PAT User Check Form

Free sample from the PAT Testing Register and Record Sheets (UK)

Greenwolf Tech Labs

User check form

Area or room _____ Equipment covered _____ Start date _____ Manager _____

Before you plug in: switch off and unplug, then look at the lead, plug and equipment. Anything on this list wrong? **Do not use it.** Label it faulty, take it out of use and tell your manager the same day.

CHECK (TICK IF OK, CROSS IF A FAULT)	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8
Lead not frayed, cut or heavily scuffed								
Plug cover intact, pins not bent								
No tape joining or repairing the lead								
No coloured wires showing where the lead enters the plug								
Casing not damaged, no loose parts or screws								
No burn marks or staining (overheating) on plug, lead or equipment								
Not used or stored in wet or dusty conditions								
Lead not trapped under furniture or in floor boxes								
Faults reported to (name)								
Checked by (initials)								
Date								

What happens next

- Your manager records the fault, labels the item faulty and, where it has a rewireable plug, may remove the plug so nobody uses it.
- A competent person repairs it, or it is replaced or disposed of. It is not used again until it has been repaired and, if needed, retested.
- User checks are based on HSE leaflet INDG236 and HSG107. They do not replace formal visual inspections or combined inspection and testing.