Disposal of surplus electrical equipment owned by the University
(Equipment which is redundant, has a value or could be used by others)

Are item/s fit for purpose and safe to use?  

OR

Is it economical to repair, make fit for purpose and safe?

YES

NO

See Portable Appliance Testing Standard

Does the item/s have a value?

YES

NO

Could the item/s be re-used by others?

YES

Item/s are no longer wanted

Seek written approval from Head of Department, Section or Business Unit if you wish to sell or give away item/s

NO

NO

Item/s must be disposed of responsibly and recycled

Seek professional advice on legal requirements for consumer protection

Contact EMS Helpdesk

Contact Finance & Risk Manager to arrange product liability insurance

Surplus electrical equipment is correctly disposed of