

PAT Testing Record

Portable appliance inspection and test record: each appliance with its ID, location, class, visual checks, test readings, pass or fail and the action taken.

1. Job details

Who tested, with what, and where.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date *

Inspected and tested by

Test instrument make and model

Serial number

Calibration date

Areas covered

Note any rooms or equipment you could not get to.

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

One entry for each appliance. Unplug it and look before you test.

Appliances (copy this block for each one)

Appliance ID

Description *

Location

Class (choose one)

☐ Class I: earthed ☐ Class II: double insulated ☐ Lead or extension only

Check carried out (choose one)

☐ Visual inspection only ☐ Visual inspection and test

Visual inspection * (choose one)

☐ Pass ☐ Fail

What is wrong? (if applicable; tick all that apply)

- ☐ Damaged cable
- ☐ Damaged plug
- ☐ Wrong fuse
- ☐ Cable not gripped in the plug
- ☐ Cracked or damaged casing
- ☐ Signs of overheating
- ☐ Taped or non-standard joint
- ☐ Wet or contaminated
- ☐ Other: _____

Fuse fitted (A)

Earth continuity (ohms) (if applicable)

Insulation resistance (megohms) (if applicable)

Result * (choose one)

☐ Pass ☐ Fail

Action taken (if applicable; choose one)

- ☐ Removed from use and labelled
- ☐ Repaired and retested: pass
- ☐ Disposed of
- ☐ Left in use: customer informed

If applicable: A failed appliance has been left in use. Record who you told on the next page.

Suggested next check

Photos of defects (photos: attach, or note the file names)

Appliances checked (worked out automatically in the app)

Passed (worked out automatically in the app)

Failed (worked out automatically in the app)

3. Summary and sign-off

What the customer needs to know.

Have all failed appliances been taken out of use?

☐ Yes ☐ No

Who was told about the failed appliances?

Recommendations

For example more frequent checks for equipment that is moved a lot or used in harsh conditions.

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 ☐ No

Why not, and who will you send the report to? (if applicable)

Customer name (if applicable)

Position (if applicable)

Customer comment (if applicable)

Customer signature (if applicable)

Tester name

Tester signature