

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Portable Appliance Testing OPERATOR TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

Central Administration Office

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# PAT Training Division

HSCS has over 20 years' experience of offering Portable Appliance Testing with associated services. Our staff have assisted in developing recognised, and adopted, training programmes, safe systems of work, Risk Assessments, manuals for managers, supervisors, operators and trainers. Our PAT instructors, trainers and Tutors are at the forefront of creating and developing National training courses.



We are a fully Accredited Training Provider (no 3:10005) for both operators and instructors, all HSCS staff delivering PAT training and associated services are fully qualified Tutors, Trainers or Instructors to the recognised standards. In addition to delivering cost effective quality training and services, HSCS specialists staff work closely with the HSE, and accrediting bodies, to design and develop Health & Safety standards and courses, by being part of standards committees, lead bodies and advising HSE inspectors and EHO's we can stay at the forefront of standards.

Our **National Coverage**, is exactly that, from the South of England to the North of Scotland and from the East Coast to the West of Wales. With instructors, tutors and trainers based around the UK we offer a **Local Service** based on fully qualified professional staff, we can therefore ensure clients receive the best possible quality service with quick response times. The approach of a consistent quality service also gives us the flexibility needed to react to our clients differing requirements.



Our clients range from Multinationals to single site users and each client is viewed and treated as a unique entity. We believe that each client should receive individual attention and that the services we offer should be aimed at both the legal requirements expected of the client, and the clients need for services that are pertinent and advantageous to their operating environment. Furthermore that these services should be flexible and available at a time to suit the clients operations and requirements, and above all be cost effective.

Clients have individual needs, for example requiring services out of 'normal' hours, HSCS offer a level of **Individual Care** that means if our clients require services to encompass shift work, nights or weekends, we provide it! We also offer bespoke training to a clients' particular operating environment, this not only ensures compliance with statutory requirements but also contributes to an overall cost effect service.



Whether you have a single site, or a nation wide company our service fees are clear and precise, there are **no hidden extra's**, quotations are fully inclusive of all course materials, travel, expenses, certification, licensing, registrations - in fact everything except vat. **Why not put us to the test**, just call our head office and experience the difference.

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.

**John Steel**  
National Manager



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## Portable Appliance Testing Training & Certification

### PAT TRAINING COURSES

HSCS are able to deliver approved training courses for PAT testing operator training & certification at clients site/s, ensuring operators are trained on the equipment they are actually going to use in their working environment and of course the equipment range they will be testing.

Electrical Safety Testing (PAT Testing)			
Description	To teach the safe testing procedures for electrical safety testing of portable appliances, specific to clients requirements and Legislative requirements of HASAWA, MHASAWA and specifically HSG107 (maintaining portable & transportable equipment) Using HSCS or clients own testing equipment, the course covers 440v, 230v and 110v equipment, RCD's, all standard type equipment including industrial, School, Office, Hire, Garages etc. The Course cover all required aspects as well as concentrating on specific testing according to the client's working environment.		
	Brief Content	HASAWA PUWER HSG107 Principles of electricity (Earth bonded/double insulated) Recording Procedures Testing Periods	
Notes		In Company courses will be tailored to the working environment A Training room suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. No prior knowledge of topic required. This course does not cover repairs, only testing and basic adjustments	
			On Site Knowledge & Skill HSE Regulations A4 Certificate ID Card 1 Day Knowledge & Skills

Example of Specific Site Environments covered (Not exhaustive)

Hospitals	Hire Companies	Care Homes	Residential Homes
Domestic Homes	Factories	Offices	Warehouse
Construction Sites	Schools	Armed Forces	Museums

#### Who should attend

This course is designed to give anyone who may be required to conduct PAT testing the knowledge and abilities they need to be able to identify and recognise hazards, and carry out inspection, testing and recording of Portable Appliance Testing. There are no entry requirements.

#### What are the benefits of attending

On completion of this course delegates will be able to carry out inspection and testing of portable appliances at the required intervals and create the identification of equipment tested and correct recording of test outcomes.



### **What qualifications/Prior Knowledge is required?**

Other than basic literacy and numeracy, None! The course is structured so that no prior knowledge is required, the course is for testing equipment, not repairing same.

### **How is the course structured?**

Delivered at your site, this course is participative in that delegates will physically test equipment as well as well as receiving safety and procedure information.

### **Key topics**

- The legal requirement to test class 1, II and III appliances
- Safety risks and typical faults
- Frequency of testing
- Earth bond resistance tests
- Insulation resistance tests
- Earth leakage and touch current
- Load/run testing
- H V flash testing
- Testing office PC's and IT equipment
- Pass and fail labelling
- Results and maintenance records

### **How is the course assessed / Certificated?**

A Practical Assessment and Knowledge Based examination will be conducted with successful delegates receiving pass notifications on the day and once entered into the register, full certification valid for 5 years.

### **Site Requirements for PAT Courses**

A Suitable room for the number of delegates and trainer, tables, chairs will be required for knowledge training and documentation completion / administration and knowledge examination. This should also have a 230v 13amp square pin power supply.

A Suitable area for the practical elements of testing equipment and the practical examination will be required, however this can also be held in the room.

A selection of typical equipment that is to be tested, or access to same if in a different area.

A suitable tester, ideally (due to the wide range of testers) the tester that delegates will be using in their working environment.. HSCS can supply a tester if required and this should be notified at the time of booking the course. Our current testers are the Smart Pat range, we will also be happy to guide you as to the most suitable for your testing environment.

We are required to take delegates photographs for certification, if cameras are not permitted at your site, or other company procedures do not allow for this then you will be asked to email electronic photos of the delegates (Passport Style) to our Head Office.

We will require parking for our trainer's vehicle, if this is a problem, please advise at time of booking

### **HSCS will supply**

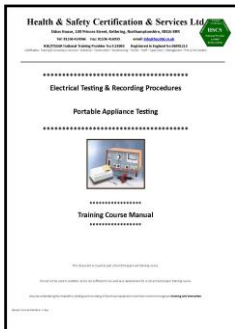
All course hand-outs, Laptop/Projector/DVD Player (as appropriate), course administration documents, registration documents, examination papers.

A PAT tester - if you do not have one, or have not yet sourced one, this may be different to the Tester you purchase/hire but the procedures and testing regimes are the same and delegates should be able to transfer their knowledge and skills in conjunction with the Tester Operation Manual. This must be requested at the time of booking.



## COURSE DOCUMENTATION

All PAT training courses will carry with them the following documentation as a **minimum**. Copies of the candidate & course report (Training Record) are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc, however if clients wish, we can send copies of all course documentation.



**Operators Manual**, this will give the operator an insight into the safe operating practices for the testing of portable appliances and the recording thereof, and is a valuable resource for reference post course, this will include chapters on:- Responsibilities, HSG107, Principles of electricity (Earth bonded/double insulated) Recording Procedures, Testing Periods, General test procedures, Visual Inspections, Earth Bonded , Double Insulated tests, Fault simulator, Equipment Calibration, Recording & Documentation.

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

**Candidate And Course Assessment Sheet**, this key document records the training undertaken, the equipment used, the candidates details, the company details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and any other information pertinent to the training.



The details on this document meet (and exceed) the requirements for clients to correctly record the training as per the MHASAWA, PUWER, HSG 107 etc. This documentation will form an integral part of your authorisation process for successful candidates.



**Practical Skills Test Sheet**, this records the candidates performance of the practical examination. This examination is as set out under legislation as recognised by the Health & Safety Commission as competent to undertake Portable Appliance Testing, Any poor operating practices are recorded. A delegate must be able to complete the practical assessment to achieve certification.

**Theoretical (Safety Knowledge) Examination Test Sheet**, this records the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required to safely undertake Portable Appliance Testing for which training has been administered. Again this knowledge test is as laid down as per legislation. This document and the practical skills test sheet can be used to confirm a delegates knowledge and ability, and can be instrumental in any litigation or accident investigation situations.



## EXAMINATION STANDARDS



These standards have been developed over a number of years to meet and exceed the training requirements as laid down by HSE regulatory requirements, and have been adopted by HSCS as a means of ensuring national, uniform standards for the examination of Portable Appliance Testing skills and safety knowledge. Continuous assessment of an operators' progression will naturally be undertaken during training by instructors.

The test will only be administered by accredited HSCS trainers, instructor/examiner and in accordance with the Health & Safety Commission/Executive Approved guidance MHASAWA, PUWER, and HSG 107 etc.

Candidates must attain pass levels in all examinations (Practical & Knowledge) to receive Certification.

By applying these standards and utilising the course documentation and issuing compliant training records, HSCS assist you in meeting HSE, and Insurance requirements whilst minimising litigation opportunities.



## CERTIFICATION

Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in the appropriate HSE regulations.



**Operators Certificate**, (A4) this gives the required details of the training date, the venue, the equipment type, the PAT Type, any specialist applications, the client company, the testers registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details. Certification and ID cards (see below) are valid for a maximum 5 years. HSE recommend refresher training at 3 to 5 year intervals.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is also signed by the training providers authorised signatory and then laminated to avoid tampering and / or fraudulent use.

**Positive ID Card**, this is issued in addition to the certificate. Where certification will often be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the date the candidate has been certificated on, and again carries relevant details of training etc.



Front

Back

This ID is open for up to five years. If the client wishes the ID can also double as the ATO for the host company and can be limited to that company if required.



**Temporary Pass Notification**, due to the accreditation process, quality systems and the registration process of operators, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and operators often need to be able to undertake PAT testing as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. We can include a clients authority to operate within this document if required. The temporary pass notification is duration limited to 14 days from issue.

## Post Course

HSCS believe in offering a full and complete service that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of Portable Appliance Testing. We also offer free support in relation to our training and standards should you have any incidents with operators or queries from EHO's or HSE inspectors

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective quality training and services that contribute to the overall benefit of your company, employees and clients.

**John Steel**  
National Manager

