PORTABLE ELECTRICAL TOOL INSPECTION

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| --- | --- | --- | --- |
| **SITE:** |  | **USER:** |  |
| **DATE:** |  | **TIME:** |  |

|  |  |
| --- | --- |
| **ITEM INSPECTED** | **Y /N /NA** |
| Electrical equipment supervisor and inspector to be appointed |  |
| Only trained and competent operators to use portable electrical tools |  |
| No visible damage or cracks to the casing |  |
| Handles must be in good condition |  |
| Switches must be in good working order |  |
| Plugs must be in good condition and correctly wired |  |
| Cable must be secured properly inside plug |  |
| Cables must not be damaged and joints correctly repaired |  |
| Earth wire must be present and if not then double insulated |  |
| There must be earth continuity – test earth leakage unit |  |
| Guards present must be in working order and not damaged |  |
| Accessories such has blades, bits must be sharp and not warped |  |
| Electrical tools must not have a “dead man’s” switch |  |
| Grinder disks must be checked for correct type and use |  |
| Bench grinders must have eye screen and eye protection sign |  |
| Bench grinders must have a min 3mm gap between disk & plate |  |
| All connections on welding equipment to be in good condition |  |
| Skill saw movable guard blades must be present & working |  |
| Portable lights must be insulated and globes sufficiently protected |  |
| The correct type of PPE must be issued and used with all tools |  |
| Portable electrical tools must be inspected monthly |  |
| Is the minimum standards followed on the colour coding of equipment |  |

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# INSPECTOR SIGNATURE