


<b>ESTATES SERVICE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  STATUTORY PORTABLE APPLIANCE TESTING (PAT)	ESP 48	Rev. 3	
	Page 1 of 6	Issue Date: 11/05/2018	
	Owner: Trevor Tomlinson		

## **1.0 PURPOSE**

As per current HSE legislation and supporting guidance INDG236 rev 3 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 Maintenance contractor as part of the general maintenance contract; any queries regarding planned testing dates should be directed in the first instance to Trevor Tomlinson [ttomlinson@lincoln.ac.uk](mailto:ttomlinson@lincoln.ac.uk) or phone number 01522 837062, who will answer any queries regarding the testing.

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 Estates Services (ES) department.


The Estates Services 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 from the PAT engineer to the Building Manager and a defects list forwarded to Estates Support Desk. All failed items will have a suitable red failure label affixed to the equipment. The Support Desk will then notify in writing a list of failed items to the relevant Building Manager. Once notified it is the responsibility of the school/college to ensure that the items are either repaired or removed from service and a record of actions taken forwarded to the Support Desk.

## **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.

<b>ESTATES SERVICE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  STATUTORY PORTABLE APPLIANCE TESTING (PAT)	ESP 48	Rev. 3	
	Page 2 of 6	Issue Date: 11/05/2018	
	Owner: Trevor Tomlinson		

## 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 Universities CAFM system 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 Estates Support Desk 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
- Equipment fed via a fused spur will have an earth continuity test carried out as part of this procedure

# ESTATES SERVICE PROCEDURE



**UNIVERSITY OF  
LINCOLN**

**Subject:**

STATUTORY PORTABLE APPLIANCE  
TESTING  
(PAT)

ESP 48

Rev. 3

Page 3 of 6


Issue Date:  
11/05/2018

Owner: Trevor Tomlinson

## **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.

<b>equipment</b>	<b>User check applicable</b>	<b>PAT test</b>	<b>comments</b>
Extra low voltage telephone equipment and low voltage desk lights (<50 volts)	Yes	No	
Desk top computers, VDU screens, Audio Visual equipment and projectors, fixed desk power leads	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 ES 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

<b>ESTATES SERVICE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  STATUTORY PORTABLE APPLIANCE TESTING (PAT)	ESP 48	Rev. 3	
	Page 4 of 6	Issue Date: 11/05/2018	
	Owner: Trevor Tomlinson		

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

Any portable electrical items supplied by the University of Lincoln and brought onto the University campus must be notified to the estates department via the The Universities CAFM system 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 Estates Support Desk.

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 Estates Services 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 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 Estates Services department compliance officer (Trevor Tomlinson) via email to [ttomlinson@lincoln.ac.uk](mailto: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.

<b>ESTATES SERVICE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  STATUTORY PORTABLE APPLIANCE TESTING (PAT)	ESP 48	Rev. 3	
	Page 5 of 6	Issue Date: 11/05/2018	
	Owner: Trevor Tomlinson		

## 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 Robinson ext. 6061
BR004	1 Campus Way	November	D Prichard ext. 6076
BR005	Student Union	May	C Garrod ext. 7055
BR006	GCW (Library)	November	S Green ext. 6427
BR007	Science Centre	June	C Casey ext. 5388
BR008	Bridge House	November	L Bach ext. 5727
BR009	Art, Architecture & Design	January	L Bunn ext. 6626
BR010	Sports Centre & HPC	August	H Evans ext. 6635 S George ext. 7475
BR011	Witham Wharf	July	A Scarr ext. 6321 H Fitzpatrick ext. 6516
BR015	Village Hall	July	S Old ext. 7791
BR017	Enterprise building North	January	V Addison ext. 7214
BR018 - 34	Accommodation Courts 1 - 17	September	B Ball ext. 6214
BR053	LPAC	August	M Hoyle ext. 7617
BR054	Stephen Langton	February	G Robinson ext. 6061
BR056	The Swan	January	D Andrews ext. 7615
BR057	Student wellbeing centre	January	J Mayer ext. 6425 M McCall ext. 6102

# ESTATES SERVICE PROCEDURE



**UNIVERSITY OF  
LINCOLN**

**Subject:**

STATUTORY PORTABLE APPLIANCE  
TESTING  
(PAT)

ESP 48

Rev. 3

Page 6 of 6

Issue Date:  
11/05/2018

Owner: Trevor Tomlinson

BR061	David Chiddick building	August	C Patrick ext. 5524
BR066	Enterprise building South	January	V Addison ext. 7214
BR068	Witham House	May	S Chellaiah schellaiah@lincoln.ac.uk
BR071	Think Tank	March	V Addison ext. 7214 C Casey ext. 5388 F Burstow ext. 5381
BR072	Isaac Newton Building	April	T Farley ext. 6882
BR087	Charlotte Scott building	March	T Tomlinson ext. 7062
BR090	Joseph Banks laboratory	July	J Bartrup ext. 6824
BR091	Minster House	July	J Bartrup ext. 6824
BR099	The Junxion	October	G Robinson ext. 6061
BR101	Sarah Swift	August	Z Mead ext 5510 C Smith ext. 6368 E Ramsey ext. 6161
BR129	Cygnets Wharf A	August	B Ball ext 6214
BR130	Cygnets Wharf B	August	B Ball ext 6214
BR131	Cygnets Wharf C	August	B Ball ext 6214
HO 001& 3	Minerva House & Food Factory	June	R Britton ext.3011
RI001	Riseholme Hall	May	D Stainton ext.5498
RI002	Conference Centre	May	D Stainton ext.5498
RI007	Stable Yard	May	D Stainton ext.5498
RI014	Lindsey Centre	May	D Stainton ext.5498
RI089	Scene of Crimes house	May	D Stainton ext.5498
RI119	Cat Welfare Centre	May	D Stainton ext.5498
RI149	Dairy farm	May	D Stainton ext.5498
RI150	Animal Behaviour Centre	May	D Stainton ext.5498

--	--	--	--

## **7.0 RELATED DOCUMENTS**

HSG107 (revision 3) - Maintaining Portable Electrical Equipment

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