

PORTABLE APPLIANCE TESTING

ASSESSMENT GUIDANCE



All applications for registration are subject to a site visit by our assessor to ensure compliance with the NICEIC Scheme Rules.

PREPARATION FOR THE VISIT

The visit will begin at your place of business and will normally last a half day. Your proposed Qualified Supervisor should make arrangements for access to a minimum of three examples of PAT work. Your proposed Qualified Supervisor(s) must be available for the opening meeting and throughout the remainder of the assessment visit. To enable the business to gain most benefit from the visit, and to enable the assessment process to be successfully completed as quickly as reasonably possible, it is important that each of the following items is made ready prior to the assessor's arrival.

EQUIPMENT

The assessor will need to establish that the business has premises, plant, tools and materials appropriate to the range and scale of the electrical work undertaken.

TECHNICAL REFERENCE DOCUMENTS

The assessor will need to establish that, as a minimum, the business holds the latest edition of the following technical reference document at your place of business:

- IET Code of Practice for In-service Inspection and Testing of Electrical Equipment.

TEST INSTRUMENTS AND EQUIPMENT

The business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of PAT work undertaken. These items need to be available for inspection by the assessor, and subsequently for use on site by the Qualified Supervisor. As a minimum, the business needs to possess one or more instruments to provide voltage indication and for testing insulation resistance and continuity. The assessor will also check the effectiveness of the system in place to ensure the accuracy and consistency of test instruments.

RECORDS/CERTIFICATES/DOCUMENTS ISSUED TO CLIENTS

The HSE Memorandum of Guidance on the Electricity at Work Regulations 1989 advises that records of maintenance including tests should be kept throughout the working life of equipment. The assessor will wish to review a sample of records of equipment and of inspection and tests issued for your PAT work during the previous twelve months.

TRAINING CERTIFICATES

The assessor will wish to check the originals of the proposed Qualified Supervisor's training certificates at the time of the initial assessment. Please have them available. A copy of each certificate should also be provided for NICEIC record purposes. The proposed Qualified Supervisor is required to hold a City and Guilds 2377 or equivalent qualification.

PUBLIC LIABILITY INSURANCE

Evidence of a minimum of £2m Public Liability Insurance must be provided to the assessor for the range of work undertaken by the business. Note: that it is public liability insurance, not employer's liability insurance, that needs to be checked.

LIST OF ELECTRICAL WORK

A detailed list of all PAT work completed by the business within the last twelve months, and of all work in progress, must be made available to enable the assessor to select the samples of work to be assessed.

RECORD OF COMPLAINTS

A complaints procedure will need to be in place for any complaints made about the technical standard of the business' PAT work.

ACCESS AND TRANSPORT ARRANGEMENTS

The NICEIC assessor will select two examples from the sites provided by the proposed Qualified Supervisor. The proposed Qualified Supervisor will have made adequate arrangements for access to the PAT work at each of the premises selected, and to accompany the assessor to each of those places. Suitable transport and equipment (test instruments, hand tools, step ladders etc.) for this purpose are required to be provided by the applicants business. If there is insufficient work available within travelling distance on the day of the visit, one or more further visits may be necessary to complete the assessment, for which a fee is payable by the contractor.

HEALTH & SAFETY

NICEIC is committed to safety. It is paramount that health and safety procedures are undertaken at all times during the assessment.

COMPETENCE OF THE PROPOSED QUALIFIED SUPERVISOR

The assessor will expect the registered Qualified Supervisor to demonstrate the correct use of test instruments and to interpret inspection and test results. If the Qualified Supervisor is not conversant with the inspection, testing and reporting procedures for the type of work undertaken, he/she may need to undertake further training before the business can be registered. The proposed Qualified Supervisor will also be required to be conversant with the Electricity At Work Regulations.

ASSESSMENT REPORT

The assessor will compile an Assessment Report and issue a copy to you following the visit. The report will indicate the level of the business' compliance with the Rules. Any non-compliance with the NICEIC Rules observed will be recorded for action by the business.

OUTCOME OF ASSESSMENT

A completed assessment report will result in the assessor making one of the recommendations listed below to the NICEIC Head Office. The final result of the outcome of an application assessment rests with NICEIC Head Office, although an appeal against the decision may be made if the applicant considers it to be unfair.

- **Accept** - Acceptance will be recommended if the business is compliant with the NICEIC Rules.
- **Evidence Required** - Evidence must be provided to NICEIC Head Office (within 30 days), that all deviations from the Rules (as recorded on the report) have been remedied. Failure to provide the required evidence within the timescales is likely to result in a further visit; the current half day assessment fee will apply in this instance.
- **Re-visit** - Any non-compliances relating to the technical standard of electrical work or the responsibilities of the Qualified Supervisor would necessitate a further assessment visit. If a further visit is required, the assessor will normally wish to see, as a minimum, a further two samples of the business' PAT work. The current half day assessment fee will apply in this instance.

CANCELLATION OR FAILURE TO ATTEND A BOOKED ASSESSMENT

Cancellation of booked assessments must be made either verbally or in writing to NICEIC Head Office. Cancellations of planned assessment visits cause additional work for NICEIC and it may not be possible to redeploy assessors at short notice. In such instances, it may be necessary to charge the business a cancellation fee in line with the current fees.

If the items listed in this leaflet are not readily available or the proposed Qualified Supervisor is not present throughout the visit the assessment may be discontinued. Any further visit will be charged at the current half day assessment rate.

Failure to attend a booked appointment will result in an additional charge.

Businesses that cancel, decline or fail to attend planned visits on more than two occasions may have their applications cancelled and will then need to re-apply.