

LUNA TESTING LTD

METHOD STATEMENT

PORTABLE APPLIANCE TESTING

Providing a service conforming with 'The Code Of Practice for In Service Inspection and Testing of Electrical Equipment' as published by The Institute of Electrical Engineers.

Luna Testing Ltd aims to maintain flexibility in consideration of each individual clients needs, whilst ensuring an accurate and comprehensive approach to testing.

VISUAL TEST

The plug top will be visually checked for conformity to BS1363 or an equivalent standard. This entails checking the plug top has been correctly wired and has the correct fuse fitted. The cable must be correctly clamped on entry to the plug top and there must be no physical damage apparent due to overheating, compression, water or by any other means.

The fuse holder must be damage free.

For moulded plug tops where the internal wiring cannot be accessed, all other aspects of the visual check will take place.

The mains lead will be inspected to ensure there is no damage to the outer insulation and that there is no physical damage caused by scuffing, overheating, compression or any other external influences.

This applies to both detachable and fixed appliance leads.

FULL TEST

Using the Seaward Primetest 300 portable appliance tester, the appliances will be tested after the visual check with the following tests:

EARTH CONTINUITY TEST

This test applies to Class I appliances only.



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The appliance will be plugged into the tester via the mains plug and an earth bond test lead attached to an exposed metal component on the casing of the appliance.

This test is carried out to ensure the connection between the earth pin on the plug top and the metal casing of the appliance is low enough to ensure safety according to the safety standards.

The test can be altered to safely test sensitive equipment such as CPU's without the risk of damage to the appliance.

INSULATION RESISTANCE TEST

This test applies to both Class I and Class II appliances.

This test insures the appliance conforms to acceptable safety standards and can detect damage due to influences such as water, overheating and so on.

The appliance will be plugged into the tester and 500V DC will be applied to ensure the integrity of the appliance.

EARTH LEAKAGE TEST

Some appliances may only be tested with this method.

In the case that an insulation resistance test can be carried out, the insulation resistance test will be the preferred method.

IEC LEAD CONTINUITY/POLARITY TEST

This test is for detachable leads only.

For this test, both ends of the detachable lead will be plugged into the tester to ensure continuity and correct polarity of the conductors within the lead.

FUNCTION TEST

The function test will ensure all appliances are left in working order after the testing with the Primetest 300 has taken place and to ensure safe working of the on/off switch or button.

If an appliance fails to re-energise it will be deemed a failed item and labelled accordingly.

MICROWAVE TESTING

At the client's request, a Microwave Emissions Leakage Test can be carried out to ensure there are no leaks.

A PASSED label will be attached to the appliance on passing the test.



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REPAIRS

Repairs will be carried, wherever possible, free of charge.

No charges will be made if they cannot be carried out on site. The engineer will deem an appliance that cannot be repaired a fail and will notify the on-site contact as soon as possible.

EXAMPLES OF REPAIRS

Incorrectly wired plug tops will be wired correctly, damaged plug tops will be replaced and fuses replaced to ensure all appliances are fitted with the correctly rated fuses.

LABELLING

All PASSED labels will be bespoke Luna Testing Ltd labels, unless otherwise requested, with a unique asset identification number.

There will be a check box on the label to indicate if the test has been limited to a visual only, as in the case of servers, for example.

Each PASSED label will be clearly marked as a PASSED label and will have the date tested marked clearly.

If an appliance or lead fails the combined inspection and test, then a FAIL label will be attached, also containing the unique asset identification number and will be used in conjunction with a fail report, a copy of which will be given to the site contact or other appropriate person at the earliest opportunity.

RECORDING OF RESULTS

The test results will be stored on the Primetest ready to be downloaded on completion of the testing.

The asset register will be recorded on the PDA using software specific to portable appliance testing.

This information will include the unique asset identification number, appliance description, the location where the appliance was tested and type of test i.e Full or Visual.

COMPLETION OF TESTING

The site contact or appropriate member of staff will be notified of the completion of the testing and informed as to when the results are likely to be ready for viewing online.

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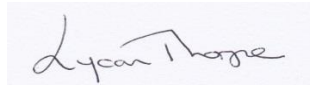
The records stored on the Primetest and the PDA will be downloaded and combined to create a full report including tester readings.

The report will then be emailed to the client along with a completion certificate and the invoice.

The unique log in information to gain access to the report online via the Luna Testing Ltd website will also be included the email.

**ENQUIRIES PLEASE CONTACT US ON
0800 6129 369**

Lycan Thorpe



Director
1st January 2017

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