has responsibility for Health and Safety.

A risk assessment of the work site and any potential dangers are conducted at all work sites before work commences.

Each manual handling operation/electrical risk is assessed on an individual basis by the engineer.

High visual warning cones will be used to warn off any obstructions, as necessary.

Visual Inspection

Before any testing is carried out the following visual inspections will take place:

1. Flexes will be checked for cuts, fraying, stress or any other damage.
2. Plug tops will be inspected for BS conformity and signs of overheating, and to ensure the cable is properly terminated and secured.
3. Each appliance will be checked for good working order and the casing or the cabinet will be inspected for damage or missing parts.

Appliance Testing Sequence

This will be carried out in accordance with the IEE's code of practice for in service inspection and testing.

1. Inspection
2. Testing
3. Recording test data
4. Labelling and documentation.

Failures

Any failures will be labelled accordingly and reported to a responsible member of staff or management.

All failures are disposed of within approved and recommended guidelines for the safety of the environment with permission and the full knowledge of management.

Detailed documentation on any failures will be forwarded with the test results.

Staff Compliance

All staff are instructed to comply with any company inductions regarding the Workplace Health and Safety and Welfare Regulations.

All staff are instructed on first aid and fire procedures.

All staff will adhere to the following guidelines at all times:

- Uniforms will be worn bearing the name of our organization and staff will carry ID badges.

- Protective clothing and heavy-duty work shoes will be worn at all times.
- High visual jackets will be worn on work locations if required.
- High visual hard helmets will be worn, as necessary.
- Mobile phones will not be used in any commercial or industrial areas unless approved by the client.
- Alcohol, smoking, and drugs are strictly forbidden.
- All staff will carry a copy of our company liability insurance policy.

Our company is concerned with all health and safety policies regarding industrial, commercial and residential site safety, and can be adjusted depending on the site environment.

All testing equipment, tools and ladders used by our staff are controlled, maintained, and/or serviced at regular intervals and calibrated by approved organizations. Certification is available on request.

Work equipment will be secured if required.

Our staff are instructed to report any injury or dangerous occurrence whilst in the work setting to senior management.

All waste products will be disposed of in the correct manner. Our company is concerned with the ecological effects of altering the environment and the effects of environmental pollution.