



UTC PLYMOUTH

Portable Appliance Testing Policy

- **Introduction**

UTC Plymouth will ensure that all electrical equipment is in safe working order. This procedure describes how portable appliance testing will take place. Portable electrical appliances are defined as all electrical appliances that have a lead and cable.

1 Responsibilities

1.1 Premises Manager

The UTC Premises manager is the owner of this process and will arrange for competent and adequately certificated suppliers to conduct portable appliance testing at UTC Plymouth

1.2 Sub Contractors

- Sub contractors are responsible for ensuring the plant and equipment they utilise is tested and certified as safe.

1.3 Laptop Users

Members of staff who have been issued with a laptop or other portable electrical equipment and appliances are responsible for ensuring that the equipment is returned to the College for testing.

2 Procedure

2.1 Office equipment

Office equipment will include all electrical equipment that is within UTC Plymouth. This includes, but is not limited to:

- IT equipment
- Fridges
- Kettles
- Fax Machines
- Printers
- Phone/tablet chargers

All equipment will be tested by a qualified PAT tester at a minimum of every 2 years.

2.2 Plant

It is the responsibility of the Premises Manager to ensure that plant and equipment is tested and retains a register for this equipment.

2.3 Register

All equipment tested will be recorded on a register retained by the Premises manager and a sticker will be attached to the item showing the last test date.

Any new equipment purchased or issued since the last test visit shall be added to the register and included in the test schedule.

The registers of portable appliances, electrical plant and equipment will hold the following information:

- description of item
- unique Identification Number
- location
- holder / operator
- last test date
- next due test date

3 References

- Electricity at Work Act 1989
- Provisions & Use of Work Equipment Regulations 1992
- Provisions & Use of Work Equipment Regulations 1998

VERSION CONTROL SHEET

POLICY NAME: Portable Appliance Testing Policy

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Document date	Filename	Mtg submitted	Summary of changes required
Apr 13		PHSC	New Policy
June 2019			Reviewed