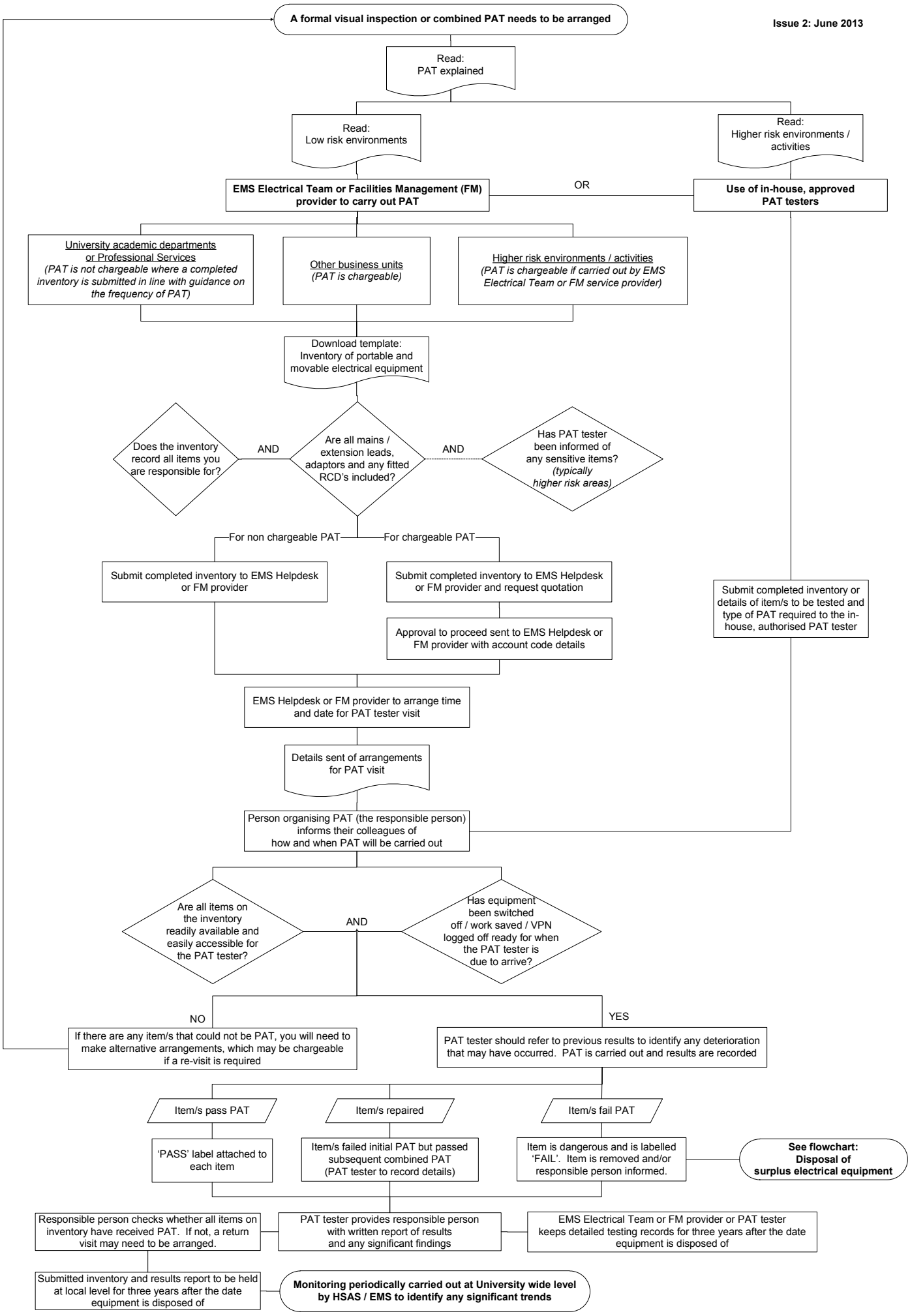
A formal visual inspection or combined PAT needs to be arranged
Issue 2: June 2013
Read: PAT explained
Read: Low risk environments
Read: Higher risk environments / activities
EMS Electrical Team or Facilities Management (FM) provider to carry out PAT
OR
Use of in-house, approved PAT testers
University academic departments or Professional Services (PAT is not chargeable where a completed inventory is submitted in line with guidance on the frequency of PAT)
Other business units (PAT is chargeable)
Higher risk environments / activities (PAT is chargeable if carried out by EMS Electrical Team or FM service provider)
Download template: Inventory of portable and movable electrical equipment
Does the inventory record all items you are responsible for?
AND
Are all mains / extension leads, adaptors and any fitted RCD's included?
AND
Has PAT tester been informed of any sensitive items? (typically higher risk areas)
For non chargeable PAT
For chargeable PAT
Submit completed inventory to EMS Helpdesk or FM provider
Submit completed inventory to EMS Helpdesk or FM provider and request quotation
Approval to proceed sent to EMS Helpdesk or FM provider with account code details
Submit completed inventory or details of item/s to be tested and type of PAT required to the in-house, authorised PAT tester
EMS Helpdesk or FM provider to arrange time and date for PAT tester visit
Details sent of arrangements for PAT visit
Person organising PAT (the responsible person) informs their colleagues of how and when PAT will be carried out
Are all items on the inventory readily available and easily accessible for the PAT tester?
AND
Has equipment been switched off / work saved / VPN logged off ready for when the PAT tester is due to arrive?
NO
YES
If there are any item/s that could not be PAT, you will need to make alternative arrangements, which may be chargeable if a re-visit is required
PAT tester should refer to previous results to identify any deterioration that may have occurred. PAT is carried out and results are recorded
Item/s pass PAT
Item/s repaired
Item/s fail PAT
'PASS' label attached to each item
Item/s failed initial PAT but passed subsequent combined PAT (PAT tester to record details)
Item is dangerous and is labelled 'FAIL'. Item is removed and/or responsible person informed.
See flowchart: Disposal of surplus electrical equipment
Responsible person checks whether all items on inventory have received PAT. If not, a return visit may need to be arranged.
PAT tester provides responsible person with written report of results and any significant findings
EMS Electrical Team or FM provider or PAT tester keeps detailed testing records for three years after the date equipment is disposed of
Submitted inventory and results report to be held at local level for three years after the date equipment is disposed of
Monitoring periodically carried out at University wide level by HSAS / EMS to identify any significant trends