Visual inspections should be completed by a competent person, on a regular basis (dependent on the type of equipment, the conditions of use and on the environment). This will help to monitor the adequacy of the pre-use checks and control the risks. See the following guidance ‘Maintaining portable electrical equipment’, Page 17, for suggested maintenance intervals: <http://www.hse.gov.uk/pUbns/priced/hsg107.pdf>.

Checks should also apply to extension leads, plugs and sockets.

If a fault is detected, the piece of equipment should be taken out of use immediately and reported to [*responsible person*].

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Equipment** |  | **Inspected by (Print)** |  |
| **Date of Inspection** |  | **Inspected by (Signature)** |  |
| **Date of Next Inspection** |  | **Inspection Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Check** | **Satisfactory** | **Unsatisfactory / Further Action Needed** | **Action to be Undertaken** | **Completion Date** |
| Condition of the cable sheath |  |  |  |  |
| Condition of the plug case and pins |  |  |  |  |
| Adequate joints |  |  |  |  |
| Outer sheath is secured where it enters the plug / equipment |  |  |  |  |
| Equipment hasn’t been subjected to unsuitable conditions (e.g. wet or excessively contaminated) |  |  |  |  |
| Condition of external casing of the equipment |  |  |  |  |
| No loose parts or screws |  |  |  |  |
| No evidence of overheating (no burn marks or discoloration) |  |  |  |  |
| Correct fuse is in place |  |  |  |  |
| Cord grip is effective |  |  |  |  |
| Cable terminations are secure and correct, including an earth (if required) |  |  |  |  |
| No sign of internal damage or overheating |  |  |  |  |
| No sign of liquid or foreign matter |  |  |  |  |

Also consider:

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **Comment** |
| Is the equipment being used in accordance with the manufacturer’s instructions? |  |  |  |
| Is the equipment suitable for the job? |  |  |  |
| Have there been any changes of circumstance since the last inspection? |  |  |  |
| Have there been any issues reported about the piece of equipment? |  |  |  |

**Disclaimer**

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