

Hawkesworth

Health and Safety

Electrical Equipment Testing (PAT Testing)
Information Pack 2024-2025



Telephone: 01845 524498

Visit: hawkesworth.co.uk

Contents

Please click on a description below to be taken directly to the relevant information.

Mission Statement	3
Electrical Equipment Testing (PAT Testing)	4
Electrical Equipment Testing (PAT Testing) Labels	5
Accreditations	6
Organisational Policy	10

Mission Statement

Hawkesworth (Hawkesworth Appliance Testing Ltd) is an innovative company specialising in electrical compliance services.

We are committed to excellence, transparency and a professional service - working in partnership with the leading manufacturers in the industry.

The investments we make in technology and customer care enable us to offer true value for money without compromising our quality of service.

Our values



We are honest:

Integrity is the cornerstone of our business, and we always keep our word



We are committed to excellence:

All our staff give 100% to what they do and will always go the extra mile when it comes to exceptional customer service



We are forward-thinking:

Technology is changing all the time, and we are dedicated to looking into new ways that we can further support our customers

Customer feedback

“Hawkesworth provide an excellent service each and every time, with comprehensive reports.”

Build A Bear Workshop

“Your technician is an ambassador to your company. Pleasant, friendly demeanour, nothing too much trouble and very thorough.”

Derby College

“Mitie has worked with Hawkesworth for over six years and I would not hesitate to recommend their services.”

Mitie

Electrical Equipment Testing (PAT Testing)

What is electrical equipment testing?

Electrical equipment testing is when electrical appliances are tested to ensure they are safe to use. This testing is sometimes known as PAT testing, or portable appliance testing.

Why is electrical equipment testing needed?

Electrical equipment can become damaged over time, increasing the risks of electric shock as well as the risk of fire. Electrical equipment testing will highlight what equipment you have is safe, and what you need to replace or repair.

What are your legal obligations?

Electrical equipment testing shows that the equipment in your workplace, building or rental property is compliant with the Electricity at Work Regulations 1989.

Landlords and property owners must also be compliant with:

- Electrical Safety Standards in the Private Rental Sector (England) Regulations 2020
- Electrical Safety Standards in the Private Rental Sector (Wales) Regulations 2020
- Housing (Scotland) Act 2014

Non-compliance with these guidelines can lead to fines and legal action if someone is seriously injured.

What needs to be tested?

Broadly speaking, any electrical equipment that you have to plug into a power source needs to be tested. Frequently tested equipment includes monitors, laptops, kettles, microwaves and extension leads. This is where the term 'PAT testing' can be misleading. This is because large or immovable equipment like vending machines and towel rails need to be tested too.

How often does electrical equipment testing need to be carried out?

The 5th edition In-Service Inspection and Testing of Electrical Equipment code of practice advises you should carry out a risk assessment to determine how frequently your equipment should be checked. This will take into consideration how often the equipment is used, the environment it is used in and the lifespan of the equipment.

What does the report contain?

After the inspection, you will be provided with a report. This report will contain:

- A certificate that shows that you are compliant
- An inspection schedule showing what equipment has been tested and whether it passed or failed
- Photos of equipment that has failed inspection, so you can see why it is not compliant



[Electrical equipment testing risk assessment](#)



[Electrical equipment testing method statement](#)



[Sample electrical equipment testing report](#)

Electrical Equipment Testing (PAT Testing) Labels



Accreditations

The following accreditations have been awarded to Hawkesworth (Hawkesworth Appliance Testing Limited).

**Constructionline, Chas, Safecontractor, Altius - all accreditations are up to date.
Some certifications await being issued**

These memberships are nationally recognised schemes. They ensure high standards of Health and Safety as our procedures are checked regularly by these independent partner organisations.



Reg Number: 82320



Cert Number: NX5822



Cert Number: NX5822



Award Number: 639528



ISO 9001:2015

This standard specifies requirements for a quality management system where we demonstrate our ability to consistently provide products and services that meet customer and regulatory requirements. ISO 9001 also helps us to enhance customer satisfaction through the effective application of our system, including processes for continual improvement and the assurance of conformity to customer requirements.



Cert Number: GB00989

ISO 14001:2015

This requires our commitment to continually monitor, document and improve our environmental management system, thereby reducing our overall environmental impact.



Cert Number: GB00985

BS ISO 45001:2018

This standard promotes a safe and healthy working environment that allows us to consistently identify and control our health and safety risks.



Cert Number: GB01030

NICEIC, Trustmark, ECA & OZEV

This demonstrates our commitment to a high standard of workmanship. All work is both insurance-backed and warranted by the ECA.



Cert Number: 609910000
Reg Date: 31.08.2017



REGISTERED MEMBER



Member Number:
106967



Please **click on the logo** to download a copy of the relevant certificate.

TO WHOM IT MAY CONCERN

08th March 2024

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s)	Hawkesworth Appliance Testing Ltd
Postal Address	Guidance House, York Road, Thirsk, North Yorkshire, YO7 3BT, United Kingdom
Our Ref	1649936
Business Description	Fixed wire testing/EICR (Electrical Installation Condition Report) periodic inspection. Portable appliance testing, emergency lighting, fire alarm & thermal imaging testing, general electrical contracting, fire risk assessments, the supply & installation of OLEV approved electric vehicle charge points & installation, maintenance & supply of portable fire extinguishers by bona fide subcontractors only

Employers Liability

Insurer:	Allianz Insurance Plc
Policy number:	TX13586849
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£10,000,000

Public Liability (Primary Layer)

Insurer:	QBE UK Limited via Sutton Specialist Risks Ltd
Policy number:	10000969EC
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£5,000,000
Excess:	£250
Basis of Limit:	Any one claim

Products Liability

Insurer:	QBE UK Limited via Sutton Specialist Risks Ltd
Policy number:	10000969EC
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£5,000,000
Basis of Limit:	Any one claim & In the aggregate

Public / Products Liability (Excess Layer)

Insurer:	AXA XL Insurance Company UK Limited via Sutton Specialist Risks Ltd
Policy number:	ECXS0000300
Cover period:	23 rd March 2024 to 22 nd March 2025
Excess layer:	£5,000,000
Basis of Limit:	Any one claim & In the aggregate

Directors & Officers Liability

Insurer:	AXA XL Insurance Company UK Limited via Sutton Specialist Risks Ltd
Policy number:	DQ0403237
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£1,000,000

Corporate Liability

Insurer:	AXA XL Insurance Company UK Limited via Sutton Specialist Risks Ltd
Policy number:	DQ0403237
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£1,000,000
Excess:	£2,500

Employment Practices Liability

Insurer:	AXA XL Insurance Company UK Limited via Sutton Specialist Risks Ltd
Policy number:	DQ0403237
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£1,000,000
Excess:	£5,000

Professional Indemnity

Insurer:	Markel (UK) Ltd via Markel (UK) Ltd
Policy number:	P37624
Cover period:	23 rd March 2024 to 22 nd March 2025
Indemnity limit:	£2,000,000 any one claim
Excess:	£500
Basis of Limit:	Any one claim costs and expenses in addition

Cover is subject to the full terms, conditions and exclusions of the policy.

Cover is Worldwide excluding North America

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours faithfully

M. Smith

Michelle Smith
Premier Manger
Direct Dial: 0191 479 7651
Email: Michelle_smith2@ajg.com

CLIENT DETAILS	
Company Name:	Hawkesworth Appliance Testing
Address:	Guidance House York Road Thirsk YO7 3BT

Hawkesworth

Appliances 24

Failed 8

Remedials 3

APPLIANCE DETAILS AND TEST RESULTS									
Key P = PASS / F = FAIL / S = SKIP (or test not applicable)									
Appliance Id	Appliance Description	Tested By	Test Date	Visual	Polarity	Earth Continuity (Ohms)	Insulation (MOhms)	Overall Status	
119178 - SHOP FLOOR									
BBL57088	GRINDER DAMAGED CABLE - DO NOT USE	P HOLMES	01/03/24	F	S			FAIL	
				Taken Out Of Service YES Quarantine Area Location WORK BENCH Further Comments					
BBL57093	LAMP / LIGHT INCORRECT WIRING - DO NOT USE	P HOLMES	01/03/24	F	S			FAIL	
				Taken Out Of Service YES Quarantine Area Location WORK BENCH Further Comments JOIN NO GOOD					

APPLIANCE DETAILS AND TEST RESULTS									
Key P = PASS / F = FAIL / S = SKIP (or test not applicable)									
Appliance Id	Appliance Description	Tested By	Test Date	Visual	Polarity	Earth Continuity (Ohms)	Insulation (MOhms)	Overall Status	
BBL57094	EXTENSION FAILED EARTH CONTINUITY - DO NOT USE	P HOLMES	01/03/24	P	S			FAIL	
				Taken Out Of Service YES Quarantine Area Location WORK BENCH Further Comments EXTENSION ONLY HAS TWO CORE CABLE					
BBL57113	GRINDER DAMAGED CABLE - DO NOT USE	P HOLMES	01/03/24	F	S			FAIL	
				Taken Out Of Service YES Quarantine Area Location WORK BENCH Further Comments					
BBL57115	EXTENSION INCORRECT WIRING - DO NOT USE	P HOLMES	01/03/24	P	F			FAIL	
				Taken Out Of Service NO Quarantine Area Location WORK BENCH Further Comments FAILED POLARITY TEST					
Total Appliances >								5	
Total Appliances For Report:								5	

CLIENT DETAILS

Company Name:

Hawkesworth Appliance Testing

Address:

Guidance House
York Road
Thirsk
YO7 3BT

Hawkesworth

DETAIL OF CONTRACTOR RESPONSIBLE FOR TESTING

Company Name:

Hawkesworth Appliance Testing Ltd

Address:

Guidance House
York Road
Thirsk
North Yorkshire
YO7 3BT

Telephone:

01845 524498

Mobile:

Email:

sales@hawktest.co.uk

Appliances

24

Failed

8

Remedials

3

Signature:



APPLIANCE DETAILS AND TEST RESULTS

Key

P = PASS / F = FAIL / S = SKIP (or test not applicable)

Appliance Id	Appliance Description	Test Date	Visual	Polarity	Earth Continuity (Ohms)	Insulation (MOhms)	Overall Status
119178 - CANTEEN							
BBL57134	EXTENSION	01/03/24	F	S	S	S	FAIL
DAMAGED PLUG - REPLACED & PASSED							
Total Appliances >							1
119178 - SHOP FLOOR							
BBL57071	FAN	01/03/24	F	S	S	S	FAIL
PLUG / CABLE DAMAGED - REPAIRED & PASSED							
BBL57088	GRINDER	01/03/24	F	S	S	S	FAIL
DAMAGED CABLE - DO NOT USE							
BBL57093	LAMP / LIGHT	01/03/24	F	S	S	S	FAIL
INCORRECT WIRING - DO NOT USE							
JOIN NO GOOD							
BBL57094	EXTENSION	01/03/24	P	S	F >19.99	S	FAIL
FAILED EARTH CONTINUITY - DO NOT USE							
EXTENSION ONLY HAS TWO CORE CABLE							
BBL57113	GRINDER	01/03/24	F	S	S	S	FAIL
DAMAGED CABLE - DO NOT USE							
BBL57114	VACUUM CLEANER	01/03/24	F	S	S	S	FAIL
PLUG / CABLE DAMAGED - REPAIRED & PASSED							
BBL57115	EXTENSION	01/03/24	P	F	P 0.05	P 19.99	FAIL
INCORRECT WIRING - DO NOT USE							
FAILED POLARITY TEST							
Total Appliances >							7
Total Appliances For Report:							8

Page

1 of 1

Printed: 31/03/2023

CLIENT DETAILS

Company Name:

Hawkesworth Appliance Testing

Address:

Guidance House
York Road
Thirsk
YO7 3BT

Hawkesworth

DETAIL OF CONTRACTOR RESPONSIBLE FOR TESTING

Company Name:

Hawkesworth Appliance Testing Ltd

Address:

Guidance House
York Road
Thirsk
North Yorkshire
YO7 3BT

Telephone:

01845 524498

Mobile:

Email:

sales@hawktest.co.uk

Appliances

24

Failed

8

Remedials

3

Signature:

Michael Kiddle

APPLIANCE DETAILS AND STATUS

Appliance Id	Appliance Description	Test Date	Retest Date	Retest Period (Months)	Engineer Name	Status
119178 - CANTEEN						
BBL57134	EXTENSION	01/03/24	01/03/24	0	P HOLMES	FAIL
Total Appliances >						1
119178 - SHOP FLOOR						
AAG85054	EXTRACTOR	01/03/24	01/03/25	12	P HOLMES	PASS
AAG85057	BLADE SHARPENER	01/03/24	01/03/25	12	P HOLMES	PASS
AAG85067	MICROWAVE	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57067	CHARGER	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57068	GRINDER	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57069	POWER LEAD	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57070	RADIO	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57071	FAN	01/03/24	01/03/24	0	P HOLMES	FAIL
BBL57071	FAN	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57072	FAN	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57073	EXTENSION	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57083	WELDER	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57084	COMPRESSOR	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57085	EXTENSION	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57086	EXTENSION	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57087	POWER SUPPLY UNIT	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57088	GRINDER	01/03/24	01/03/24	0	P HOLMES	FAIL
BBL57089	WELDER	01/03/24	01/03/25	12	P HOLMES	PASS
BBL57093	LAMP / LIGHT	01/03/24	01/03/24	0	P HOLMES	FAIL

Page

1 of 2

Printed: 31/03/2024

APPLIANCE DETAILS AND STATUS						
Appliance Id	Appliance Description	Test Date	Retest Date	Retest Period (Months)	Engineer Name	Status
BBL57094	EXTENSION	01/03/24	01/03/24	0	P HOLMES	FAIL
BBL57113	GRINDER	01/03/24	01/03/24	0	P HOLMES	FAIL
BBL57114	VACUUM CLEANER	01/03/24	01/03/24	0	P HOLMES	FAIL
BBL57115	EXTENSION	01/03/24	01/03/24	0	P HOLMES	FAIL
Total Appliances >						23

Hawkesworth

CERTIFICATE OF COMPLIANCE

We hereby certify that

Hawkesworth Appliance Testing
Guidance House
York Road
Thirsk
YO7 3BT

Have had their Electrical Equipment and Microwave Emissions* tested to standards laid down by the IET COP 5th Edition. Equipment with Pass Labels were deemed to be safe at the time of testing. Copies of all test results are available upon request.

Valid Until:
March 2025

Signature

Michael Kiddle

* if Applicable



Organisational Policy

Overall responsibility

Overall responsibility for safety at Hawkesworth (the Company) lies with the Managing Director (MD).

This appointment has been made with due regard to the duty to satisfy Hawkesworth's responsibility under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (as amended).

It regards obtaining the services of a competent person to assist in undertaking the measures needed to take to comply with the requirements and prohibitions imposed upon the Company.

Health & Safety

The Technical Director assumes overall responsibility for the health and safety of those working on site or affected by our daily activities. They directly report to the MD.

Related duties include:

- Liaising with directors on all health and safety matters
- Providing and arranging relevant health and safety training, including induction training for new employees and engineers
- Instigating risk assessments and method statements for high-risk work activities
- Attending (where necessary) meetings where matters of safety are to be discussed
- Providing fire and emergency procedure measures and ensuring accident reporting and recording measures are working correctly
- Liaising with the MD on the investigation of reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Investigating accidents to determine what action is needed to prevent reoccurrence, as well as reporting to the relevant authorities
- Arranging adequate funds for implementing health and safety
- Assisting the MD in establishing the necessary procedures and records for the successful monitoring, reporting and control of the Company's health and safety obligations
- Formulation and implementation of the Company's health and safety policy
- Liaison with staff, managers, customer representatives and sub-contractors on health and safety related matters
- The provision of health and safety advice as well as regular site safety audits and inspections
- Assisting the MD in setting, agreeing and monitoring key performance indicators through the business improvement plan (BIP)
- Ensuring that the health and safety information pack is regularly reviewed and updated

In no circumstances may the Technical Director's decisions in regards to health and safety be over-ridden by staff, visitors or contractors.

Engineers

Day-to-day health and safety on site will be the responsibility of individual engineers. They are responsible for maintaining health and safety standards on site, as well as their personal safety.

Engineers report directly to the Technical Director on health and safety as well as general work-related matters.

Administration

The Technical Director is responsible for the administration of the health and safety policy and all associated paperwork, including the keeping of records required by law.

Copies of employer's personal files are kept by the Technical Director together with ongoing and updated information (for example, training dates and copies of certificates).

Should an employee receive an informal or formal warning in regards to health and safety, details of the incident must be forwarded to the Technical Director immediately.

All accidents are reported and copies of the accident reports forwarded to the Technical Director. These reports are reviewed to see if any amends need to be made to our existing policies.

If needed, third-party support will be brought in to help solve health and safety issues that we cannot resolve in-house.

Our policies

Click the links below to read our policies



[Health and safety policy statement](#)



[Environmental policy statement](#)



[Quality policy](#)



[Equal opportunity and diversity policy](#)



[GDPR statement](#)

Michael Kiddle



Managing Director

April 2024

Hawkesworth



Electrical Equipment Testing (PAT Testing)



EICR (Fixed Wire Testing)



Emergency Lighting



Fire Risk Assessments



Fire Alarm Testing and Servicing



Thermographic Survey



Electric Car Charging for Businesses - Installation and Maintenance of EV Points



Electric Car Charging at Home - Installation and Maintenance of EV Points



Electric Car Charging Point Grants available and the Criteria - EVHS and WCS

Hawkesworth (Hawkesworth Appliance Testing Ltd.)

Guidance House | York Road | Thirsk | North Yorkshire | YO7 3BT |
01845 524498 | Visit: hawkesworth.co.uk | enquiries@hawktest.co.uk

