University Code of Practice for Electrical Safety Appendix A4

Guidance for Initial Inspection and Testing Intervals

	Type of Environment	Type of Equipment Note (1)	Class I (i.e. earthed equipment)		Class II Note (3) (i.e. double or all insulated equipment)	
			Formal Visual Inspection **Note (2)**	Combined Inspection and Testing **Note (4)**	Formal Visual Inspection **Note (2)**	Combined Inspection and Testing **Note (4)**
1	Construction Sites 110v Equipment used out of doors or in harsh environment	S M#	1 month 1 month	3 months 3 months	1 month 1 month	3 months 3 months
2	Commercial Kitchens	S M		12 months 12 months		12 months 12 months
3	Equipment in public areas for use by students (ISCRA's)	S M		48 months 12 months		48 months 12 months
4	Laboratories, Workshop	S M		24 months 12 months		24 months 12 months
5	Halls of Residence	S M		12 months 12 months		12 months 12 months
6	Offices	S M		48 months 12 months		48 months 12 months

Notes

(1) **S** - Stationary Equipment (see guidance overleaf)
M - Movable Equipment

(2) All new equipment requires a formal visual inspection. The formal visual inspection may form part of the combined inspection and test when they coincide, and must be recorded.

(3) If the class of the equipment is not known, enquires should be made of the manufacturer or supplier. If this relates to equipment bought directly from a supplier outside of the European Union then an assessment must be made of it for compliance with the Electrical Equipment (Safety) Regulations 1994, which amongst other things will establish the class

(4) The results of combined inspections and tests are recorded.

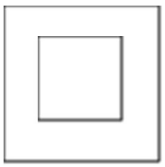
110v earthed centre tapped supply. 230v portable or hand-held equipment must be supplied via a 30mA RCD and inspections and tests carried out more frequently.

Definitions

Class I

Commonly called "earthed equipment". Protection against electric shock does not rely on basic insulation only. There is a means for the connection of exposed conductive parts (metal casing etc) to a protective conductor in the fixed wiring of the installation (the earth connection of the supply socket). The power cable to the appliance will include an earth continuity conductor to be connected to the earth connection of the fixed installation.

Class II



Commonly called "double insulated" or "all insulated" equipment. Protection against electric shock does not rely on basic insulation only. Additional safety precautions such as supplementary insulation are provided. There is no provision for the connection of exposed metalwork of the equipment to a protective conductor in the fixed wiring of the installation. (i.e. the wiring does not have to include an earth continuity conductor). The equipment will be labelled with a symbol showing a small square within a larger square:

Guidance on types of Electrical Equipment

The following types of electrical equipment covered by this Code of Practice:

Stationary Equipment

(i) having a mass exceeding 18kg and is not provided with a carrying handle, e.g. refrigerator, washing machines, freezers, microwave ovens, or

(ii) comprising information technology equipment includes electrical business equipment such as computers, VDU's, printers, photocopiers, shredders, electric plotters, data terminal equipment, mains powered telecommunications equipment, electric typewriters, power packs, mail processing machines, multiple-socket extension leads dedicated to an item of stationary machinery.

Moveable Equipment (sometimes called transportable)

(i) having a mass of less than 18kg and not fixed, e.g. electric heaters, or

(ii) equipment with wheels, castors or other means to facilitate movement by the operator as required to perform its intended use, e.g. air conditioning units, or

(iii) an appliance of less than 18kg in mass that is intended to be moved while in operation or an appliance that can be easily moved from one place to another, e.g. toaster, food mixer, vacuum cleaner, floor buffer, desk fan, kettle, low voltage charger units, portable audio-visual equipment, trailing extension leads, laboratory equipment that is regularly moved between locations (e.g. sonicators, mixers, lamps,) multiple-socket extension leads in general use etc, or

(iv) portable equipment intended to be held in the hand during normal use, e.g. hair dryer, drill, soldering iron, grinder.