A formal visual inspection or combined PAT needs to be arranged

**Read:** PAT explained

**Read:** Low risk environments

EMS Electrical Team or Facilities Management (FM) provider to carry out PAT

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 not chargeable)

Higher risk environments / activities (PAT is chargeable if carried out by EMS Electrical Team or FM service provider)

**Use of in-house, approved PAT testers**

**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

Submit completed inventory to EMS Helpdesk or FM provider

For chargeable PAT

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

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 items 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

**See flowchart:** Disposal of surplus electrical equipment

**Item/s pass PAT**

"PASS" label attached to each item

**Item/s repaired**

Item/s failed initial PAT but passed subsequent combined PAT (PAT tester to record details)

**Item/s fail PAT**

Item is dangerous and is labelled ‘FAIL’. Item is removed and/or responsible person informed.

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