



**SAFETY SERVICES**  
**Level 7, The Arts Tower**  
**Western Bank, Sheffield**  
**S10 2TN**

## Service Level Agreement

Service Name	<b>PORTABLE ELECTRICAL APPLIANCE TESTING (February 2011)</b>
Description of Service	➤ To provide a testing regime for portable electrical appliance to enable the University to meet its statutory obligations and help reduce the risk of injury to users of electrical equipment
Client Groups/ Eligibility for Services	➤ All University Departments
Provider Responsibility – ionising radiations	<ul style="list-style-type: none"> <li>➤ To test the electrical integrity of all portable equipment in accordance with the IEE Wiring Regulation requirements and University Policy</li> <li>➤ To provide Departments with information relating to the condition and suitability for use of their equipment</li> </ul>
User Responsibility	<ul style="list-style-type: none"> <li>➤ To ensure all relevant equipment is available for examination as required by the Regulations and University Policy.</li> <li>➤ Action must be taken to prevent the use of defective or inappropriate equipment until either repaired, subsequently re-examined and declared fit-for use, or rendered unusable or sent for disposal</li> <li>➤ To implement a formal visual inspection regime for condition of the equipment according to risk assessment</li> <li>➤ To implement an informal visual check of portable electrical equipment prior to use to detect any defects</li> </ul>
Availability of Service	➤ 0800 hours to 1600 hours - all working days
Service/Statistics /Output/Measures	➤ Reports made available for Departments on electrical integrity of equipment via University web pages
Dependencies	➤ Sufficiency of resources to meet the Departmental demand
Feedback/ Monitoring	➤ Reports received on condition of equipment and poor safety practices
Benchmarking	<ul style="list-style-type: none"> <li>➤ Provision and Use of Work Equipment Regulations 1998</li> <li>➤ Electricity at Work Regulations 1989</li> <li>➤ IEE Wiring Regulations 17th Edition</li> <li>➤ University PAT Policy</li> </ul>
Exclusions	➤ Fixed spur and 3-phase electrical equipment
Location of Service	➤ Safety Services
Contact Details	<ul style="list-style-type: none"> <li>➤ B Gouldsbrough - Ext 27460</li> <li>➤ H Leah - Ext 22137</li> <li>➤ Safety Services Office - Ext 26198</li> </ul>
Charges	➤ £1.40 per item tested (at February 2011)
Other	➤ None