



Britannia Fire Compliance Company Ltd

Keeping You Up To Code.

METHOD STATEMENT
(PAT Testing)

I can confirm that I have read, understood and will follow the content of this Method Statement and Risk Assessment.

Name	Signature	Date

Please Note: - if at any time the site conditions alter with regards to this Method Statement, the operative must stop work immediately and inform the site supervisor. A new Method Statement must then be issued and read before work can re-commence.

1. Project Details	1.1 Site Name: 1.2 duration of works:
2. Works	2.1 Description of works: Combined inspection and testing of in-service electrical equipment. 2.2 Area where works to be carried out:
3. Resources	3.1 Personnel on site: Mathew Richards & Terry Hughes All personnel working on site are Bilingual (Welsh & English) 3.2 Supervision carried out on site by senior engineer 3.3 Health & Safety Representative on site: Senior engineer

<p>4. Equipment & Consumables</p>	<p>4.1 Equipment to be taken on site: Tool box containing hand tools, Portable appliance tester.</p> <p>4.2 Consumables: Fuses,13 amp Plugs, flex and stickers.</p>
<p>5. Personal Protective Equipment (PPE)</p>	<p>5.1 All engineers on site are issued with the following: Site safety hard hat conforming to EN397 1995 rigor gloves for general purpose use, conforming to EN 420&388 2003 4142 ear defenders, conform to EN 525-1 2002 vented dust masks safety spectacles conforming to EN166 High visibility vest, foot were with steel mid sole and toecap padded ankle protection and high grip sole conforming to EN345.</p>
<p>6. Emergency Procedure</p>	<p>6.1 Any accident, injuries or dangerous occurrences will be reported to our on-site health and safety representative and main site contractor's representative. Any incidents to be recorded. This will be carried out in accordance with RIDDOR guidelines and our company policy</p> <p>6.2 First Aid: Our on-site vehicles carry standard first aid kits. Engineers have first aid knowledge, but are not all fully qualified. All engineers will ensure they are aware of who is a qualified first aider.</p>
<p>7. Control Measures</p>	<p>7.1 All in section and Testing will be carried out in accordance with the IEE's Code of practice for in-service inspection and testing of electrical equipment. This includes the following types of electrical equipment as detailed in the IEE's code of practice: portable appliances, movable or</p>

	<p>transportable equipment, hand held appliances, stationary equipment or appliances, fixed equipment or appliances, appliances or equipment for building in IT equipment and extension lead and multiway adaptors.</p> <p>7.2 Manual Handling: All equipment to be manoeuvred into position using the correct equipment and manual handling methods.</p> <p>7.3 Health & Safety Policy: Our health and safety policy is issued to all are engineers & operatives, which they Singh to say they have read and understood. We ensure that all engineers receive training prior to them attending site on are behalf. Prior to works commencing all engineers will attend a site induction and make them self-aware of site evacuation assembly points, position of first aid personnel, areas they can't go and site rules</p> <p>7.4 Permits to Work: (not required for this installation) a hot works permit will be obtained from the site agent when required. Fire extinguisher equipment will be to hand. No area where hot works has been carried out will be left unattended until one hour after work has been completed.</p> <p>7.5 Working environment: Working areas will be kept clear at all times to reduce the risk of trip hazards. All rubbish will be disposed of in an appropriate manner. Where appropriate suitable barriers and warning signs will be affixed in the working area.</p>
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	<p>7.6 Tools & Equipment: All tools and equipment are suitable and adequate for their purpose and shall conform to the relevant requirements of the construction regulation and British standard. All guards and trip switches will work effectively and will not be removed or by passed. Any lifting gear will be properly marked with an identity number and safe working load. All electrical hand tools shall be 18v battery tools. All engineers are competent in the use of powered and non-powered tools, and when operating will wear full personal protective equipment.</p>
<p>8. Environmental & Sustainability Policy</p>	<p>8.1 Our company makes a determined effort to ensure any actions associated with the company are not detrimental to its neighbours, the local community or the environment as a whole. We have a health and safety policy which they all adhere to. The company as a whole works towards a safer cleaner environment, complying with all legislation and becoming more energy efficient.</p> <p>8.2 Where possible and when requested the company employs a reputable scrap metal company to dispose of metal and equipment.</p> <p>8.3 It is the policy to work with all customers and relevant parties to ensure that continual environmental improvement is promoted and takes place, through work practices and employee education, wherever possible ensuring wise use of resources to minimize waste generation and to maximize the</p>

	<p>efficient use of energy and materials.</p> <p>8.4 Sustainable purchasing is encouraged with all employees and we regularly check that equipment is not going to waste unless absolutely necessary. Where ever possible we would encourage are customers to recycle waste where it can't be eliminated.</p> <p>8.5 We ensure via ore works that all pollution is kept to a minimum and prevented where ever possible. Our customers are informed innmediately of any concern we may have in respect of noise, air or water pollution.</p> <p>8.6 Vehicles: To minimise fuel consumption optimal journey planning is encouraged, all vehicles are maintained regularly to maker's specification, and the makes and models have been selected for their efficiency and emissions.</p>
9. Specific Sequence of Operations	<p>9.1 Engineers to report to designated personnel on site, sign in and attend induction process. Site attendance log to be completed each day. Any working restrictions will be noted and adhered to.</p> <p>9.2 All vehicles to be parked in designated area. Off load materials and tools required. All tools and materials to be stored and kept in agreed location, in a safe and tidy manner until ready for use.</p> <p>9.3 Area where installation is to be carried out to be cleared of obstructions and checked to</p>

	<p>ensure it is ready for equipment to be sited, including pathway to and from.</p> <p>9.4 Equipment to be assembled in accordance with the manufacturer's instructions.</p> <p>9.5 All equipment to be tested in accordance with manufacturer's instructions, and IEE code of practice.</p> <p>9.6 Site to be left cleared of any waste material's, packaging, and left clean and tidy after the testing.</p>
10. Initial Approach on Site	<p>10.1 BFCC senior engineer will make himself known to the client's upon arrival on site, and explain the schedule and purpose of work to be carried out. This person will then be asked to accompany the engineer around the site to give instructions on what work is to be carried out in accordance with risk assessment under taken by the duty holder, to highlight out any sensitive areas and confirm any arrangements/ appropriate times that have been made for shutting down any equipment. This person will be advised of any concerns and items that fail.</p>
11. Equipment Identification	<p>11.1 When PAT testing for each appliance, a decision shall be made as to which tests are appropriate depending on the type of equipment e.g. Class 1 Class 2 etc.</p>

12. Inspection	<p>12.1 When PAT testing a visual inspection of appliance will be carried out prior to any testing. The inspection includes the following: Plug – this is examined to ensure it in physically good condition, it is free from cracks, or damage and signs of overheating, and that the pins are insulated. The plug top is removed to establish if the outer sheath of the flexible cable is securely gripped by the cable clamp, the terminals sufficiently tightened, and is correctly wired. The fuse is examined to ensure it is of the correct rating for the appliance and bears the correct markings. Flex – this is inspected ensuring its length is safe and suitable for the equipment and the way it is used, it is in good condition and free from splits tears burns fraying and any damage. Appliance – The appliance, its casing or cabinet is inspected to ensure it is free from damage, cracks etc. that could allow access to live parts, that it switches on and off properly, is in good working order and operates safely.</p>
13. Testing	<p>13.1 Subject to satisfactory visual inspection, the following tests will be carried out where relevant.</p> <p>13.2 Earth continuity test – applies to class 1 appliances only, tests on computer equipment are “soft tests” of 200mA on earth continuity. Insulation resistance test. Operational test, no operational tests are carried out on computer CPU’s. Earth leakage test, only carried out if operational test applies. Polarity tests, only</p>

	applicable to extension leads iec cable.
14. Labelling	14.1 Each piece of equipment will be labelled with a unique code number, this will be used to identify it against the test results report. For appliances that pass the inspection and testing a “passed electrical safety test” labile will be attached stating the date tested, along with initials of testing engineer. Failed items will be labelled with a failed do not use label, then removed from service and brought to the attention of the client representative on site.
15. Results	15.1 PAT testing record are kept for a minimum of 10 years.
16. Documentation	16.1 On completion of testing a report will be issued listing all appliances by identification number, description, location at the time of testing, any repairs carried out and the results of all tests performed. Appliances that fail testing will be listed and marked as failed. This report can be produced in paper format or electronically. To suet the client. In addition to the report a certificate shall be provided for display on the premises to advise which appliances have been tested for electrical safety. BFCC shall endeavour to produce documentation within 48 hours of testing.