Science and Technology Facilities Council

Inspection and Testing of Electrical Equipment (PAT)

STFC Safety Code No 17

Rev. 3.2.2, Issued on February 2022

Revisions

1.0	Initial Launch	June 2008
1.1	Minor changes to section 3.1, Addition of 'extension leads' to Appendix 2	June 2009
1.2	Amendments to audit checklist	May 2013
1.3	Minor change to definition 3.1	March 2014
1.4	Add Document Retention appendix and related changes to responsibilities.	January 2015
2.0	General revision and inclusion of Department based PAT testers and PAT Liaison Officers	December 2015
2.1	Minor change to Training Requirements	February 2016
2.2	Minor change to Schedule A equipment	March 2017
2.3	Minor change to reflect formation of UKRI	October 2018
2.4	Major review of all sections, with appendix 3, 4 and 5 added	May 2019
3.0	STFC Electrical Safety committee meeting review – minor changes to scope, sections 4.1.1, Appendix 1 and microwave ovens.	July 2019
3.1	Minor change in terminology throughout as per 4.3 and 4.7	January 2020
3.2	Appendix 2 – Guidance on selection and use of electrical equipment	March 2020
3.2.1	Further clarification of changes to 4.3, 4.7 and Appendix 2	January 2022
3.2.2	Additional information for clarification in 4.5.3, Appendix 1 and Appendix 3	February 2022

Contents

Inspection and Testing of Electrical Equipment

1. Purpose

Electrical equipment is used extensively throughout STFC and includes portable, movable, stationary, hand held and built in appliances, along with extension leads and multiway adaptors. The purpose of this code and electrical legislation is to minimise possible hazards, such as electric shock, fire and electrical burns, arising from electrical equipment.

Electrical equipment should only be used for the purpose for which it was intended and in the environment for which it was designed and constructed. To comply with legislation electrical equipment should be properly maintained, inspected and tested to prevent danger.
Electrical maintenance is the subject of extensive and detailed legislation and guidance:

- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- The Electrical Equipment (Safety) Regulations 1994
- Waste Electronic and Electrical Equipment Regulations 2006 (WEEE directive)
- BS7671: Requirements for Electrical Installations
- Code of Practice for In-service Inspection and Testing of Electrical Equipment (IET)

This code outlines STFC policy for the periodic inspection and testing of electrical equipment to determine whether it is fit for continued service or if maintenance or replacement is necessary.

2. Scope

This policy is applicable to all staff, users, visitors, contractors and tenants at STFC sites and for all electrical equipment used on these sites irrespective of its ownership, for example equipment brought to STFC sites by facility users and contractors.

Contractors are responsible for ensuring that their electrical equipment is suitably inspected and tested, presenting evidence as such prior to use on STFC sites.

This code applies to purchased or hired electrical equipment and electrical equipment constructed/manufactured in-house.

The electrical equipment covered by this code is supplied at 400, 230 or 110 volts via a flexible lead fitted with a plug and socket connection, with construction classifications of Class I and Class II. These include equipment types:

- Portable appliances or equipment
- Movable appliances or equipment
- Stationary appliances or equipment
- Hand-held appliances or equipment
- Built-in appliances or equipment (generally domestic or similar)
- IT equipment

- Extension leads, RCD extension leads, multiway adapters, RCD adapters

The following electrical equipment and installations are exempt from this code:

- Battery operated equipment
- Class II equipment where the flexible cord supplies voltage ≤120VDC or ≤50VAC
- Class III equipment
- Fixed electrical installations (Appendix 5)

Examples include: battery powered drills; mobile device chargers; plug in AC adapters and laptop power supplies with detachable mains leads (the mains lead still being subject to inspection and testing as per section 3, schedule A & B).

The safety and proper functioning of appliances and items of electrical equipment depend on the integrity of the fixed installation. A system for inspection and testing of the fixed installation shall to be established, see Appendix 5 and should be verified in accordance with BS7671.

Fixed electrical equipment and appliance directly coupled to the electrical system (such as through a connection unit or spur) should be considered as part of the fixed installation, see Appendix 5.

3. Definitions

3.1. **Electrical Equipment or Appliance** is defined as those items operated by an electrical supply of 400, 230 or 110 volts via a flexible lead fitted with a plug and socket connection, including flying leads and 3 phase plugged equipment.

3.2. **Fixed Electrical Equipment or Appliance** are designed to be fastened to a support or otherwise secured in a specified location, e.g. hand dryers, water boilers, electric towel rail, fixed air-conditioning units, instrumentation racks etc.

3.3. **Fixed Electrical Installation** is an assembly of fixed electrical equipment and / or appliances used for generating, conversion, transmission or utilisation of electrical energy, such as distribution transformers, fixed wiring, distribution boards, socket outlets and fixed lighting circuits.

3.4. **Classification** of electrical equipment is classified in terms of the method of protection the equipment construction provides against electric shock. Class I, II and III are common equipment categories, see Appendix 2 for more detail. Examples include: computers, extension leads, fans, electric heaters, kettles, microwaves, refrigerators, toasters, battery chargers, 230 / 110 volt power tools and other similar equipment. This may also include in-house designed and constructed electrical equipment such as electronic racks.

3.5. **Inspection and Testing** is a means of determining whether maintenance is required.

3.6. **Frequency of Inspection and Testing** depends on likelihood of maintenance being required and the consequences of lack of maintenance. A robust risk assessment should be carried out in all cases, to evaluate the frequencies between inspection and testing. Risk encompasses many factors, such as environment, construction, equipment type frequency of use and installation method.

3.7. **Test Operative** is a person competent to inspect and test an electrical appliance and based on the results; state that the equipment is safe or otherwise for continued use. Training and experience will both be necessary.

3.8. **Schedule A** electrical appliances must be tested and inspected at least annually. In general schedule A equipment are usually hand-held, portable or moveable appliances that are operated in a arduous environment, frequently used and of class 1 or 11 construction, for example: extension leads; laptop power leads; kettles; refrigerators; microwave ovens; vacuum cleaners; mobile water coolers; portable air conditioning units; electric heaters; toasters; hand held electrical tools and equipment e.g. mains powered drills; soldering irons, laboratory based equipment, etc.

3.9. **Schedule B** electrical appliances must be tested and inspected at least every four years. In general schedule B equipment is usually stationary or built-in appliances used in benign environments, frequency of use can vary and of class 1 or 11 construction, including but not limited to 'standard' office equipment and their power leads, for example: PCs; monitors; printers; plotters; photocopiers; scanners; fax machines; desk lamps; fans; electric staplers; laminators; shredders; battery chargers; fixed electronics racks.

3.10. **Notes:** Electrical power leads shall be tested to the schedule at which the equipment they supply is tested. Power leads not connected to equipment at the time of testing must be tested to Schedule A.

4. Responsibilities

4.1. Responsible Estates Services (or equivalent premises management) shall:

4.1.1. Organise and execute an inspection and testing programme for Schedule A and B - electrical equipment, according to the schedule defined in 3.8 & 3.9 using portable electrical equipment test operatives, see Appendix 1. Disposal or repair of faulty electrical equipment is the responsibility of the Department / User in consultation with Estates Services.

4.1.2. Ensure that all companies contracted to perform inspection and testing supply risk assessment, method statements and staff competencies prior to work commencing.

4.1.3. Based upon the results of the inspection and testing programme ensure that a register of electrical equipment, its name and location, and a database of test results is established and retained according to the schedule detailed in Appendix 8.

4.1.4. Provide an ad hoc inspection and testing service for electrical equipment from departments where local test operatives have not been appointed, and provide advice on electrical equipment safety as required.

4.1.5. Consult with the department portable electrical equipment liaison officers as recorded on the SHE Directory.

4.1.6. Produce an annual report summarising the results and recommendations from the inspection and testing programme for review by the STFC electrical safety committee.

4.2. Authorising Engineers (Electrical) shall:

4.2.1. Appoint in writing sufficient competent STFC staff or contractors as portable electrical equipment test operatives within Estate Services to undertake site wide inspection and testing programmes, see Appendix 6, ensuring that they are suitably trained and experienced. The appointments should be recorded in SHE Directory where the geographic/equipment scope of the appointments should be defined.

4.2.2. Appoint, or nominate others to appoint in writing sufficient competent portable electrical equipment test operatives within departments, see Appendix 6, to compliment the annual site wide inspection and testing programmes ensuring that they are suitably trained and experienced. The appointments should be recorded in SHE Directory where the geographic/equipment scope of the appointments should be defined.

Note: Departmental test operatives may be required in departments where:

- Large numbers of external/facility user equipment is receipted;
- Electrical equipment is in-house designed and constructed;
- Equipment cannot be made available for site annual inspectors due to operational constraints for example within radiation areas.

4.3. Departmental Portable Electrical Equipment Test Operative (PAT tester) shall:

4.3.1. Complementing the site wide inspection and testing programme, undertake inspection and test of electrical equipment as required by departmental staff, to the schedule defined in 3.8 & 3.9.

4.3.2. Maintain a register of inspected and tested electrical equipment, recording the date and results of the equipment tested, see Appendices 1 and 8.

4.3.3. Ensure that departmental electrical equipment test records are retained according to the schedule detailed in Appendix 8 and are available for review.

4.3.4. Produce an annual report summarising the results and recommendations from the inspection and testing records for review by the STFC electrical safety committee.

4.4. Managers and Supervisors shall:

4.4.1. As appropriate, through the annual site inspection and testing programmes or departmental test operatives ensure that all electrical equipment is inspected and tested after arrival or on construction and thereafter according to schedule defined in 3.8 and 3.9.

4.4.2. Ensure that staff are aware of their responsibilities with regards to the selection and use of electrical equipment, see 4.5, and that items of electrical equipment,

including extension leads, are only used for the purpose for which they are intended and in the environment for which it was designed and constructed, see Appendix 2.

4.4.3. Ensure that all persons bringing electrical equipment onto STFC sites are able to demonstrate that it has been inspected and tested prior to use. Including scientific equipment and travel adapters.

4.4.4. Ensure, directly or through their staff, that all electrical equipment for which they are responsible is safe to use, ensuring that when faults or defects are found, or suspected, they are taken out of service, and as appropriate reported as a Learning Opportunities (hazardous conditions/near misses), see SHE code 5, “Incident Reporting and Investigation”.

4.5. Staff, users, visitors, tenants and contractors shall:

4.5.1. Ensure that items of electrical equipment are only used for the purpose for which it was intended and in the environment for which it was designed and constructed, see Appendix 2.

4.5.2. Ensure that all new portable electrical equipment is procured from a reputable retailer / manufacturer with an approved quality certificate. E.g. BSI kite mark or CE mark and is tested and inspected within 12 months of being purchased.

4.5.3. Any portable equipment brought onto site by contractors, tenants or visitors must display a valid test label and have a recognised accreditation (i.e. CE mark/UK kite mark), this equipment may be used without a further test being required. When laptop PCs are brought to STFC sites for up to 2 days,a visual inspection of the transformer and cable by the host is sufficient to allow the temporary use of the laptop, see Appendix 2.

4.5.4. Check integrity of equipment, by visually inspecting all electrical equipment prior to use, to check for damage, loose cables, etc. See Appendix 2.

4.5.5. Do not use electrical equipment without a test label verifying when the inspection / test took place (for new equipment see 4.5.2). Each label will display the recommended frequency of test; this will be either 1 Year or 4 Years. If this period has expired then such equipment should be considered unsafe and reported to line management.

4.5.6. Identify and report faulty electrical equipment and withdraw it from service, by ensuring it cannot be used and/or is marked faulty, and as appropriate report it as a Learning Opportunity (hazardous condition) see SHE code 5, “Incident Reporting and Investigation”.

4.5.7. Where RCD’s are fitted to equipment (such as extension leads) it is the user’s responsibility to test the device using the Test button (T) prior to each period of use.

4.6. Directors shall:

4.6.1. As appropriate, ensure there are sufficient departmental portable electrical equipment liaison officers to provide local contacts for the site wide electrical

equipment inspection and testing programme. The appointments should be recorded in SHE Directory where the geographic/equipment scope of the appointments should be defined.

4.7. Departmental Portable Electrical Equipment (PAT) Liaison Officers (PLO) shall:

4.7.1. Establish a thorough understanding of the location of all electrical equipment within the scope of their appointment, the constraints of such equipment's accessibility due to operational activities, and the location of particularly sensitive electrical equipment for whom specific care needs to be observed when undertaking inspection and testing.

4.7.2. Ensure Estates Services are informed of their appointment as an inspection and testing liaison officers and areas of responsibilities.

4.7.3. Act as the primary contact for the locations defined in the scope of their appointment, for site based test operatives managed by Estate Services, ensuring that test operatives are directed to all locations where electrical equipment is located, the location of sensitive equipment highlighted, and inspection / testing undertaken.

4.7.4. Report to Estate Services the effective completion of inspection and testing within their area of responsibility and as appropriate report to Estate Services instances where the performance of site test operatives falls below contracted performance or expectations.

4.7.5. Where local operational constraints have prevented the completion of inspection and testing in all or part of their area of responsibility, make alternative arrangements for inspection and testing to be completed by Estate Services, or where appointed a departmental test operative.

Appendix 1 Inspection and Testing Procedure

The Institution of Engineering and Technology (IET), 'Code of Practice for In-service Inspection and Testing of Electrical Equipment' establishes three categories of inspection and testing:

(a) **User checks**: Faults are reported and logged and faulty equipment should be removed from service. No record is required if no fault is found.
(b) **Formal visual inspections**: Inspections without tests, the results of which, satisfactory or unsatisfactory, are recorded
(c) **Combined inspections and tests**: The results of which are recorded.

Inspection and testing are means of determining whether maintenance is required. Frequency of inspection and testing will depend upon the likelihood of maintenance being required and the consequences of lack of maintenance. To comply with legal requirements a robust risk assessment should be carried out in all cases, to evaluate the frequencies between inspections and testing.

User Checks

The most important check that can be carried out on a piece of equipment, particularly hand-held tools and equipment that is exempt from formal inspection and testing is a visual inspection carried out by the user, each and every time the equipment is used.

User checks are limited to an external visual inspection without dismantling equipment or removing cover plates etc. User inspection, before use, should as a minimum focus on looking for:

- No signs of overheating
- No damage to the cable and/or plug
- No damage to the body of the equipment
- No signs of exposed conductors.
- Not operated in a location that could cause damage to the equipment.
- Operation of RCD (where fitted) by using the in-built test facility.

Refer to Appendix 3 for a comprehensive check list.

Formal Inspections & Combined Inspections and Tests

All electrical inspection and testing should be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the results obtained, see Appendix 6 for training requirements.

The following steps shall be undertaken:

Equipment being employed to undertake electrical equipment inspection and testing must be suitably maintained and calibrated according to the manufacturer's guidelines.

Before the equipment is tested it is subjected to a preliminary visual inspection. This visual inspection is the most important activity carried out on a piece of equipment, see Appendix 3

In-service testing must be preceded by a preliminary inspection as described above. Testing will involve the following:

- Earth continuity test (Class I – earthed equipment only)
- Insulation resistance test. (Class I and Class II with unearth metal)
- Protective conductor / touch current measurement (if required)
- Functional check.
- Operation of RCD (where fitted).

Special care must be taken not to damage sensitive equipment during testing. In these cases ‘soft’ earth continuity test and a reduced voltage or ‘soft’ insulation resistance test must be completed. Where possible, use labels as defined in Appendix 4, if not available a test label complying with IET code of practice may be used

On completion of the equipment inspection and testing a durable, adhesive label of sufficient size will be fixed preferably to the lead near the plug or on the equipment to clearly indicate the date of test. All old labels must be removed from cables and equipment.

All equipment and test results will be held on an electrical appliance register held by the responsible Estate Services or departmental duty holder.

In the event of any item being found to be defective, it must be clearly marked with an adhesive red label, with a white cross and the wording “FAIL” or “FAILED”. The equipment shall be immediately withdrawn from use for repair or disposal, and the user informed of the reason for its withdrawal. See appendix 4

Items that are purchased or manufactured in-house must be identified, registered and inspected / tested as appropriate, BEFORE the item is used.

It is the duty of the user to ensure that these inspections or tests have been carried out prior to use.

Some equipment may be difficult to inspect and test for operational reasons. Where this is the case, special arrangements need to be made, with the responsible Estate Services, or department test operative.
The frequency of inspection and testing will be determined through a risk based assessment of each electrical item, but factors influencing the decision will include the following:

(a) **The environment:** Equipment installed in a benign environment, such as offices, will suffer less damage than equipment in an arduous environment, such as construction sites;
(b) **The users:** If the users of equipment report damage as and when it becomes evident, hazards will be avoided. Conversely, if equipment is likely to receive unreported abuse, more frequent inspection and testing is required;
(c) **Equipment type:** An appliance that is hand held is more likely to be damaged than a fixed appliance. If such an appliance is also Class 1 the risk of danger is increased because safety depends upon the continuity of the protective conductor from the plug to the appliance.

(d) **Equipment Construction:** The safety of Class I equipment is dependent upon a connection with earth of the fixed installation, where the safety of Class II equipment is not dependent upon the integrity of the electrical installation.
(e) **Frequency of Use:** Frequency of use of an appliance is important, particularly where portable, movable and hand-held appliances are concerned, because this may have implications on service life and exposure to possible damage.
(f) **Type of Installation:** Installation methods should be taken into account especially when assessing fixed equipment, because the isolator position and cable management can be an important factor of inspection and testing.

More information on inspection and testing is available through the HSE publication, INDG236, ‘Maintaining portable electrical equipment in low risk environments’.

Appendix 2 Guidance on the selection and use of Electrical Equipment (including extension leads)

There are a number of electrical equipment construction types that are referred to within the Standards. These are important because they determine how the user is protected against electric shock and describe tests appropriate to apply when assessing safety.

Reducing the voltage, using RCDs and selecting the appropriate equipment class (Class I, II or III) taking the task and environment into account, are primary method of risk reduction.

The following points are listed in priority order and should be considered when procuring and using electrical equipment:

- Battery operated and Class III equipment – should be used whenever possible, and is exempt from electrical equipment inspection and testing.
- 110v equipment – is suitable for building and construction work, outdoor use in good weather, and in workshop type environments.
- Class II 230V double insulated (and fully insulated) equipment - suitable for use in benign, low risk areas should be employed in preference to Class I equipment.
- Class I 230v earthed equipment – only to be used if double insulated and 110V equipment is not available, and to be used only in benign, low risk areas.
- Consideration should be given to the use of a Residual Current Device (RCD) with 30mA protection when the operating environment or task poses an elevated risk of injury. Such as when using hand-held and portable equipment.
- All 230V electrical equipment, including extension leads, used outdoors must be protected with a 30mA RCD.

Class I electrical equipment includes appliances and tools, and for such equipment, protection against electric shock is provided by both the provision of basic insulation, and connecting metal parts to the protective conductor in the connecting cable and plug and hence via the socket outlet to the fixed installation wiring and the means of earthing.

Class II electrical equipment is equipment in which protection against electric shock is provided by basic insulation and an additional safety precaution such as supplementary insulation, or reinforced insulation.

Class III electrical equipment relies for protection against electric shock on supply from a Separated Extra-Low Voltage (SELV) source. However, SELV is also described as Safety Extra-Low Voltage in appliance standards and Separated Extra-Low Voltage in installation standards such as BS7671.

Class O and Class OI equipment is not allowed on STFC sites.

Extension Leads

The use of 230V extension leads should be avoided where ever possible – and they should not be connected in series (“Daisy Chained”).

If used, they should be tested as portable appliances and have three core leads (including a protective earthing conductor).

The length of any extension lead should not exceed the following unless it is protected by an RCD with a rated residual current not exceeding 30mA. The RCD should, preferably, form part of the fixed installation:

Core area	Maximum length
1.25 mm^2	12 metres
1.5 mm^2	15 metres
2.5mm^2	25 meters

Care must be taken when using cable reels. For short period low load applications it is not necessary to fully uncoil extension leads. However, where long period and/or high load usage is required, leads should always be fully unwound. Some reels are protected with thermal trips and may state a maximum load when coiled, however, if in doubt, always uncoil the cable.

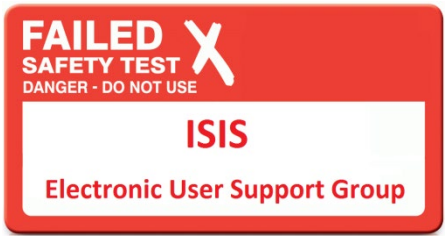
Microwave Ovens

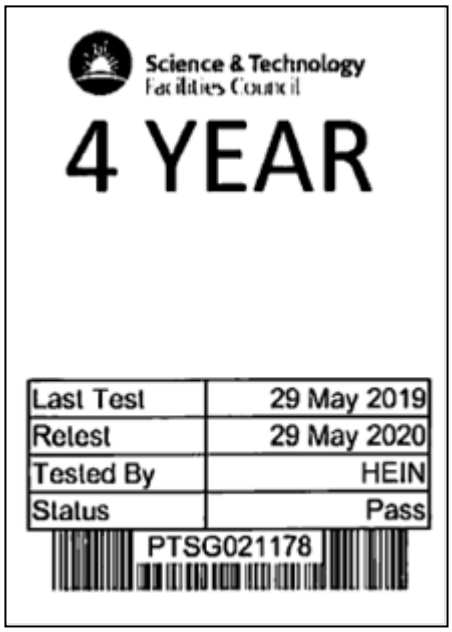
Microwave leakage testing is excluded from this code, but should be included in the Estate Services inspection and test programme. (See SC4 – Safety and the safe Use of Work Equipment, for more details)

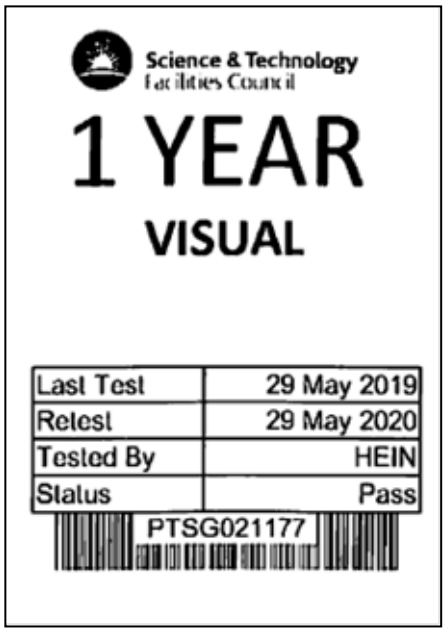
Appendix 3 Table of User Checks

Plug	Free from cracks or damage Free from any sign of overheating Flexible cable secure in its anchorage If the plug is not re-wirable or moulded, the cable grip should be checked by pulling and twisting. No movement should ensue Pins not bent or damaged Live pins should be sleeved No paper label on the bottom Plug does not rattle The plug is not loose in the socket and can be easily removed
Flex or cable	Is it in good condition Does not show fraying, cuts and damage Not in an area where it could be damaged Not too long or short No joints or connections Only one flex connected to the plug Not bent too tightly Not a trip hazard Not run under a carpet or floor covering Unwind an extension lead fully to inspect its full length
Socket outlet or flex outlet	Free from cracks or other damage. No signs of overheating. Pin shutter mechanism functions. Socket is not loose. If a switch is fitted, it operates correctly.
Adapter or extension lead fitted with RCD	Inspect device and make sure the operating current is not above 30mA. Check the device by plugging in and pushing the test button, the RCD should operate and turn off.
Appliances or items of equipment (includes ELV)	Free from cracks, chemical or corrosion damage to case or access to live parts. Equipment is operated with protective covers in place and doors closed. Equipment can be used safely. Equipment switches on and off correctly. Equipment works properly. There is sufficient space to allow cooling, not to close to walls to inhibit good ventilation. Not likely to overheat due to obstructions and items hanging over equipment. Correct lamp rating for luminaires. No liquid items are placed on top of the equipment.
Environment	Equipment suitable for its environment. Extension leads and multi way adapters are not being used incorrectly. Where possible, equipment is not left on overnight, should this be necessary then suitable control measures must be identified and implemented.
Suitability	The equipment is suited to the work it is required to carry out (fit for purpose)

Appendix 4 Label Examples







Appendix 5 Fixed Electrical Installations and Equipment

Every electrical installation, shall, during erection and on completion, before being put into service, be inspected and tested to verify, so far as is reasonably practicable, that the requirements of the Regulations have been met.

Fixed equipment or appliances are more difficult to inspect and test because of the nature of their attachment to the building fabric and their connection to the fixed wiring of an installation. However given the prominent nature of some of these equipment types, they should receive a full combined inspection and test at relevant intervals.

All fixed electrical installations and equipment should be verified in accordance with BS 7671.

Periodic inspection and testing is necessary because all electrical installations deteriorate due to a number of factors such as damage, wear, tear, corrosion, excessive electrical loading, ageing and environmental influences

Periodic inspection and testing of every electrical installation must be carried out in order to determine, as far as reasonably practicable, whether the installation is in a satisfactory condition for continued service. Wherever possible, the documentation arising from the initial certification and any previous periodic inspection and testing shall be taken into account. Where no previous documentation is available, investigation of the electrical installation shall be undertaken prior to carrying out the periodic inspection and testing.

Guidance on the initial frequency and subsequent frequencies at which periodic inspections should be performed are given in the IET's Guidance Note: 3 (GN3) Inspection and Testing. It also provides information on the necessary competence of those carrying out the inspections and any testing.

A number of factors need to be considered when determining the time interval between periodic inspection and testing of an electrical installation. These include the type of installation and equipment, its use and operation, any known maintenance and the external influences to which it is subjected.

GN3 recommends a maximum initial period between inspection and testing of 3 years for industrial installations and 5 years for offices / laboratories, with an annual routine check of all installations. These periods can be amended by the Authorising Engineer after a risk assessment of the electrical installation (specified on their letter of appointment) has been completed.

Appendix 6 Training Requirements

Role	Initial Training	Refresher	Frequency
Portable Electrical Equipment test operative	1 day	1 day	Every 5 years
Suitable course:	Certificate In Electrical Equipment Maintenance - City & Guilds 2377-22 or a course recommended by STFC SHE Group		
Departmental Portable Electrical Equipment Liaison Officer	No specific training required for this role except a thorough understanding of this SHE Code and completion of the Code's BiteSize SHE training.		

Appendix 7 Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.3.2)	Does all electrical equipment have dated test labels?		
2 (Section 4.1.1)	Are Estates Services portable electrical equipment test operatives suitably qualified and competent?		
3 (Section 4.1.2)	Does the SHE Directory contain the names and appointment letters for Departmental test operatives and inspection and test Liaison Officers. Are the PAT testers suitably qualified and competent?		
4 (Section 4.1.4)	Is site register of electrical equipment up to date?		
5 (Section 4.1.3)	Has annual Schedule A test been undertaken?		
6 (Section 4.1.3)	Has 4 yearly Schedule B test been undertaken?		
7 (Section 4.3.4)	Has faulty or unsuitable portable electrical equipment been removed from use to a secure location awaiting repair or disposal?		
8 (Section 4.6.1)	In discussion with Estate Services have sufficient inspection and test Liaison Officers been appointed to cover the scope of the Department's electrical equipment.		

Appendix 8 Record Retention Policy

Records Established	Minimum Retention Period	Responsible record keeper	Location of Records	Comments/Justification
Site inspection and testing records	Current + 8 years	Estate Services Duty Holder	Local records systems	A copy of test records must be held by STFC
Local inspection and testing records	Current + 8 years	Department Duty Holder	Local records systems	
Appointments:				
PAT Test Operative	Most recent	Electrical Authorising Engineers	SHE Directory	Appointment letter
Portable electrical equipment Liaison Officer	Most Recent	Director	SHE Directory	