



METHOD STATEMENT

Portable, Transportable & Fixed Appliance Inspection & Test Programme

This method statement provides a safe system of work and must be adhered to at all times. Significant deviations must be authorised by the office, Paul Green or a representative of the client.

This document should be read in full before commencement of work.

A copy of this method statement should be retained by establishments where Portable Appliance Testing (PAT) is carried out using Scientia Services Planned Maintenance Programme or an alternative programme of testing. By ticking the appropriate box on the Portable Appliance Testing Confirmation Form you verify that this document has been read and retained. The Portable Appliance Testing Confirmation must be completed prior to commencement of work. Please email or post to us at the address below or hand to the engineer on their arrival.

In an Emergency:

If needed call emergency services
on: 999 / 112

Paul Green can be reached on:
07831 328492

Or call the office on:
01494 865660



Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Scientia Services Limited

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by the office or Paul Green or a representative of the client. **Please read the entire sheet before beginning, if you have any questions please contact the office or Paul Green**

The main hazards to your safety and health are;

- a) Injury from slips, trips and falls.
- b) Injury from Manual Handling
- c) Injury from contact with Electricity
- d) Injury to other adults, children & visitors during works.
- e) Injury from energising appliance under test

Preventative Measures Scientia has taken;

- a) All engineers are competent & more than qualified to carry out the task. (In-house training. City & Guilds 2377. External refresher courses. Experience).
- b) Barriers and/or warning signs must be placed around the work area where necessary.
- c) To isolate any electrical supply to the equipment being worked on.
- d) Training and experience to familiarise engineer in use of all types of appliance which may be encountered.
- e) All engineers have Enhanced CRB Disclosure (renewed every 3 years).
- f) All engineers specialise in establishments with young persons & vulnerable adults.

Personal Protective Equipment worn;

- a) Toe protection shoes should be worn
- b) Some establishments may require high visibility vests
- c) Some establishments may require aprons (food hygiene)
- d) We may have to enter or pass through a construction site and local requirements will be followed.

Environmental Protection Measures you must take;

- a) We will dispose of any waste to a designated area provided for waste & recycle where appropriate.

Quality Control

- a) All our engineers will comply strictly to the following procedure to ensure quality of service.
- b) Randomly selected areas may be selected for re-inspection by Paul Green or another engineer so as to maintain the quality of service expected.

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General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised.

Staff & Training

This inspection & test of your portable appliances will be carried out by our employed staff for your establishment. All members of staff are experienced time served engineers, all with the necessary qualifications and experience. **Scientia Services Limited** has an ongoing program of training.

PPE

All engineers will wear hard hats, safety boots, protective clothing, high visibility vests, eye protection and gloves if and when necessary.

Preparation & Induction

All members of staff required to work on this contract will be given copies of risk assessments and method statements, any queries or concerns will be raised with the designated engineer who will ensure it is dealt with. Staff will be inducted onto site by a representative of the establishment and will follow all establishment rules and safety procedures.

Welfare

Your establishment is responsible for providing adequate washing, toilet, drying and refreshment facilities for Scientia Services staff. The engineers are responsible for ensuring that such welfare facilities are first of all provided by the establishment and that they are maintained in a clean and wholesome manner.

It may be necessary occasionally for our engineers to identify suitable local amenities & discuss with representatives of the establishment which facilities can & cannot be used.

Your establishment is responsible for providing a comfortable working environment. (e.g. an acceptable working temperature during winter closure periods)

First Aid

It is the responsibility of Scientia Services to ensure basic first aid provisions for the engineers. It is the responsibility of the engineer working in your establishment to familiarise him /her with the establishment's first aid facilities & personnel.

Access / egress

The establishment is responsible for providing safe access and egress to the site, Scientia Services staff will ensure safe access and egress is maintained for themselves and all others in or near their area of working. Good standards of housekeeping will be maintained.

Material Handling

All test equipment required for site will be unloaded in a designated area. The testing station will be kept tidy to minimise hazards. All staff will take care when handling materials.

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Manual Handling

All engineers have been instructed on the potential dangers of manual handling, and have received manual handling training. Engineers will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible. It is the responsibility of the engineer to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all engineers have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. We have read and understood HSE leaflet [INDG402 the Safe use of Ladders & Stepladders](#).

Contractor/Visitor Safety

Our engineer(s) will liaise with the establishment staff on a day to day basis and ensure they are aware of any risks present during the inspection & test programme. A site plan should be provided. Our engineers will not leave any area of work in a dangerous condition or with risks to themselves or others. All test equipment will be stored safely at the end of each day. Scaffold, ladders and any other access to height will be made inaccessible.

Tools and Electrical Equipment

All our test equipment has a current calibration certificate. Some of the engineer's equipment has been made or modified to serve a specific purpose. The engineer cannot allow any of the test equipment to be used by establishment personnel as it may not be fit for general use.

The Working Day

Our core times for engineers on-site will be 08.30 – 16.30. It may be advantageous to the establishment to allow earlier starting (e.g. in schools to work in classrooms before classes begin) or late finishing (e.g. evening work in offices at a time when offices are free)
Work times outside the core times to be discussed with the engineer directly or the office.

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Task Description

This method statement describes the work process for the Portable Appliance Testing of electrical appliances (portable, transportable & fixed)

Step by Step Process

On arrival

- 1) Refer to the establishment's Health & Safety for information when signing in and starting work.
- 2) Report to the Site Manager, Manager, Headteacher before commencing work in any area.
- 3) Confirm that access to cupboards is allowed. If not then equipment is made accessible within the room.
- 4) Visually check all test equipment for signs of undue wear or damage, particularly plugs and cables, step ladders.

The Inspection & Test procedure

- 1) **Locate appliance to be tested.** There is no need to move your appliance to a central place. We work off a trolley or work station in situ.
- 2) **Turn off Appliance.** Checking it is safe to do so, in the case of computers, telephone systems, life support machines! etc.
- 3) **Unplug / Disconnect Appliance.**
- 4) **Visual Check of Appliance.** Our engineers are able to ascertain and apply the appropriate tests to establish the safety & suitability of the appliance based on certain factors. *Age, usage, type, environment found in, general condition, relation to other appliance's, test history, design, known problems with similar appliances.* The appliance, mains cable and plug are examined for a formal visual inspection. Appliance is checked for *general condition, all parts in place & secure, no physical damage.* Cable checked for *cuts, abrasions, overheating, type, aging, insulation integrity.* The plug is checked for *damage, wiring, fuse, connectivity, tracking, wear to pins.*
- 5) **Remedial work** carried out to appliance to enable testing to continue. This may include replacement fuse, new plug, new heavy duty plug, retermination of existing plug. These do not incur an additional charge.
- 6) **Testing** using a sophisticated Portable Appliance Tester, applying the appropriate tests for that appliance to confirm its condition. These include earth path integrity & efficiency, insulation resistance of appliance & cord set at component level, on-load tests when appliance is working including earth leakage.
There are many other tests at our disposal to help ascertain the safety and functionality of the appliance under test. They will include where appropriate, *substitute leakage, protective earth conductor current, touch current, earth loop resistance, RCD trip time.*

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IEC leads (cord sets) are tested in 3 stages for *continuity, insulation & polarity*.

- 7) **Data** stored on hard drive of Portable Appliance Tester.
- 8) **Label Appliance** for identification with a permanent bar coded asset number & a label with test date & next test due, colour coded for current year.
- 9) **Reconnect/ return** appliance if PASS status obtained.
- 10) Depending on the severity of the fault, remove plug / fuse / leave disconnected if **FAIL** status occurs. Marked **FAIL DO NOT USE** with a rejected label explaining the reason for the failure. As far as is reasonably practicable all faulty equipment to be taken to a central location & a responsible person notified accordingly.
- 11) **Repeat** process for all appliances on site.
- 12) **Download** test machines and produce report, certificate & data disc off site at the level dependant on service chosen.
- 13) **Client to receive** above report at present by post but in the future may include e-mail or download from website

On completion

- 1) Works will be carried out to client satisfaction
- 2) Discount voucher system explained for next inspection & test programme
- 3) Client satisfaction form
- 4) Possible further visit by Paul Green as quality control to survey a random area with approval of client.

The client's involvement in the process

- 1) The engineer will work discreetly and find areas that cause minimal disruption in which to work.
- 2) The work has to be completed in a reasonable timescale based on the charges that will be made. The engineer must be given reasonable access at all times to enable him / her to work at all times.
- 3) Site map to be provided.
- 4) The client can assist the engineer:-
 - ◆ in providing timetables of vacant areas.
 - ◆ by modifying the day to facilitate the inspection & test programme to run smoothly.
 - ◆ by having keys available for access.
 - ◆ by informing staff & clients of the impending test programme.
 - ◆ by informing the engineer of appliances / areas that are difficult to find & could therefore be easily missed.

Additional Information

- 1) For the inspection & test of stage lighting equipment see Method Statement appendix 1

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