

RECOMMENDATIONS/OBSERVATIONS

*A N Other
1 Any Street
Any Place
Any Time
Any Where*

11/06/2007

For the attention of : - A N Other

Re: - In Service Inspection & Test of Portable Electrical Appliances

Dear Kieran

Further to our recent visit to carry out the Inspection and Test of the Portable Electrical Appliances at your companies' premises, here are our recommendations and observations. The frequencies have been determined with specific reference to the IEE code of practice 1989 for the in-service inspection and testing of electrical equipment and are as follows : -

User Checks:- Faults to be reported and logged and equipment withdrawn from service pending repair or disposal. Records are not required if no fault is found. Suggested frequency:- **Weekly** for all equipment. A competent member of your staff can carry out these checks. The key points to check are items 1 to 4 from part A of the technical bulletin under the heading **Full Visual Inspection.**

Combined Inspections and Tests:- The results of which are recorded and certificates issued. Recommended frequency:- **12 Monthly** for all areas. These tests to be carried out by an Electrical Test Engineer. Again the details of what these tests involve is covered in the bulletin document under part A :- **Full Visual** and part B :- **Full Electrical Tests.**

Test Programme Completed & Correct @ 11 June 2007:- Full Visual Inspection with Electrical Tests carried out, unless stated otherwise on the appliance register.

Results Overview

- **Total Tests :** - 2 tests were carried out on this occasion.
- **Test Failures :** - 0 recorded on this occasion, refer to fail certificate for specific details.
- **Test Repairs :** - 0 recorded on this occasion.

I have included in the result booklet asset and appliance registers of those items tested on this visit and a global certificate of test which can be displayed on a notice board or similar should you wish.

I trust this information meets with your approval and thank you and all staff for your co-operation whilst the testing was carried out. Should you require clarification or any additional information, please do not hesitate to call.