MARISCO - PORTABLE ELECTRIC EQUIPMENT VISUAL INSPECTION SCHEDULE

INSPECTION CARRIED OUT BY:		On:	

A visual inspection of portable electrical equipment should consider the following points:

1. Check the body casing for cracks or signs of overheating.
2. Consider if the tool's operational safety has been compromised by excessive dust or wet contamination.
3. If the tool is intended to be used with auxiliary or double handles, check they are installed securely.
4. If the tool is intended to be used with dust-trapping equipment, check it is present, operational and used in practise.
5. Check the manufacturer's guards are present, undamaged and will operate as intended.
6. Check for damaged switches, faulty trigger locks, and that any fail-safe cut-out devices work as intended.
7. Check the power leads, especially the connections to casing and plug, for signs of overheating, fraying, cracks that could compromise the insulation.
8. Check the presence of a valid PAT certificate [110v Tools: every 90 days; 230v Tools: every 30 days].
9. Check the tool is used with a local intervening RCD if the building's ring circuits are not RCD protected at the mains switchboard.

Remember, according to HSE statistics, 25% of all electric-related injuries are attributable to the failure of electric hand tools in the work place.

					Any tool that fails must be removed from site immediately					
Worker's name	Employee or Sub (E/S)	Company Asset (Y/N)	Asset Register Ref	Appliance Description	Casing Inspection Pass/Fail	Lead Inspection Pass/Fail	Plug Inspection Pass/Fail	Charger Inspection Pass/Fail	Correct Guards Pass/Fail	Valid PAT Label Pass/Fail

I confirm I have inspected all the portable electric equipment on site at the time of my visit. I confirm I have taken into my possession any Marisco-owned tool that has failed my visual inspection for return to head office for repair or disposal. I also confirm that if the tool belonged to an employee or sub-contractor I have informed them that the tool must not be used on site again until it has been repaired and a new PAT Certificate obtained.

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Signature of supervisor or manager

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