

SITE SURVEY REPORT

PAT Testing Record

Prepared for	Kingsgate Studios Ltd
Date	16 Sept 2026
Site	Kingsgate Studios, Sheffield
Prepared by	N. Patel

FORM

PAT Testing Record

1. Job details

Project	Kingsgate Studios, Sheffield: annual PAT testing (completed example)
Customer	Kingsgate Studios Ltd
Site	Kingsgate Studios
Site address	Kingsgate Studios, 41 Cutler Street, Sheffield
Date	16 Sep 2026
Inspected and tested by	N. Patel, Elmfield Facilities Ltd
Test instrument make and model	ExampleCo Electrical PT-200 portable appliance tester
Serial number	PT2-50318
Calibration date	11 May 2026
Areas covered	Ground floor studio, first floor offices and kitchen

What the law asks for. HSE says the law does not make inspection or testing of electrical appliances a legal requirement, nor require it every year. Equipment must be maintained so it is safe, and how often it is checked depends on the type of equipment and where it is used. There is no legal requirement to label equipment or keep records, but HSE says both can be a useful management tool.

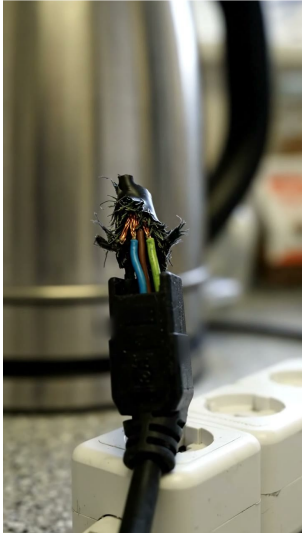
2. Appliances

Appliances 1: KS-0101

Appliance ID	KS-0101
Description	Kettle, 1.7 litre
Location	First floor kitchen
Class	Class I: earthed
Check carried out	Visual inspection only
Visual inspection	Fail
What is wrong?	Damaged cable
Fuse fitted (A)	13

Functional check	Not done
Result	Fail
Action taken	Removed from use and labelled

Photos of defects



Appliances 2: KS-0102

Appliance ID	KS-0102
Description	Microwave oven
Location	First floor kitchen
Class	Class I: earthed
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	13
Earth continuity (ohms)	0.06
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Suggested next check	September 2027

Appliances 3: KS-0114

Appliance ID	KS-0114
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Description	Four-way extension lead, 5 m
Location	First floor office, desk 4
Class	Lead or extension only
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	13
Earth continuity (ohms)	0.18
Insulation resistance (megohms)	>100
Polarity and wiring correct?	Correct
Functional check	Pass
Result	Pass
Suggested next check	September 2027

Appliances 4: KS-0120

Appliance ID	KS-0120
Description	Laptop power supply
Location	First floor office, desk 7
Class	Class II: double insulated
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	3
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Suggested next check	September 2027

Appliances 5: KS-0131

Appliance ID	KS-0131
Description	Desk fan
Location	Ground floor studio

Class	Class II: double insulated
Check carried out	Visual inspection and test
Visual inspection	Fail
What is wrong?	Wrong fuse
Fuse fitted (A)	3 (13 found, replaced)
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Fail
Action taken	Repaired and retested: pass
Suggested next check	September 2027
Appliances checked	5
Passed	3
Failed	2

3. Summary and sign-off

Have all failed appliances been taken out of use?	Yes
Who was told about the failed appliances?	G. Moore, office manager
Recommendations	Replace the kettle. The desk fan had a 13 A fuse, now changed to 3 A. Ask staff to tell the office manager before bringing in their own fans or chargers, so they can be added to the register.

HSE says the person doing the testing needs to be competent to do it. In many low-risk environments a sensible member of staff can do the visual inspections if they have enough knowledge and training.

Is the customer or their representative available to sign?	Yes
Customer name	G. Moore
Position	Office manager
Customer comment	Kettle binned, new one ordered.
Customer signature	

G. Moore

Tester name

N. Patel

Tester signature

N. Patel
