



## PAT TESTING COURSE JOINING INFORMATION

### Venue

#### Clayton Hotel, Cardiff

St Mary Street  
Cardiff  
CF10 1GD



### Timings

The training course will start at 9.45am, however please aim to arrive at 9.30am for registration; refreshments will also be available. The course will end at 4.30pm. Lunch will be provided and will run from 12:30 to 1:30pm.

### Equipment

All necessary equipment will be provided on the day. If you have a PAT Testing Machine already, feel free to bring it with you to the course and we'll show you how to get the best from it. Otherwise, use ours! We can also give you unbiased information about the best machines to buy.

### Special Requirements

It is our policy to select venues that have facilities for disabled delegates but, please tell us if you have any special needs so that we can make any necessary arrangements in advance. Please notify us of any special dietary requirements as soon as possible.

### Travelling to the Venue

There is no on-site parking available at the hotel however, there are plenty of car parks nearby, a short walking distance from the hotel. Alternatively, the hotel City is only a short walk from the Cardiff Central train station and bus station.

### Contacting us

If you have difficulty getting to the venue or if you are running late, please contact us on 01482 827744.



## Course Programme

A one-day practical training workshop, presented by: Tim James, PAT Testing Expert.

The aim of the course is to enable those attending to gain the necessary skills and knowledge to carry out portable appliance testing in the workplace. The course will cover all the relevant legal requirements and contains practical sessions to enable those attending to test a variety of different appliances and detect common faults.

<b>9:45 - 10:00</b>	<b>Introduction, Welcome, Objectives</b>
<b>10:00 - 11:00</b>	<b>Background</b> The legal requirements – what exactly does the law require? What should be tested? How should it be tested, and how often?
<b>11:00 - 11:15</b>	<b>BREAK</b>
<b>11:15 - 12:30</b>	<b>Electrical Appliances</b> What types of equipment do we have to test? Class 1 and Class 2 appliances How to carry out a simple examination Checking plugs, cable and fuses
<b>12:30 - 1:30</b>	<b>LUNCH</b>
<b>1:30 - 2:45</b>	<b>Examination, Inspection and Testing</b> Demonstration and hands-on practical work – testing a variety of different appliances. Important notes on safety. Avoiding damage to equipment under test
<b>2:45 - 3:00</b>	<b>BREAK</b>
<b>3:00 - 4:00</b>	<b>Examination, Inspection, and Testing</b> More practicals and demonstrations, including testing ICT equipment
<b>4:00 - 4:30</b>	<b>Final Discussions and Conclusions</b>

Please aim to arrive at approx. 9:30am – you'll be greeted with a cup of tea or coffee! Remember that lunch and refreshments are provided during the day, there is no extra charge! We may deviate slightly from the programme depending on the needs of those attending, but we will stick to the lunch and break times, and we will not overrun beyond 4:30pm.

We look forward to meeting you!