SITE survey. APP

SITE SURVEY REPORT

PAT Testing Record

Prepared for	Kingsgate Studios Ltd
Date	16 Sep 2026
Site	Kingsgate Studios, Sheffield
Prepared by	N. Patel

FORM

PAT Testing Record

1. Job details

Project	Kingsgate Studios, Sheffield: annual PAT testing (completed example)
Customer	Kingsgate Studios Ltd
Site	Kingsgate Studios
Site address	Kingsgate Studios, 41 Cutler Street, Sheffield
Date	16 Sep 2026
Inspected and tested by	N. Patel, Elmfield Facilities Ltd
Test instrument make and model	ExampleCo Electrical PT-200 portable appliance tester
Serial number	PT2-50318
Calibration date	11 May 2026
Areas covered	Ground floor studio, first floor offices and kitchen

What the law asks for. HSE says the law does not make inspection or testing of electrical appliances a legal requirement, nor require it every year. Equipment must be maintained so it is safe, and how often it is checked depends on the type of equipment and where it is used. There is no legal requirement to label equipment or keep records, but HSE says both can be a useful management tool. Sources: The Electricity at Work Regulations 1989, regulation 4(2), require electrical systems to be maintained so as to prevent danger, so far as reasonably practicable. The IET Code of Practice for In-service Inspection and Testing of Electrical Equipment (5th edition) sets out how to inspect and test, and suggests intervals.

2. Appliances

Rooms and areas 1: Ground floor studio

Room or area	Ground floor studio

Appliances in this room 1: KS-0131

Appliance ID	KS-0131
Description	Desk fan
Class	Class II: double insulated
Check carried out	Visual inspection and test
Visual inspection	Fail

What is wrong?	Wrong fuse
Fuse fitted (A)	3
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Fail
Action taken	Repaired and retested: pass
Retest interval	12 months
Suggested next check	16 Sep 2027

Appliances in this room 2: KS-0140

Appliance ID	KS-0140
Description	LED light panel on stand
Class	Class I: earthed
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	5
Earth continuity (ohms)	0.11
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Retest interval	6 months
Suggested next check	16 Mar 2027

Appliances in this room 3: KS-0141

Appliance ID	KS-0141
Description	Extension reel, 25 m
Class	Lead or extension only
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	13

Earth continuity (ohms)	0.42
Insulation resistance (megohms)	>100
Polarity and wiring correct?	Correct
Functional check	Pass
Result	Pass
Retest interval	6 months
Suggested next check	16 Mar 2027

Appliances in this room 4: KS-0142

Appliance ID	KS-0142
Description	Four-way extension lead, 3 m
Class	Lead or extension only
Check carried out	Visual inspection only
Visual inspection	Fail
What is wrong?	Damaged cable
Fuse fitted (A)	13
Functional check	Not done
Result	Fail
Action taken	Removed from use and labelled

Photos of defects



This room: appliances checked	4
This room: passed	2
This room: failed	2
This room: failed and taken out of use	1
This room: failed but left in use	0
This room: due again within 12 months	3

Rooms and areas 2: First floor offices

Room or area	First floor offices

Appliances in this room 1: KS-0114

Appliance ID	KS-0114
Description	Four-way extension lead, 5 m
Class	Lead or extension only
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	13
Earth continuity (ohms)	0.18
Insulation resistance (megohms)	>100
Polarity and wiring correct?	Correct
Functional check	Pass
Result	Pass
Retest interval	12 months
Suggested next check	16 Sep 2027

Appliances in this room 2: KS-0120

Appliance ID	KS-0120
Description	Laptop power supply
Class	Class II: double insulated
Check carried out	Visual inspection and test

Visual inspection	Pass
Fuse fitted (A)	3
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Retest interval	24 months
Suggested next check	16 Sep 2028

Appliances in this room 3: KS-0121

Appliance ID	KS-0121
Description	Laptop power supply
Class	Class II: double insulated
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	3
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Retest interval	24 months
Suggested next check	16 Sep 2028

Appliances in this room 4: KS-0125

Appliance ID	KS-0125
Description	Office printer
Class	Class I: earthed
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	5
Earth continuity (ohms)	0.07
Insulation resistance (megohms)	>100

Functional check	Pass
Result	Pass
Retest interval	24 months
Suggested next check	16 Sep 2028
This room: appliances checked	4
This room: passed	4
This room: failed	0
This room: failed and taken out of use	0
This room: failed but left in use	0
This room: due again within 12 months	1

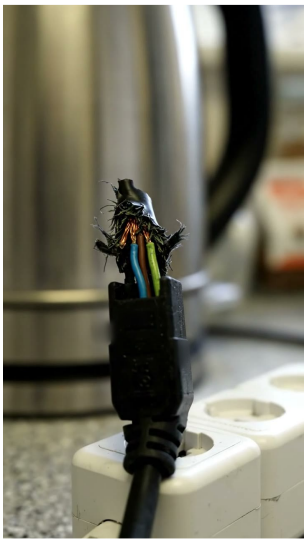
Rooms and areas 3: First floor kitchen

Room or area	First floor kitchen

Appliances in this room 1: KS-0101

Appliance ID	KS-0101
Description	Kettle, 1.7 litre
Class	Class I: earthed
Check carried out	Visual inspection only
Visual inspection	Fail
What is wrong?	Damaged cable
Fuse fitted (A)	13
Functional check	Not done
Result	Fail
Action taken	Removed from use and labelled

Photos of defects



Appliances in this room 2: KS-0102

Appliance ID	KS-0102
Description	Microwave oven
Class	Class I: earthed
Check carried out	Visual inspection and test
Visual inspection	Pass
Fuse fitted (A)	13
Earth continuity (ohms)	0.06
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Retest interval	12 months
Suggested next check	16 Sep 2027

Appliances in this room 3: KS-0103

Appliance ID	KS-0103
Description	Fridge
Class	Class I: earthed
Check carried out	Visual inspection and test

Visual inspection	Pass
Fuse fitted (A)	13
Earth continuity (ohms)	0.09
Insulation resistance (megohms)	>100
Functional check	Pass
Result	Pass
Retest interval	12 months
Suggested next check	16 Sep 2027
This room: appliances checked	3
This room: passed	2
This room: failed	1
This room: failed and taken out of use	1
This room: failed but left in use	0
This room: due again within 12 months	2
Appliances checked	11
Passed	8
Failed	3
Pass rate (%)	73
Failed and taken out of use	2
Failed but left in use	0
Due again within 12 months	6

3. Summary and sign-off

Have all failed appliances been taken out of use?	Yes
Who was told about the failed appliances?	G. Moore, office manager
Recommendations	Replace the kettle and the 3 m extension lead from the studio. The desk fan had a 13 A fuse, now changed to 3 A. Studio leads and lights move around the building and go out on shoots, so check them every six months. Ask staff to tell the office manager before bringing in their own fans or chargers, so they can be added to the register.

> HSE says the person doing the testing needs to be competent to do it. In many low-risk environments a sensible member of staff can do the visual inspections if they have enough knowledge and training.

Is the customer or their representative available to sign?	Yes
Customer name	G. Moore
Position	Office manager
Customer comment	Kettle and studio lead binned, replacements ordered.
Customer signature	
Tester name	N. Patel, Elmfield Facilities Ltd
Tester signature	