


OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: STATUTORY PORTABLE APPLIANCE TESTING (PAT)	E&CS48	Rev. 10	
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	Owner: T Tomlinson		

1.0 PURPOSE

As per current HSE legislation and supporting guidance INDG236 rev 2 the University will have a regular inspection system in place for portable electrical equipment.

A portable or moveable piece of electric equipment is generally any item that can be moved, either connected or disconnected from an electrical supply. Portable or moveable items generally have a lead (cable) and a plug.

The purpose of this procedure is to specify what electrical equipment will be tested and at what frequency.

The testing itself is carried out via Imtech as part of the general maintenance contract; any queries regarding planned testing dates should be directed in the first instance to Trevor Tomlinson tomlinson@lincoln.ac.uk or phone number 01522 837062, who will answer any queries regarding the testing.

PLEASE BE AWARE THAT THE UNIVERSITY PAT, IS CARRIED OUT BY AN EXTERNAL SUB CONTRACTOR on behalf of Imtech our term maintenance contractors.

It is also recognised that some colleges carry out their own independent testing to ensure compliance with other Universities and companies or because their portable electrical equipment is subject to a more harsh environment than a normal office.

In these cases a copy of what has been tested and when with the results should be forwarded to the E&CS department compliance officer (Trevor Tomlinson) via email to ttomlinson@lincoln.ac.uk


The E&CS department will still carry out a random sample of PAT (<10%) generally an agreed floor or area to ensure the findings of the colleges own independent testing.

Any equipment that fails the testing procedure will be notified in the first instance to Imtech Inviron and the estates compliance officer, who will then notify the relevant building champions to ensure that the building users are aware that some electrical equipment has failed the tests, once notified it is the responsibility of the school/college to ensure that the items are either repaired or removed from service.

2.0 GENERAL

The law states that you must maintain electrical equipment if it can cause a danger to health, this procedure specifies how frequently electrical items should be PAT at the University of Lincoln.

However please note that **not every electrical item needs a portable appliance test**, and not all the equipment that is tested will need to be tested every year, the frequency will have been determined with a risk assessment carried out in conjunction with the University projects Electrical Engineer who is responsible for all the electrical hard wired installations.

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2.1 User checks


These should be carried out by the user before it is used; IT IS A VISUAL CHECK ONLY any concerns with the equipment should be reported via the planon reporting system. DO NOT USE IT ANYWAY! AND IGNORE THE SUSPECTED OR IDENTIFIED FAULT.

- Damage to the lead including fraying, cuts or heavy scuffing, e.g. from the floor box covers.
- Damage to the plug e.g. to the cover, or pins bent
- Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)
- Damage to the outer cover of the equipment itself including loose parts or screws
- Signs of overheating, such as burn marks or staining/dischouring on the lead or piece of equipment.
- Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible
- Cables trapped under furniture or in floor boxes.
- Tape applied to the lead to join leads together or cover repairs
- the equipment is to be used in accordance with the manufacturers instructions
- the equipment is suitable for the job
- the user has reported any issues via the Plannon reporting system

3.0 PORTABLE AND MOVEABLE EQUIPMENT

3.1 Portable and moveable equipment that is included in the testing regime is;


- Electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, portable heaters, fans, desk lamps, audio visual equipment, PC projectors and some laboratory equipment.
- larger items that could be moved around (but only rarely) such as water chillers, fridges and freezers, microwaves, cookers, domestic washing machines, photocopiers, vending machines, desktop computers are all deemed to be moveable items
- mobile phone, laptops and other battery charging units, however the battery operated equipment itself will not be tested as part of this procedure
- extension leads, multi-way adaptors and power connection leads for electrical equipment

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4.0 SUGGESTED INTERVALS FOR CARRYING OUT PAT TESTS

The table below shows the suggested intervals between answer to this is reliant upon individual work conditions/characteristics which change continually. However for the purposes of this procedure, the following guidelines will apply.

equipment	User check applicable	PAT test	comments
Extra low voltage telephone equipment and low voltage desk lights (<50 volts)	Yes	No	
Desk top computers, VDU screens, Audio Visual equipment and projectors	Yes	Yes Every 4 years	Electrical leads only, not the equipment itself
Laptop computer power leads and voltage charger	Yes	Yes Annual	
Domestic appliances within kitchens and accommodation blocks	Yes	Yes Annual	As per 3.1
Portable power tools, battery charging units	Yes	Yes Annual	
Photocopiers, printers, laminators	Yes	Yes Annual	
extension leads, multi-way adaptors and power leads for electrical equipment	Yes	Yes Every 2 years	
Specialist Laboratory or Engineering workshop equipment	Yes	Yes Annual	Both faculties have authority to carry out their own testing regime which will be checked via the E&CF department via an approx 25% (1 floor each year) check.
Stage lighting	Yes	Yes Annual	Places of public entertainment
New electrical items (straight out of box)	Yes	Not in first year	Then as per categories shown above

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The University will test all portable electrical equipment declared for testing prior to the date advertised internally, regardless of source.

Any portable electrical items brought onto the University campus must be notified to the estates department via the Planon reporting system to be added to the testing regime where necessary, **it is the portable electrical equipment owner's responsibility to inform the estates department of its location and approximate age.**

However if the equipment fails the electrical PAT the equipment will be labelled that it has failed the portable appliance testing, and a electronic report showing which equipment has failed will be forwarded to the E&CF department compliance officer.

If the equipment was supplied by the individual they will be asked not to return it onto University property until such time that it has passed a PAT test.

If the piece of equipment was supplied by the faculty as a piece of official works equipment it will be up to the college concerned to arrange for its repair, replacement or disposal.

If there is any confusion as to what gets tested when or any other queries regarding PAT procedure then clarification can be obtained from The E&CS department compliance officer (Trevor Tomlinson) on extension 7062.


It is known that in this University that there is an abundance of specialist equipment spread around various locations, if the owner of the equipment does not want this examined by a general PAT engineer then this must be communicated via email to the owner of this document and a bright red coloured circular sticker (supplied by Chris Harrison) adhered to the plug.

4.1 Brand new electrical equipment does not require a PAT in its first 12 months.

5.0 SUB CONTRACTORS PORTABLE ELECTRICAL EQUIPMENT

5.1 As a sub contractor working on University of Lincoln property it is the sub contractors responsibility to forward annual test certificates proving compliance either on award of the contract or annually (for example with electrical cleaning equipment) as necessary to the E&CS department compliance officer (Trevor Tomlinson) via email to tTomlinson@lincoln.ac.uk .

The Compliance officer will also carry out random spot checks on individual pieces of equipment to check that they have been appropriately labelled; failure will result in them being banned from University of Lincoln property until tested and appropriately labelled.

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6.0 PAT FORECAST

Unless otherwise agreed with Trevor Tomlinson the following buildings will be checked in the same month each year as shown in the table below.

Building Number	Building Name	Month	Contacts
BR001	Minerva Building	June	G Robinson ext. 6061
BR003	Media Humanities and Technology	July	G Thompson ext.6327
BR004	1 Campus Way	November	M Ball ext.6214 M Neary ext. 6015
BR005	Student Centre	May	C Garrod ext. 7055
BR006	GCW (Library)	November	S Green ext. 6427
BR007	Science Centre	September	C Casey ext. 5388
BR008	Bridge House	November	L Gazzard ext.6356
BR009	Art, Architecture & Design	January	K Roper ext.7176 G Anderson ext. 5213
BR010	Sports Centre & HPC	August	H Evans ext. 6635
BR011	Witham Wharf	July	D Cobham ext.6120
BR015	Village Hall	July	B Mayer ext. 6057
BR017	Enterprise building North	January	V Addison ext.7214
BR018 - 34	Accommodation Courts 1 - 17	September	S Stevenson ext. 6195
BR053	LPAC	August	M Hoyle ext. 7617
BR054	EMMTEC	February	C McFarlane ext. 6917 T Farley ext. 6882
BR056	The Swan	January	D Andrews ext.7615
BR057	Student wellbeing centre	January	J Spencer ext. 6400

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BR061	David Chiddick building	August	K Sinclair ext. 6283
BR066	Enterprise building South	January	V Addison ext.7214
BR068	Witham House	May	C Broome ext.201123
BR071	Think Tank	March	V Addison ext.7214
BR072	Engineering Hub	April	A Hayden ext.7934
BR087	Charlotte Scott building	March	C Harrison ext. 7062
BR090	Joseph Banks laboratory	August	G Johnstone ext.5445
BR091	Minster House	August	G Johnstone ext.5445
BR099	The Junxion	October	G Robinson ext. 6061
BU002	Sobraon cricket pavilion	January	H Evans ext.6635
HO001 & 3	Minerva House & Food Factory	June	R Britton ext.3011
RI001	Riseholme Hall	May	G Johnstone ext.5445
RI002	Conference Centre	May	G Johnstone ext.5445
RI007	Stable Yard	May	G Johnstone ext.5445
RI014	Lindsey Centre	May	G Johnstone ext.5445
RI089	Scene of Crimes house	May	G Johnstone ext.5445
RI119	Cat Welfare Centre	May	G Johnstone ext.5445
RI149	Dairy farm	May	G Johnstone ext.5445
RI150	Animal Behaviour Centre	May	G Johnstone ext.5445

7.0 RELATED DOCUMENTS

HSG107 (revision 3) - Maintaining Portable Electrical Equipment

INDG236(REV3) – Maintaining portable electric equipment in low risk environments