



Digital Media, Technology & Event Management
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Electrical Testing & Tagging
Photography
Videography
Website Design
Graphic Arts Design
Production Management
Theatre Lighting & Sound
Event Management & Marketing
Computer Repairs/Programming

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TESTING & TAGGING FACT SHEET

IS YOUR WORK PLACE SAFE?

Is your workplace compliant with all the latest Occupational Health & Safety regulations? Are you over due and need to have your electrical appliances tested and tagged? **Not Sure?** Then allow us to give you an obligation free quotation on getting your workplace electrically compliant.

What Needs Testing

In general, all low voltage (240V - 415V) single and poly-phase (three phase) electrical appliances with a flexible lead, that plug into a power point and are used in the workplace should be tested and tagged on a regular basis.

This even includes personally owned items that are brought into the workplace - even if only on an occasional basis. It would also be prudent to protect yourself by insisting that any appliances used by contractors on-site must have a valid "tag".

As this covers a fairly broad range of appliances, here are some of the more common appliances that we typically test and tag;

Computers, printers, monitors, photocopiers, fax machines, power tools (drills, saws, grinders, compressors etc), battery chargers, phone chargers, desk-top lamps, vacuum cleaners, TVs, floor polishers, extension leads, power boards, radios, air conditioners, refrigerators, heaters, portable flood lights, jugs & kettles, toasters, hand dryers, washing machines, transmitters, modems, CD players and lots more.

The general rule-of-thumb is "*if you plug it in, get it tested*".



Testing and Tagging

Our Testing & Tagging service is designed to deliver our clients an integrated management solution to the problems of meeting Electrical Safety Compliance. We achieve this through:

- Only using the latest in PAT equipment.
- Documented Log Book of all tests conducted
- Our staff are qualified Technicians specially trained in electrical compliance testing.
- We notify you when your appliances are due to be retested.

Our process of integrating OH&S Risk Management with our Electrical Testing processes allows our clients to eliminate the need for shutdowns of Servers and Communications equipment during working hours.

Your testing records are stored in our database. Your Testing Records provide you with an easy to read printout that more than satisfies the legislative requirements. This printout can be utilised by you as an Electrical Asset Register We can even modify our database to fit with any specialised reporting needs that you may have.

Scheduled Retesting of equipment happens automatically. We contact you 14 days before any equipment is due for retesting, to schedule a convenient time. This ensures you stay compliant.

Failed equipment. We give failed equipment to your staff for disposal or despatch for outside repair, or our qualified staff can repair it immediately. This saves you "Call-out" costs and minimises the disruption to your productivity.

How much does it cost

to have appliances tested and tagged?

This is a question we get asked often and the answer will depend on several factors. The main ones are;

- The type of appliances you have
- Number to be tested per session and/or overall
 - Day / time you need them tested

Consideration may also need to be given to;

- Location where testing needs to be conducted
 - Ready access to the appliances

Any other requirements you may have.

You May Be Eligible For A Discounted Service—See Overleaf

How Often Do Appliances Need to be Tested?

Electrical appliances need to be tested and tagged at regular intervals by a qualified Competent Person.

Exactly how often is subject to a formal risk assessment that should take into account a number of factors including; the Class of the appliance; the environment in which it is used; is it subject to abuse by the user.

This is an abridged version of "Table 4" from the Standard AS/NZS 3760:2003. Take careful note that these intervals are **indicative only** and are subject to a risk assessment; this may result in a power tool used in a very hostile environment being retested every three months, whereas if it was used very occasionally in an office, it may require retesting only every year or two. The testing technician should be able to guide you on formulating the risk assessments.

Environment	Appliance Class	
	Class I	Class II
Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 months	12 months
Where the equipment or supply flexible cord is subject to flexing in normal use or is open to abuse or is in a hostile environment	12 months	12 months
Where the equipment or supply flexible cord is not subject to flexing in normal use or is not open to abuse or is not in a hostile environment	5 years	5 years
Hotels, residential institutions, motels, boarding houses, halls, hostels etc	2 years	2 years
Used for commercial cleaning	6 months	12 months

Most construction / demolition sites require appliances to be retested every three months.

IMPORTANT WARNING:

Don't be fooled by service providers claiming to be able to "save you money" by offering to extend the retest intervals beyond what they reasonably should be under the Standard AS/NZS 3760:2003 ie by putting 5 year intervals on items that should be retested yearly.

It is our opinion and experience that this is false economy because the onus for providing a safe workplace falls back onto you, the employer, (not the service provider) and a lot can happen to an appliance over 5 years, especially if it is in regular use! Why risk a hefty fine(s) of \$10,000 or more for breaches of workplace safety just to save a few dollars today?!

If a service provider proposes extending the test intervals well beyond what the Standard indicates it should be, you need to decide what is really motivating them; a quick sale or your safety???


Knoble Arts offers significant discounts to;
Senior Citizen Facilities,
Community Groups,
Schools and
Opportunity Shops



Safety Switch Testing

A Residual Current Device (RCD), also known as a Safety Switch it is a device located on the electrical switchboard or power outlets of some work places. To ensure that these units are operating correctly we can test your RCD and record the test results to Australian Standards AS/NZS 3760.

Our technicians will perform both a "push button" and millisecond test to ensure that these devices are functioning within appropriate standards. The information from these tests shall be recorded and reported to you along with your appliance testing and tagging information. These devices are designed to save lives, if you have gone to the effort to have these life saving devices installed in your workplace it only makes sense to ensure they work at maximum efficiency!

contact  **Knoble Arts** on 0408032641 for a free quote.