

# Visual Interiors & Partitions Ltd

White Post Farmhouse, Laindon Common Road, Little Burstead, Essex CM12 9SY

Telephone: 01277 658517

[www.vipartitions.com](http://www.vipartitions.com) - [enquiries@vipartitions.com](mailto:enquiries@vipartitions.com)

## **Portable electrical appliance checklist**

Location of equipment \_\_\_\_\_ Date checked \_\_\_\_\_

Appliance description \_\_\_\_\_ ID no. \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

No	Items to be checked	Yes	No	N/A
	<b>Plug</b>			
1	Is the plug free from burn or scorch marks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the correct size fuse fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the plug free from damage both internally and externally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are the wires securely attached to the correct plug terminals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the cord held securely in the plug top?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the plug top BSEN approved with semi-insulated pins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is there any contamination inside the plug?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the plug correct for the environmental conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Flex</b>		<b>No</b>	<b>N/A</b>
9	Is the flex free from damage with no taped joints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is the flex free from contaminating materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is the correct size of flex fitted to the appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are three wires present for Class 1 equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Appliance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
13	Is the appliance free from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



VAT Registration No. 850 4421 51 Company Registration No: 5763141  
Registered office: 10 Western Road, Romford, Essex RM1 3JT

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14	Are all screws to the casing present and tight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are all switches and controls functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Are the handles secure and free from sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the appliance free from contaminating materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Is the appliance free from moisture or damp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the appliance have an identification tag, or can it be easily distinguished?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Is the earth wire firmly connected, if a class 1 appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No	Action required	By whom	Date due	Date done	Intl.

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A copy of all completed forms must be kept on file					

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