

Electrical Equipment Visual and Combined Inspection and Test Record

DETAILS OF THE CONTRACTOR

Registration No: Branch No:
Trading Title:
Address:
Postcode: Tel No:

DETAILS OF THE CLIENT

Contractor Reference Number (CRN)
Name:
Address:
Postcode: Tel No:

DETAILS OF THE INSTALLATION

Property ID:
Occupier:
Address:
Postcode: Tel No:

General Information:

Doc Certificate ID Issued Issued By Sign 

Earth Loop Impedance Test:

Socket Location: Socket Test Result:

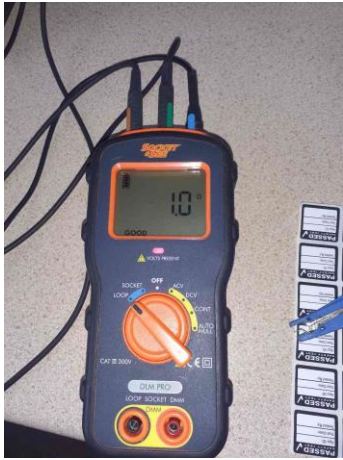
If a "Check" or "Fail" Socket Test Result is given this may not be a dangerous condition. It is dependant upon the numerical value measured on the tester, the earthing arrangement of the installation and the protective devices being used. Checks must be carried out to confirm the earthing arrangement to ensure the earth loop impedance value meets the current wiring regulations.

Comments:

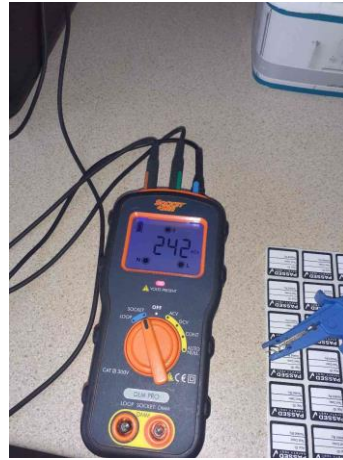
The inspection and tests were carried out in accordance with the guidance laid down by the Institution of Electrical Engineers in their Code of Practice for In-Service Inspection and Testing of Electrical Equipment. The Equipment Checked section which is provided with this certificate details the appliances tested and the results which were obtained.

Equipment Checked:

No.	Type	Location	Class (I / II)	Inspection Type	Voltage (V)	Fuse (amps)	Condition Of				Test Results				Suitable for Environment (✓ or X)	Suitable for Continued Use (✓ or X)
							Socket (✓ or X)	Plug (✓ or X)	Flex (✓ or X)	Body (✓ or X)	Earth Continuity (Ω)	Insulation Resistance (MΩ)	Polarity (✓ or X)	Functional (✓ or X)		
1	Cooker	Kitchen	I	Formal Visual	230	-	-	-	-	✓	0.35	-	-	✓	✓	✓
2	W/Machine	Kitchen	I	Formal Visual	230	-	-	-	-	✓	0.36	-	-	✓	✓	✓
3	Fridge Freezer	Kitchen	I	Formal Visual	230	-	-	-	-	✓	0.21	-	-	✓	✓	✓
4	Vacuum Cleaner	Hall (Floor 1)	II	Combined	230	13	✓	✓	✓	✓	-	>20	✓	✓	✓	✓
5	Iron	Hall (Floor 1)	I	Combined	230	13	✓	✓	✓	✓	0.11	>20	✓	✓	✓	✓
6	Lamp Table	Bedroom 1	II	Combined	230	3	✓	✓	✓	✓	-	>20	✓	✓	✓	✓
7	Lamp Table	Bedroom 1	II	Combined	230	3	✓	✓	✓	✓	-	>20	✓	✓	✓	✓
8	Lamp Table	Bedroom 2	II	Combined	230	3	✓	✓	✓	✓	-	>20	✓	✓	✓	✓
9	Lamp Table	Bedroom 3	II	Combined	230	3	✓	✓	✓	✓	-	>20	✓	✓	✓	✓
10	Toaster	Kitchen	I	Combined	230	13	✓	✓	✓	✓	0.09	>20	✓	✓	✓	✓
11	Kettle	Kitchen	I	Combined	230	13	✓	✓	✓	✓	0.10	>20	✓	✓	✓	✓
12	Microwave	Kitchen	I	Combined	230	13	✓	✓	✓	✓	0.04	>20	✓	✓	✓	✓



Earth Loop Impedance



Polarity



Appliance Test



Appliance Label

Legislation

The law requires equipment to be properly maintained if a lack of (or poor) maintenance would result in danger. As part of a maintenance activity, inspections are necessary and testing may also be required.

The law does not specify what needs to be done, by whom or how frequently (for example, it does not make it a legal requirement to test all electrical equipment every year). This allows the dutyholder to select precautions appropriate to the risk, rather than having precautions imposed that may not be relevant to a particular work activity.

Landlords

If supplied as part of a tenancy, equipment should be checked for safety periodically, as required. Each time a new tenancy is arranged, the equipment should be checked. This requirement applies to housing as well as holiday lets and other short-term property rentals.

Asset Register

It is important that those dutyholders responsible for managing electrical safety in the workplace ensure that all equipment is considered, which may require a defined scope of works to be in place for those conducting the inspection and testing process. Keeping records of the equipment that is in scope (i.e. an asset register), as well as the results of the inspection and testing process, may help identify trends in maintenance requirements.

The frequency of in-service inspection and testing

There are no specified timescales in law, or in this Code of Practice, for the frequency of inspection and testing of electrical equipment.

The frequency of inspection and testing will vary for different equipment, different workplaces and different users. There may be requirements specified by insurance companies, landlords or other interested parties.

Risk Assessment

To reflect accurately the legal requirements of Regulation 4(2) of the Electricity at Work Regulations, a robust risk assessment should be carried out, in all cases, to evaluate the frequencies between inspection and testing. This is the responsibility of the dutyholder for the equipment.

Any risk-based assessments are the responsibility of the dutyholder, for example, the facility manager, building manager or landlord, etc.

Inspection of Fixed Equipment

Fixed equipment is more difficult to inspect and test because of the nature of its attachment to the building fabric and its connection to the fixed wiring of an installation, usually via an isolator or connection unit.

Testing of fixed equipment may be undertaken during periodic inspection and testing of the fixed installation, where the frequencies of any combined inspection and testing for permanently fixed equipment are similar to those for the fixed installation. Additional formal inspections may be required for equipment that could be subjected to higher use or have a greater potential for being damaged, for example, hand-dryers, fixed hairdryers, etc.

Inspection of Built-In and Stationary Equipment

Where the plug and flex are accessible a combined inspection and test will be performed.

Where the plug and flex are not accessible without disturbing the appliance a formal visual inspection of the accessible parts of the appliance will be carried out and the protective conductor arrangements of the equipment may be checked by a continuity measurement between the protective conductor terminal and an accessible point which it connects to the fixed installation and the exposed conductive parts of the equipment.

Inspection Type

User Checks: A user check is performed by the user at appropriate intervals, normally before use. These checks will involve an external examination of the equipment, including the plug or connection point and the flex, and an assessment of the suitability of the equipment for the environment.

Formal Visual: A formal visual inspection is performed by the test operative, this consists of performing the user checks and, in addition, may include disassembly of connectors or connection points, such as fused connection units, to inspect the wiring, connections and, if fitted the fuse cable and grip.

Combined: A combined inspection and test is performed by the test operative, this consists of a formal visual inspection, electrical testing as necessary to check that the protective measure for the equipment is in good order and the equipment is in a safe condition. Functional checks are carried out a label is applied and the test results are recorded on this certificate.

References

In-service Inspection and Testing of Electrical Equipment

Health and Safety at Work (etc.) Act 1974

Electricity at Work Regulations 1989

Management of Health and Safety at Work Regulations 2003

Provision and Use of Work Equipment Regulations 1998
