

# YOUR GUIDE TO ELECTRICAL APPLIANCES & SELF-CERTIFICATION

This guide is designed to help you to self-certify your electrical equipment that you are bringing to Charnwood, explain the process and reasons behind the policy. If at any point you are unsure of what is expected then please get in touch with Andy Chamberlain on 07753 581311 or email at [andy@thescoutnetwork.co.uk](mailto:andy@thescoutnetwork.co.uk)

## WHY SELF-CERTIFY?

Although PAT testing provides an electrical integrity check of the appliance, the majority of defects can be picked up by a good visual inspection. Self-certifying means that by following this guide individuals can inspect their own equipment prior to the camp saving time for both themselves and the OSS team. It also avoids disappointment when an item is not up to standard because having checked the item and found a fault the individual has time to find a suitable replacement before the beginning of the camp.

## SO THERE WILL BE NO PAT TESTING?

Any items that the OSS team are where they feel may be a risk will be PAT tested. This will happen when you hand in your certificates with the equipment. It is worth noting that all hired in equipment should be PAT tested by the hirer. Similarly when borrowing appliances from a group or organisation, these items should have already been PAT tested as part of the group's H & S policy.

## I'M NOT VERY ELECTRICALLY MINDED... CAN I STILL SELF-CERTIFY?

Yes. This guide is very simple to follow and really all you need to do is be vigilant when inspecting your equipment. If you feel you can't follow this guide yourself, then there will be members of both movements who will be able to help you. Failing that please get in touch.

## WHEN DO I NEED TO CARRY OUT MY SELF-CERTIFICATION?

Prior to the camp is the best idea so that any dubious appliances can be replaced before you get to Charnwood. It is recommended that items be checked a couple of weeks before the camp so that it minimises the risk of damage being caused between your check and arrival at camp.

## I'VE HIRED IN EQUIPMENT... DOES THAT NEED TO BE SELF-CERTIFIED?

Quick answer, yes. Hiring in of equipment doesn't automatically mean that its safe or even works. When you get the appliances carry out the same checks, even if it has been PAT tested. If you find a fault then it is up to the hirer to resolve the problem.

## I'M NOT SURE WHAT THE PROCESS FOR SELF-CERTIFYING WILL BE?

Aha! Turn over the page and all will be revealed.

CHARNWOOD 2006  
ON SITE SERVICES  
ELECTRICAL APPLIANCE GUIDE

THE PROCESS...

Below is a list of how the self-certification process will work. It's relatively simple and not too time consuming so everyone should be able to follow it!

1. Blank certificates will be issued to team leaders prior to the camp. These will then be distributed to individuals who are bringing electrical equipment with them along with this guide.
2. The user will then inspect their equipment and fill out the self-certification form.
3. They will bring both the form and appliance(s) to camp.
4. The certificate along with the appliances will be taken to the OSS team who will then check that they are satisfied with the form and appliance. In some cases (where there is a lot of appliances in one marquee or they are big and bulky) we will endeavour to come to you to approve your items.
5. If they are satisfied then an approved sticker will be placed on the plug of the appliance and it can be used on camp. No approved sticker... no plugging in!
6. If the appliances looks suspect then the OSS will carry out a full visual inspection and PAT test. If it fails then the plug will be removed and the appliance will be identified with a failed sticker. It will NOT be allowed to be used on the camp.
7. If the OSS team feel that an individual has purposely not filled in the self-certification forms correctly, or neglected the inspection process then they will be asked to go away and re-certify all their equipment before re-submitting.

SELF-CERTIFYING... INSPECTING & FILLING IN THE FORM!

ITEM DESCRIPTION

Simple, just write in what the item is. Kettle, laptop, freezer, etc.

LOCATION / PURPOSE TO BE USED ON SITE

Where the item is going to be whilst on camp (International tent, subcamp hq etc) or its purpose if it is not going to be in a specific location (Drill for carpentry, PA system for use on subcamp stages, etc)

WHERE'S THE APPLIANCE COME FROM?

Just tick which category is appropriate (i.e. hired in or personal kit) and the name of the company / organisation / group / individual who owns it (if it isn't you)

INSPECTION / SIGNATURE

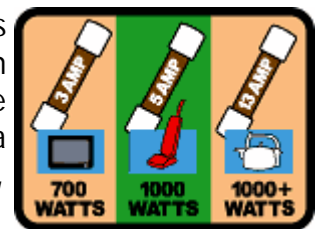
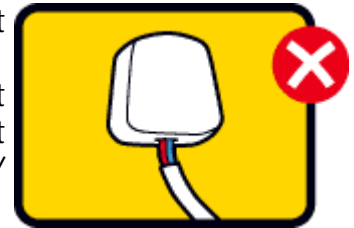
Then all you need to do is follow the inspection guidelines on the next page and tick each item on the checklist once you are happy.

Once you are satisfied that you have checked the item and to the best of your knowledge it is safe, sign, print & date the bottom of the form along with which team you are in (Activities, Ops, OSS, subcamps, etc) and keep it safe till the camp.

## APPLIANCE INSPECTION

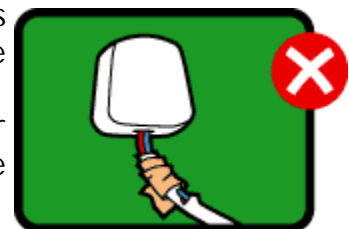
### 1. PLUGS

- Check there are no bits missing from the plug, that it is not chipped or broken or the pins are bent or even missing.
- Make sure that there the cable is secured in the plug and that only the outer sheathing of the cable can be seen coming out the plug. There should not be any of the inner wires (brown / blue / green & yellow) showing.
- Inside the plug, check that the wires are tight in the connections and that the clamp holding the cable in the plug is tight. Make sure that the wires go to the right pins. (Brown to live, Blue to Neutral, Green & yellow to Earth). Some appliances do not have an earth wire. If there is any metal components to the appliance it MUST have an earth wire. If in doubt ASK.
- Check and record the rating of the fuse in the plug. This should be rated in accordance to the appliance. Fuses come in 2A, 3A, 5A, 10A and 13A. It is important that the correct fuse is inserted for the appliance. The equipment should have a fuse rating on the appliance. As a guide Kettles would be 10A, fridges 5A, lights, computers etc 2A or 3A.



### 2. LEADS

- Uncoil the whole lead and visually check the length. If it is nicked, or you can see wires showing under the outer core then it has to be rejected.
- Check the connection of the lead into the appliance for fraying, looseness, missing or broken bits or the cores of the cable showing.
- Cables can't be repaired with sticky tape, electrical tape, blu-tack or pritt-stick. If the cable is damaged or taped up then it needs to be replaced by someone qualified.
- Extension leads... check the connections at both ends and the full length of the cable. Remember that when you use an extension lead it needs to be fully uncoiled to achieve the rating of the lead. If its not it could overheat
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### 3. EXTERIOR CASING

- Check the exterior casing for cracks, broken pieces, missing components or any signs of burning, deterioration or damage. If in doubt about it, don't use it!

#### 4. OVERHEATING / EXCESSIVE WEAR

- Check the appliance, the leads, plug and connections for any signs of burning. This may be discolouring of the plastic or metal or brittle components. Also look at the appliance for excessive wear and tear. If it is in a poor state of health ask yourself if you would let your ten year old child use it?



#### 5. OPERATIONAL CHECK


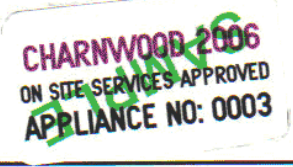
- Simple enough to do. If you are satisfied that all the above checks are good then you need to test the appliance to make sure that it works in the manner you expect it to do, if at all. There's nothing worse than arriving on camp to find that the urn you've borrowed doesn't work or the printer won't print.
- Carry out an operational check on the equipment. Listen to it as it functions, check for excessive heat from places where there shouldn't be. Can you smell burning? Does the appliance work as it should? (i.e. the urn thermostat cuts out when the water is hot?)
- Finally, is it fit for the purpose? Does the appliance meet the criteria for the job you're doing? Will that George Foreman be capable of cooking bacon for 500 staff? Are those fairy lights that are going round the subcamp entrance rated for use outdoors? Common sense should prevail here but remember... just because its given to you free, it doesn't mean its suitable for what you want to use it for.



**REMEMBER... ALWAYS VEER ON THE SIDE OF SAFETY. IF YOU ARE  
IN ANY DOUBT ABOUT THE INTEGRITY OF THE APPLIANCE...**

**DON'T USE IT!**

**APPENDIX 1 - CERTIFICATE SAMPLE**

	<b>CHARNWOOD 2006 ELECTRICAL APPLIANCE SELF CERTIFICATION</b>	
ITEM DESCRIPTION: <u>TOASTER</u>		
LOCATION / PURPOSE TO BE USED ON SITE: <u>LEADER'S COFFEE BAR</u>		
HAS THE APPLIANCE BEEN:		
<ul style="list-style-type: none"><li>• HIRED IN FROM A BUSINESS <input type="checkbox"/></li><li>• HIRED / BORROWED FROM A GROUP <input type="checkbox"/></li><li>• PERSONAL ITEM BORROWED FROM THIRD PARTY <input type="checkbox"/></li><li>• PERSONAL ITEM FROM HOME <input checked="" type="checkbox"/></li><li>• OTHER (IDENTIFY): _____ <input type="checkbox"/></li></ul>		
NAME OF COMPANY / GROUP / PERSON WHO OWNS THE ITEM: <u>MR T.O. STEY</u>		
VISUAL INSPECTION CHECKLIST:		
<ul style="list-style-type: none"><li>• PLUG CHECKS CARRIED OUT <input checked="" type="checkbox"/></li><li>• LEADAGE CHECKS CARRIED OUT <input checked="" type="checkbox"/></li><li>• EXTERIOR CASING EXAMINED <input checked="" type="checkbox"/></li><li>• NO SIGNS OF OVERHEATING / EXCESSIVE WEAR <input checked="" type="checkbox"/></li><li>• OPERATIONAL TEST <input checked="" type="checkbox"/></li></ul>		
• APPROXIMATE AGE OF EQUIPMENT: <u>1</u> years		
• FUSE RATING <u>5</u> amps		
• IF PAT TESTED GIVE DATE OF TEST <u>-</u>		
I declare that I have read the Charnwood Electrical Appliance guide. I have carried out the appropriate checks on this appliance and am satisfied to the best of knowledge the item is safe.		
SIGNED : <u>T.O. Stey</u>		DATE: <u>24/7/06</u>
PRINT NAME : <u>MR T.O. STEY</u>		TEAM: <u>OPERATIONS</u>

The approval sticker is placed on the completed certificate once it has been approved by a member of the OSS team at camp.