



PEAK HIRE LTD

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PORTABLE APPLIANCE TESTING

METHOD STATEMENT and TEST PROCEDURE.

- 1.1 The Peak test engineer will report to the “*duty holder*” or their representative on arrival.
- 1.2 It is the duty of the company’s/ institution’s “*duty holder*” or nominated representative to make all portable appliances known to the Peak engineer, and to ensure that they are available for testing as required. “Standing/Non-Productive Time” will be charged at the rate applicable to the grade of the test engineer. (It is in all parties interest to allow the testing to be carried out as quickly and efficiently as possible with the minimum of disruption)
- 1.3 The Portable Appliance Testing will be carried out in accordance with the “Code of Practice for In-service Inspection and Testing of Electrical Equipment” Second edition, 2001. Published by the Institute of Electrical Engineers.
- 1.4 Peak will log equipment on its inventory test log. The equipment can be traced location/ or the last/next test date. Detachable mains leads will be tested as separate items.
- 1.5 The test engineer will carry out a visual check of the appliance. If the appliance fails the visual inspection the test engineer will carry out minor maintenance work to enable the appliance to be tested. If the works are beyond his remit the test engineer will fail the appliance. The appliance will be “marked-up” as **rejected** or **failed** with the live and neutral pins of the plug being taped together to prevent accidental use. No further tests will be carried out to the appliance. Note:- Plugs with uninsulated pins will be replaced.
- 1.6 If the appliance passes the visual inspection, Peak will carry out the statutory tests with any additional tests being carried out as deemed necessary by the test engineer (non-statutory tests will be carried out at the discretion of the test

engineer, free of charge).

- 1.7 If the appliance fails any test, the appliance will be 'marked-up' as failed (as item 1.5) and will be reported as a failed item on the Test Log Inventory.
- 1.8 On completion of the testing, each appliance will be tagged or given a unique identification label.
- 1.9 When all works are completed, the test engineer will report to the "*duty holder*" or their representative and detail (where possible) why items have failed. Any replaced plugs/fuses and the like can be handed over in a sealed plastic bag and the numbers confirmed or they will be disposed of as directed.
- 2.0 On return to the office, the test engineer's log will be entered onto our computer database and the test report will be forwarded to the "*duty holder*", together with our invoice.

3.0 Daywork/Repair Rates:

The "Daywork Rate" for a test engineer is £30.00/hour

Cord Grip Repairs (Work Code-A) – Inclusive

Plug Refit (Work Code-B) - £2.30

Fuse Replacement (Work Code-C) - £0.30

Plug Replacement BS 1363/A (Work Code-D) – £2.85

Flex/Cord Replacement and Sundry Works – Cost + 20%