



Portable Appliance Test Job Analysis Form

Overview

To test all electrical equipment as per AS/NZS 3760 2010 and New Zealand Health & Safety At Work Act 2015

Test Criteria

Class 1	Extension Lead	RCD Trip Time
Class 2	Power Board	3 Phase Earth Leakage

Test Inspection Intervals

Testing and Inspection Intervals for Electrical Equipment

(CAUTION: This table must be read in conjunction with AS/NZS 3760 as a whole, and particularly clause 2.1)

Type of environment and/or equipment	Interval between inspection and tests
Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 months Daily, or before every
Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months
Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment	5 years
Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 years
Equipment used for commercial cleaning	6 months

Procedure

- Isolate equipment from power source
- Visually inspect power flex, plug, switches and casing for damage
- Connect appliance to test equipment
- Carry out appropriate test as per 'Test Criteria' above
- Record Test
- Attach tag - dated as per 'Test Inspection Interval Table' above
- Reconnect equipment to power source

This 'JAF' should be keep in your site 'Heath & Safety Register' for future reference.