

COLTEST LTD

INFORMATION & GUIDANCE NOTES FOR PORTABLE APPLIANCE TESTING

The ELECTRICITY AT WORK REGULATIONS for the safe use of electricity and electrical appliances in the workplace and public places came into force in APRIL 1990. These Regulations place a legal onus on every employer or persons deemed responsible (the Duty Holder) by the Health & Safety Executive (HSE) where portable electrical appliances are used to ensure that they are in a safe working order to prevent injury or death. Electrical appliances that do not belong to your company, but have been brought onto the premises by members of staff are also the responsibility of the Duty Holder under these regulations.

Portable electrical appliances are interpreted as any item which plugs into a socket, covering such items as kettles, white goods, vacuum-cleaners, power tools through to business machines such as computers, facsimile machines, etc. Three phase and fixed electrical machinery must also comply with these statutory regulations.

The guidelines stating the frequency of testing used by COLTEST LTD are those issued by the Institute of Electrical Engineers (IEE) and the HSE. Frequency of testing varies considerably due to the differing environments and the amount of use of the particular appliance. The onus however is on the Duty Holder to ensure that the tests are carried out at the correct frequency. We will make recommendations for you based on the above to satisfy the demands of the regulations. We feel that infrequently used appliances or those in low risk environment only need tested once every twelve months. Appliances in public places, however, where the Duty Holder has no control over usage or the environment such as workshops, are classed as high risk and should be tested as frequently as every three months. The table of retest frequencies, based on HSE and IEE regulations and our own experience is reproduced on the attached schedule.

All appliances should be regularly maintained by inspection and/or testing and records of this inspection/testing must be kept. Our computerised system stores all records in a computer database for a minimum period of six years.