In-service Inspection and Testing of Electrical Equipment (Combined)

Carry out inspection and testing as described below, all results to be documented using Form Vb situated in the Facilities & Maintenance office.

Before inspection and testing is carried out, the tester should obtain a copy of the previous test results so that any deterioration can be assessed and advice given accordingly. Records kept in the Facilities & Maintenance office

FREQUENCY OF INSPECTION & TESTING OF EQUIPMENT

	Type of Premises	Type of Equipment Note (1)	Class I		Class II Note (3)	
			Formal Visual Inspection Note (2)	Combined Inspection and Testing	Formal Visual Inspection Note (2)	Combined Inspection and Testing
1	Industrial including commercial kitchens	S	None	12 months	None	12 months
		IT	None	12 months	None	12 months
		M	1 month	12 months	3 month	12 months
		P	1 month	6 months	3 month	6 months
		H	1 month	6 months	3 month	6 months
2	Offices	S	24 months	48 months	24 months	None
		IT	24 months	48 months	24 months	None
		M	12 months	24 months	24 months	None
		P	12 months	24 months	24 months	None
		H	6 months	12 months	6 months	None

(1) S Stationary equipment
IT Information technology equipment
M Movable equipment
P Portable equipment
H Hand-held equipment

(2) The formal visual inspection may form part of the combined inspection and tests when they coincide.

(3) If class of equipment is not known, it must be tested as Class I

Note: Zip water boilers to be classes as commercial kitchens

On completion of schedule ensure that equipment is functioning correctly including all safety equipment

For any further information on any of the following tests refer to the 'Code of Practice for In-service Inspection and Testing of Electrical Equipment' situated in the Facilities & Maintenance office.

FORMAL VISUAL INSPECTIONS

Check the environment in which the equipment is being used for suitability

Ensure cables are not located where they are likely to be damaged

Equipment is operated with protective covers in place etc

Equipment being used for the purpose it was designed for

Check for means of isolation

(a) for normal functional use
(b) in emergency
(c) to carry out maintenance

Check the condition of the equipment:

(a) the flexible cable – is it in good condition? Is it free from cuts, fraying and damage? Is it in a location where it could be damaged or cause a trip hazard? Is it too long, too short or in any other way unsatisfactory

(b) the socket-outlet or flex outlet – is there any sign of overheating? Is it free from cracks and other damage

(c) the appliance – does it work? Does it switch on and off properly? Is it free from cracks or damage to the case or damage which could result in access to live parts? Can it be used safely?

COMBINED INSPECTION AND TESTING

In-service testing must be preceded by a preliminary visual inspection. Testing will involve the following:

(a) earth continuity

(b) insulation resistance testing (this may be substituted by touch current measurement where insulation resistance testing is not appropriate)

On completion of schedule ensure that equipment is functioning correctly including all safety equipment

INSULATION RESISTANCE READINGS

Appliance Class	Insulation Resistance
For Class I heating equipment with a rating ≥ 3 kW	0.3 megohm
All other Class I equipment	1.0 megohm
Class II equipment	2.0 megohm

MEASURED PROTECTIVE CONDUCTOR/TOUCH CURRENT

Appliance Class	Maximum Current
Class I heating appliances	0.75 mA or 0.75 mA per kW, whichever is the greater, with a maximum of 5 mA
Other Class I equipment	3.5 mA
Class II equipment	0.25 mA

Affix label part number BND 0010 for combined testing ONLY

Increment the re-test date by 1 month.

i.e. Test Date 25/06/07 Re-Test 25/07/08

On completion of schedule ensure that equipment is functioning correctly including all safety equipment