

## CHECKS AND INSPECTIONS OF ELECTRICAL APPLIANCES DURING USE

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### Purpose

The purpose of this Control Document is to provide protection against electric shocks when using electrical appliances, while at the same time preventing the potential risk of fire.

### Subject

The subject of this document is to establish requirements for carrying out inspections and checks of electrical appliances during use

### Scope

When issued, the procedure is distributed by ETM OU to the members of the Board of Directors and to all managers who shall decide on its further distribution, if any, to their subordinate employees. This document is published for access by all employees on the Intranet of Letiště Praha, a. s.

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# I Acronyms, terms

## I.1 Acronyms

Acronym	Explanation
OSH	Occupational health and safety
ČSN	Czech state standard
COSO	Czech Occupational Safety Office
PEE	Electrical engineering and energy OU
PA	Letiště Praha, a. s.
OU	Organizational unit
PELV	Equipment powered by safe low voltage obtained from a protected source (e.g. a transformer)
SELV	Safe extra-low voltage equipment not connected to a ground at any point (e.g. from an accumulator)
ETM	Energy and Technology Management OU

## I.2 Terms

Term	Explanation
electrical appliance	an electrical device intended for use which does not need to be adjusted before use; the device is easily connected to the main power supply
cost centre	economic identification of an OU
electrical appliance check	an activity in which the technical condition of an appliance is ascertained by an inspection and operations test
measurements of an electrical appliance	verification of electrical parameters for safety against electric shocks by taking a measurement
non-portable electrical appliance	an appliance that is not portable or an appliance that is attached
non-compliant inspection	the condition of an electrical appliance is non-compliant in terms of parameters and safety, the appliance is forbidden to be used
repair of an electrical appliance	an action to restore the operability and safety of an appliance and, where necessary, to replace parts of an appliance
electrical appliance operator	a legal or natural person that provides its own or leases electrical appliances for the activities of a direct user, or that uses them directly (within PA, this is the economic centre manager)
portable appliance	an appliance which is handled during work or something other than an attached appliance with a weight of less than 18 kg
attached electrical appliance	an appliance which is intended for use only when it is attached to a support or otherwise secured in place
inspection of an electrical appliance	a summary of the operations employed for examining, measuring and testing the safety of an electrical appliance. Each appliance inspection shall also include the issuance of an inspection document.

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hand-held appliance	a portable appliance designed to be held in one's hand during normal use, whose motor, if any, is an integral part of the appliance
the use of electrical appliances outdoors	such use of appliances in which both the user and the appliance are exposed to external atmospheric influences
user of an electrical appliance	any person who uses an appliance directly for operation
operation test	verification of the operation of controls and a noise assessment made by listening

## II Responsibilities and powers

Name of the role / position	Description of responsibilities and powers
Educated worker	A worker that meets the requirements of Section 4 of Decree No. 50/1978 Coll. To perform inspections of electrical appliances
Operator	Provides corrective actions in case of a reported defective appliance
Inspection technician	A worker with adequate electrical competence who carries out inspections
User	Before the use of any appliance, he/she is obliged to carry out a visual inspection
Manager	Responsible for keeping records of electrical appliances, ensures (initiates)

## III Inspections and checks of electrical appliances

The obligation to carry out regular checks and inspections of electrical appliances arises for organizations from Section 4 (1c) of Act No. 309/2006 Coll. (OSH) and from the general provisions of the Czech Labour Inspection Office (CLIO).

According to this control document, the following is carried out:

- a) checks of electrical appliances during use
- b) inspections of electrical appliances during use.

The periods for carrying out inspections and checks are given in Chapter III.4 of this standard.

This control document does not apply to:

- household and similar electrical appliances;
- electric light fittings connected by means of a detachable movable cable;
- electrical information technology equipment;
- electrical security technology equipment;
- consumer electronics;
- movable cables and lines;
- electric and electronic measuring instruments;
- adapters, etc.
- other electrical appliances of a similar nature;
- SELV and PELV electrical appliances not directly connected to the LV network;
- electrical appliances subject to special regulations:
  - electrical appliances which are part of a fixed distribution system,
  - medical appliances,
  - electrical equipment in potentially explosive areas,

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- welding equipment.

### III.1 Persons authorized to carry out inspections and checks of electrical appliances

**Checks** of electrical appliances may be carried out by a worker who is minimally instructed (Section 4 of Decree No. 50/1978 Coll.). This may therefore also be an authorized employee of the user who meets the specified qualification.

**Inspections** of electrical appliances within an employment relationship may be carried out by a knowledgeable employee (Section 5 of Decree No. 50/1978 Coll.) who is demonstrably instructed on the procedures pursuant to ČSN 33 1600 ed.2.

Electrical appliances may be **inspected** by a natural or legal person only on the basis of a relevant trade license that guarantees professional competence.

In PA, inspections of electrical appliances are carried out by the Power Engineering and Energy (PEE) organizational unit of the Energy and Technology Management (ETM) organisational unit based on the requirements of the respective managers of the economic centres where the electrical appliances are being used.

Inspections of low-voltage and computer equipment, including moving cables for the equipment, are provided by employees of organizational units that manage the above-mentioned appliances through their own employees or suppliers.

**Warning:** Inspections of fixed electrical appliances may only be performed by an electrical equipment inspection technician according to ČSN 33 1500.

For inspections provided by suppliers, it is necessary to observe Decree No. 20/1979 Coll. of COSO. Each company that performs this activity shall submit to the supplier a copy of the authorization issued by a supervising authority within its competence (Technical Inspection of the Czech Republic) pursuant to Section 3 of this Decree.

### III.2 Responsibility for ensuring inspections and checks

Every manager of an economic centre according to the organizational structure is an operator of electrical appliances within the scope of his/her competences.

An economic centre manager:

- within the scope of his/her competences, instructs persons directly using electrical appliances at work (hereinafter referred to as users) to carry out a visual inspection of the appliances before each use;
- maintains (keeps up-to-date) records of such electrical appliances being used within the competence of his/her economic centre and keeps technical documentation thereof;
- ensures regular inspections of electrical appliances within the meaning of this standard;
- operates only those electrical appliances that are owned by PA or leased;
- instructs users to use electrical appliances only in accordance with the manufacturer's operating instructions;
- ensures the inclusion of new appliances into the appropriate groups and classes according to chap. III. 3;

He/she submits written documents on the fulfilment of the above-mentioned measures noted during OSH inspections and during fire prevention inspections.

### III.3 Classification of electrical appliances by use

Groups of appliances	Meaning
<b>A</b>	appliances rented to another user
<b>B</b>	appliances used outdoors
<b>C</b>	appliances used in industrial and handicraft activities indoors
<b>D</b>	appliances used in publicly accessible areas
<b>E</b>	appliances used in administrative activities

### III.4 Frequency of inspections and checks of electrical appliances

Checks of electrical appliances shall be carried out by a worker who is minimally instructed in accordance with III. 1, first sentence, based on authorization by the operator and within the frequency set out in Table No. 1.

Inspections of electrical appliances may only be carried out by personnel with adequate electrical competence, by a professional organization or by a company authorized to carry out this activity, within the frequency set out in Table No. 1.

## Frequency of checks and inspections

		Hand-held appliances		Portable appliances	
		Checks	Inspections	Checks	Inspections
<b>A</b>	Prior to provision to an operator or user, and by group of use				
<b>B</b>	Before use	Classes I Classes II and III	1 x every 3 months 1 x every 6 months	Before use	1 x every 6 months
<b>C</b>	Before use	Classes I Classes II and III	1 x every 6 months 1 x every 12 months	Before use	1x every 24 months
	Before use	Classes I, II and III	1 x every 12 months	Before use	1x every 24 months
<b>E</b>	Before use	Classes I, II and III	1 x every 12 months	Before use	1x every 24 months

**Note:**

- The first periodic inspection after an appliance's initial commissioning shall be carried out no later than within the periods specified in Table No. 1;
- Checks and inspections also apply to extension, movable and detachable cables;
- For extension cables, the same period shall apply as for hand-held appliances when setting periods for regular revisions;
- The same period applies for extension cables used in Group E as for portable appliances.

### III.5 Proof of electrical appliance inspections

The recommended proof of an inspection should include:

- a) the exact identification of the electrical appliance (name, manufacturer, inventory number, if any),
- b) inspection date,
- c) outcome of the appliance's inspection,
- d) results of tests and measurements carried out,
- e) evaluation of an operational test,
- f) an overall assessment of the electrical appliance in terms of safety,
- g) setting a time period for subsequent revisions,
- h) signature of the authorized person who performed this activity,
- i) measuring instruments used.

**Inspection form:**

No specific sample form is prescribed. The document shall contain all prescribed information. A draft form is usually proposed by the person who performs this inspection activity.

The sample form used by PA employees can be found on the OSH/Others website

### III.6 The procedure for checking electrical appliances

Before each use, the user must check the appliance externally:

- covers, handles, controls, etc., shall not be damaged in any way so as to reduce protection due to dangerous contact;
- a fixed movable cable must not have any damaged, swollen or excessively hardened insulation, it must have a protective sleeve at the input into the appliance (or - for portable appliances
- a bushing), and must be secured against being pulled out; the plug must not be damaged. For appliances in protection classes II and III, the movable cable must be inseparably connected to the plug;
- extension, movable and detachable cables must not have any damaged, swollen or excessively hardened insulation and must be secured against being pulled out. Both the plug and the movable socket or inlet must not be damaged;
- ventilation openings must not be dusty or covered.
- for transformers, external inspections are identical to that of for appliances

### III.7 Obligations arising from an evaluation of the results of inspections and checks of electrical appliances

**The user is obliged to:**

- if any defect is found in accordance with chap. III. 6, immediately shut down the appliance and label it visibly with a sign that reads "Damaged appliance, do not use!";
- notify the operator of the defect found.

**The operator is obliged to:**

- if any defect is found in accordance with chap. III. 6, immediately shut down the appliance and label it visibly with a sign that reads "Damaged appliance, do not use!";
- make a record of the detected defect in the form connected with the specific electrical appliance;
- ensure that the electrical appliance is repaired immediately and the appliance can only be put back into operation after passing a subsequent inspection;
- if the appliance cannot be repaired, take it out of operation and remove it from the register.

**Warning:**

ČSN 33 1600 ed.2 applies to inspection and check procedures along with this standard.



## IV Related documents

- (1) Act No. 309/2006 Coll., the act on ensuring other conditions of occupational health and safety
- (2) Decree No. 73/2010 Coll., Decree by COSO and the Czech Mining Authority, which specify dedicated electrical equipment and stipulate certain conditions to ensure their safety
- (3) ČSN 33 1600 ed.2 Verification and checking of hand-held tools
- (4) ČSN 33 1500 Electrical engineering regulations. Inspections of electrical appliances

## V Temporary and final provisions

- (1) This Procedure will be reviewed/updated in a two calendar-year cycle beginning with the date of the document's initial publishing.
- (2) This control document is binding on all operators and users of electrical appliances that are owned by PA and furthermore for contractual partners of PA who perform activities at PA workplaces and are users of electrical appliances owned by PA. (3) This control document is provided to its contractual partners as an attachment to each contract.

## VI List of annexes

- (1) No annexes

## VII Change sheet

Date	Reason / nature of change	Name
4.9.2018	Document update	Radka Foralová

End of the text of the internal standard  
"CHECKS AND INSPECTIONS OF ELECTRICAL APPLICANCES DURING USE"