RECORDS, FORMS AND LABELS

GREEN LABEL OR RED?

Two documents matter, and they work together.

1

The equipment register

The duty holder's

asset list

: every item, its ID number, when it was bought. Your test sheet is filled in

from

this.

2

The inspection and testing record

Your results: equipment ID, class, description, location, ratings, fuse, condition checks, test results, pass or fail, your initials.

✋ **Know the forms by name as well as number.** In the book, **Form 4.1** is the **equipment formal visual and combined inspection and test record** — Appendix 4 · Table A4.1 . Forms printed outside the book may be numbered differently, so learn the mapping before the exam. You can't leave a sticky note in the book when you sit it.

FILLING IT IN

- Tick (pass) or cross (fail) each condition check; **N/A** where it doesn't apply, **N/C** where it wasn't checked — the key printed under Form 4.1
- On a class II, continuity is **N/A** — don't leave it blank
- A fail early in the sequence means the later tests aren't carried out — record them **N/C** (not checked), as the key under Form 4.1 says
- Record the **>** symbol on insulation resistance readings
- Use the asset or serial number; if there isn't one, record what identifies the item

LABEL	MEANING
Green	Passed
Red	Failed — removed from service, quarantined until repaired

Intervals are
risk-assessed
rather than fixed (Section 11, p.81).

Appendix 4 · model forms

Section 12 · records and labelling

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