

Aston University Procedure and Policy for Portable Appliance Testing (PAT)

All departments are responsible for safety checks on their own portable electrical equipment. Departments should either have the PAT testing completed on their behalf through the Estates & Facilities department or directly with an approved service provider.

The following is the current guidance issued by the Institute of Electrical Engineers (IEE) regarding training and specific duties for staff and individuals which this University has adopted.

PAT Training

All people involved in the PAT process need to be trained and competent to do so.

The Test Operative

The person undertaking the testing must be competent to inspect & test an electrical appliance in order to determine if it is safe to use based on the inspection and test results. Training will be required and must cover the following areas:

- Identification of equipment types
- Appropriate test procedures
- Frequency of inspection & testing
- Visual inspection
- Correct use of test instruments
- Record keeping

The Inspector

In most cases this will be the person doing the testing. This is the person responsible for formal visual inspections of the equipment. Training will be required in order to correctly visually inspect the equipment including checking the cable and the plug, including the internal wiring.

The Administrator / Duty Holder

Administrators have a legal responsibility to ensure that all electrical equipment in their charge is safe. Training may be required in order to understand their responsibilities. Training should include:

- Understanding of the IEE Code of Practice.
- Record keeping of the inspection and testing and repairs.
- Appropriate intervals for re-inspecting and re-testing.
- **Interpret recorded test results and take appropriate action.**

The Person Repairing Faulty Equipment

The person responsible for repairing any faulty equipment must be trained and competent to do so. Equipment must be re-tested following the repair and record kept of the repair.



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The User

Users of the equipment should be able to check for obvious faults before switching on and using it. They must also know what to do if they find a fault. Training may be required.

The Estates and Facilities department currently organise and manage tests for a variety of Schools and it is considered preferential that (in time) Estates manage all the PAT testing for the University, thereby enabling competitive service procurement.

Recharges will be via an IDT on a 'cost only' basis.

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