

Portable Electrical Appliance Testing (PAT)

The Estate Management Section (EMS) has reviewed the processes for managing Portable Appliance Testing. A new Technical Assistant, Caralyn Elmer has been appointed and one of her roles will be to oversee the process and deal with any queries departments have.

What you need to do

In Southend and Loughton PAT is arranged by Interserve, the FM provider and you should follow their instructions.

For the Colchester Campus information on how to arrange PAT can be found on the University's website at: www.essex.ac.uk/health-safety/equipment/pat.aspx . This includes a useful [flowchart](#) of the process.

PAT is currently undertaken by a contractor. To assist EMS with making the PAT process run as smoothly as possible, please could you prepare for your PAT by:

- Preparing an inventory and providing it to the EMS Helpdesk when you book the PAT
- Using the inventory template available on the PAT website (under Arranging PAT)
- Using unique identifiers to identify the equipment (e.g. serial number, asset number or PAT barcode). Please do not use the names of equipment users.
- Using the frequency of testing tables in the guidance for [low risk environments](#) or [high risk environments](#), to work out what needs testing and how often. We recommend that you order your list by frequency or do separate lists for equipment that needs PAT annually, 2 yearly, 3 yearly etc. This will make it easier to determine what needs PAT each year.
- Informing staff beforehand and:
 - Asking them to ensure that their equipment is available for testing. This includes equipment that is stored away (e.g. Christmas lights)
 - Advising them that their equipment, including computers (if they are on the inventory for that year) will need to be turned off and that there needs to be reasonable access to the plugs. (It is not necessary to unplug the items).

What you can expect from EMS

- Once EMS has received your inventory they will arrange the day and approximate time for your PAT visit with the contractor and email you the confirmation of the booking.
- EMS will send sections a reminder 1 week and 1 day prior to the PAT date to ensure it can be undertaken with as little inconvenience as possible.
- Once PAT is complete the contractor will advise you of any equipment that needs to be taken out of service and put a fail sticker on it. You should ensure it is taken out of service.
- EMS will carry out monitoring to ensure failed items are removed or repaired within a workable timeframe.
- You will be provided with a report within at least two weeks of the PAT date.

If you have any queries on PAT, please contact Caralyn Elmer (celmer@essex.ac.uk , extn 6334) in the first instance.