



The  
University  
Of  
Sheffield.

Safety  
Services.

Departmental Safety Officers

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Dear Colleague

Visual Inspection of Portable Electrical Equipment Course

This course is designed for staff who are required to undertake basic visual inspection of electrical items within their department prior to them being put into service.

The intention of the course is to give some basic information and grounding for those taking on such a role in their department and will cover topics including common faults, correct plug and fuse ratings, suitability and positioning of equipment and how to identify Class 1 and 2 equipment.

This course will be held on **Thursday 23 June 2011 at 09:30 – 11:30**

Applications to join the course should be made by e.mail to me, [b.gouldsbrough@sheffield.ac.uk](mailto:b.gouldsbrough@sheffield.ac.uk). If you have any queries about the course format or content, please contact Henry Leah on extension 22137 or [h.leah@sheffield.ac.uk](mailto:h.leah@sheffield.ac.uk).

The closing date for applications will be **17 June 2011**.

Yours sincerely

Bev Gouldsbrough  
Safety Adviser