

S9 – Electrical Scheme Template H&SEAP01

Written scheme of systematic maintenance of electrical equipment

Equipment	Inspection/Test	Frequency/timing	Carried out by
Plant and workshop area	External examination to BS7671 GN3	6 monthly	External electrical contractor
	Thorough inspection and test to BS7671 GN3	12 monthly	
Main office	Thorough inspection and test to BS7671 GN3	48 monthly	
	External examination to BS7671 GN3	12 monthly	
Portable appliances / tools in workshop and plant area	Combined formal visual inspection and tests to HS(G) 107.	6 monthly	External electrical contractor
Portable appliance in the main office	Combined formal visual inspection and tests to HS(G) 107	48 monthly	
Residual Current Devices (RCDs)	Functional or tripping tests	3 monthly	Staff
	Timing/trip tests	6 monthly	External electrical contractor
Safety interlocks, pull keys and emergency stops	Functional or tripping tests	Monthly	Staff
Although no HV is on site at present if in future it is provided then the following would apply			
High Voltage (11kV) switchgear	External Examination	12 months	External electrical contractor
High Voltage (11kV) switchgear	Full maintenance	48 months	HV specialist electrical contractor
High Voltage (11kV) switchgear	Post fault maintenance	Immediately after operation under fault conditions	HV specialist electrical contractor
All electrical systems	Review of scheme	36 months	External electrical contractor

