**PAT Testing Guidance**

**Background**

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition.

Portable Appliance Testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defect can only be found by testing. However, it is essential to understand that visual examination is an essential part of the process because some types of electrical safety defect cannot be detected by testing alone.

**What are [event]’s Expectations?**

[event] will be hiring and borrowing electrical equipment. [event] requires that this electrical equipment is:

* Fit-for-purpose; and
* When in operation is safe.

Furthermore, we are using the facilities of other entities (e.g. University of Reading) who, as part of their granting permission to use their land and facilities, have required our electrical equipment to be safe and have been inspected and tested in accordance with the PAT testing regime.

Thus, for [event] to be able to demonstrate compliance with the PAT testing regime, and to ensure that hired and borrowed electrical equipment is fit-for-purpose and safe to use, the providers of the hired and borrowed electrical equipment, will ensure that:

1. The electrical equipment has been inspected and tested to the appropriate level under the PAT testing regime, paying cognisance to this being a risk-based regime;
2. Will date label each piece of equipment to confirm that the piece of equipment has undergone and has passed the PAT testing regime; and
3. Provide formal confirmation that the person carrying out the PAT testing regime is competent to do so, at the level of risk required.

**Additional Explanation of the Risk-Based Approach**

There is a range of equipment to which these regulations apply, from low risk items (such as yours) to higher risk items.

These are matched by a range of inspections, from visual inspections (in the low risk case) through to more detailed PAT testing.

Additionally, there is a range of competences required from experienced 'common sense' (in the low risk case) to fully qualified 17th edition electricians and similar highly qualified individuals.

This is explained more fully for low risk electrical equipment, in the HSE publication INDG 236, which is available at the following link: <http://www.hse.gov.uk/pubns/indg236.pdf>

[name], [event] Safety Officer, [date]