



STANDARD OPERATING PROCEDURE PORTABLE APPLIANCE TESTING

Governing standards and regulations:

- BS 7671:2018+A2:2022 Requirements for Electrical Installations. IET Wiring Regulations (BSI)
- Electrical Safety Inspections (installations and appliances)
- Electricity at Work Regulations 1989
- Health and Safety at Work Act 1974 (HASAWA)
- HSG107 - HSE (2013 3rd edition): Maintaining portable electrical equipment
- IET Code of Practice for in-service inspection and testing of electrical equipment
- L24 Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)

SOP Number 020

SOP Title Portable Appliance Testing

	NAME	TITLE	SIGNATURE	DATE
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Acronyms:

BS: British Standard

CPT: Corporate Property Team

FM: Facilities Management

HSE: Health & Safety Executive

NCC: Norfolk County Council

PAT: Portable Appliance Test

SOP: Standard Operating Procedure.

UK: United Kingdom

1. PURPOSE & SCOPE

Portable Appliances are devices and equipment that are portable and not directly attached to a building's fixed wiring. The testing of these portable appliances should be limited to those who have been trained and qualified to do so. This Standard Operating Procedure (SOP) will set out how we will ensure that when those equipment's are in an operable condition, safe to use and any possible issues are, as best as possible, negated. This can be achieved by way of good regular maintenance and regular inspections, carried out as per United Kingdom (UK) standards and any regulations related in UK law.

The purpose of this SOP is to establish clear and comprehensive standard procedures to be followed for Portable Appliance Testing in commercial and domestic buildings managed by NCC's Corporate Property team (CPT). It ensures compliance with UK and Health and Safety Executive (HSE) regulations, detailing the frequency and procedures for these tasks. By following this SOP, we aim to maintain fully functional and reliable Portable Appliances, thereby ensuring the safety and well-being of building occupants in accordance with the Electricity at Work Regulations 1989 (External Reference 1).

2. RESPONSIBILITIES

2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio



in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.

3. OPERATIONAL PROCEDURE & ACTIVITIES

3.1 Portable Appliance Testing Initial Implementation

The NCC CPT FM Operations Manager will ensure that a competent person completes an asset list in accordance with the Asset Naming Convention (Internal Reference 1), undertakes a visual inspection, and completes the Portable Appliance Testing on all applicable appliances as well as making adequate records, which are to be shared with the site in question.

All testing should comply with all current UK regulations.

The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure the asset list is shared for the premises manager to complete the daily and monthly visual inspections as set out in NCC's Premises Manager Handbook, (Internal Reference 2). This is a premises manager obligation, and the NCC CPT FM Operations Manager is there only to assist.

Note the below example where testing schedule would need to be reviewed.

Offices and Shops

- **Class 1 equipment** (or any general IT equipment) should be tested **every 12 months**.
- **Portable equipment** such as extension leads should be tested **every 12 months**.
- Any general equipment that is classed as handheld, transported or used more frequently should be tested **every 12 months**. This is due to an increased risk of damage.

Construction

- For construction, this is much more frequent and can be as often as **every 3 months**.

Industrial

- Industrial sites including commercial kitchens should have their portable and handheld equipment tested as often as **every 6 months**.
- For other stationary, movable or IT equipment, it is recommended to test **every 12 months**.

3.2 Portable Appliance Testing & Inspection Schedule

Once the initial testing has been completed as set out in Section 3.1, the NCC CPT FM Operations Manager will arrange the following inspections at the required interval from the initial inspection date. NCC CPT will adopt these schedules as a standard across all sites managed by Norfolk County Council.



Scheduled Task	Task ID	Frequency
Portable Electrical Appliance (PAT)	NCC-TASK-03-03	Annual

These services and inspections can be brought forward to reduce cost but cannot be put back to ensure inspection will not be out of date.

The NCC CPT FM Operations Manager will set this schedule up on the CAFM System using the Asset Naming Convention (Internal Reference 1) to set the asset and the scheduled tasks as per CAFM System training.

3.3 Portable Appliance Testing Remedial actions

If, during any visual inspection or testing, any defect is found the article in question will be identified and repair shall be scheduled. The repair will be achieved through the CAFM reporting system by raising a Follow-on Work Order.

Once the defect has been raised either by Premises Manager, Inspection engineer or NCC CPT FM Operations manager through the helpdesk or direct on the CAFM System and a work order raised, the NCC CPT FM Operations manager or Admin will instruct a suitable repairer to carry out maintenance. This may be the same as the installer.

The NCC CPT FM Operations Manager will select the supplier from the Appointed Supplier Database (Internal Reference 3) and will update the work ticket on the CAFM System

3.4 Other Considerations

Microwave Leak tests will be carried out under the Portable Appliance testing and the ability for the contractor to complete this test is assured under the contractor procurements process.

4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

5. INTERNAL AND EXTERNAL REFERENCES

5.1 Internal Resource References

1. Asset Naming Convention
2. Norfolk County Council – Premises Manager Handbook
3. Appointed Supplier Database

5.2 External Resource References

1. Electricity at Work Regulations 1989



6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.

SOP no.	Effective Date	Changes	Previous SOP no.
020	01/12/24	Rebranding to NCC specifications	118