Portable appliance check log

Most faults on kettles, urns, heaters, extension leads and other plug-in equipment can be seen. Between the tests your electrician or PAT tester does, someone looks each item over and writes it down here. How often depends on how much an item is used and moved; your tester can suggest it. Anything damaged comes out of use, labelled, until it's repaired or thrown away.

Building _____ Year _____ Kept by _____

What to look for, with the item switched off and unplugged

1. Plug: not cracked or loose, pins not bent
2. Cable: no cuts, worn patches or taped joins
3. Cable grip: holds the outer cover, with no coloured wires showing
4. Casing: not cracked, no loose parts or missing screws
5. No burn marks or heat staining on the plug, cable or socket
6. Extension leads not plugged into each other or overloaded

Item	Where it's kept or its number	Date	All six fine?	Fault, and what was done	Initials

Last PAT test (date) _____ Tested by _____ Next test due _____