

Inspection and Testing of Portable Electrical Equipment

(Formerly PAT Testing)

Barnsley & District u3a

Purpose of this procedure

To ensure that all portable electrical equipment used by Barnsley u3a members is safe and maintained in good condition. This includes Bu3a owned equipment and member's personal equipment used in Bu3a group activities.

The Inspection and Test Procedure

1. Before using portable electrical equipment at any Bu3a group meeting, functions, events or performances, coordinators and members must inspect the equipment visually for:-
 - a. Damage or deterioration
 - b. Discoloration or melting of the plastic wiring
 - c. Missing or broken parts
 - d. Burning smell or 'fishy' odour when in use.
2. Mains leads and extension cables require testing every two years
3. Electrical equipment frequently moved and/or transported requires annual inspection and testing.

To arrange a test or inspection, email: Bu3a.calendar@gmail.com or Bu3asafety@gmail.com

Important Safety Information

Portable electrical equipment showing any sign of damage, deterioration or discoloration should not be used and a request made for a portable electrical appliance inspection before it is used again.

An available suitable piece of equipment may be used as an alternative providing it is visually inspected before use.

It is very important to note that cables on extension reels should be fully unwound and untangled when in use. If left wound, they offer a significant fire hazard due to the possibility of overheating.

Version	Description of changes	Date
Bu3a Portable Electrical Appliance Testing Procedure V2	First draft for Committee Approval	15/09/2024
V2	Approved	20/09/2024
V3	Change of name of the procedure to Inspection and Testing of Electrical Equipment (Formerly PAT Testing) and contact for testing	03/10/2025