

## **INSPECTION AND MAINTENANCE OF EQUIPMENT**

1. Equipment in the School requires periodic maintenance if it is not to become a source of danger to staff, students and visitors. The regulations covering this requires that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

Some types of equipment require statutory inspection and certification undertaken by specialist contractors/inspectors provided by the University and their insurers. Equipment in this category include LEV and fume cupboards, lifting equipment and accessories, pressure systems and equipment.

### **2. Inspection and Maintenance Records**

For equipment requiring maintenance and inspection so as to be safe (i.e. safety critical equipment), the owner/user is principally responsible for ensuring it is maintained and inspected in accordance with regulations or otherwise removed from service. Anyone introducing new equipment requiring statutory examinations or safety critical inspections must advise the LSC.

For this type of equipment the School will:

- Maintain records of:
  - Make/Model Serial No.
  - Type of equipment (e.g. pressure, LEV, Lifting etc).
  - Location.
  - Name of responsible person.
  - Frequency of Inspection.
  - Date of last inspection.
  - Date of next inspection.
- Ensure that inspection and test is carried out at the specified intervals and labelled appropriately or otherwise removed from service until an inspection can be carried out and the owner/user advised.
- Retain any test certificates.

### **3. Inspection and Maintenance Schedules**

#### **3.1 Safety Critical Equipment Requiring Statutory Inspection.**

Although statutory inspections of Lifting Equipment, pressure systems and LEV are arranged by Estates it remains the responsibility of the purchaser to ensure that equipment has been recorded with the School and has up-to-date inspection certificate. Any item past its expiry date **must** be taken out of service until after a satisfactory inspection. The School will remove from service any equipment found without relevant certification.

## School of Engineering Laboratory & Workshop Policies & Guidance

In addition it is the owners responsibility to ensure that safety critical maintenance is undertaken in accordance with the manufacturers guidance.

Equipment	Maintenance Required	Carried out by	Maintenance interval
<b>Lifting equipment</b>	Inspections by a 'competent person'	Insurance Inspector (arranged through Estates)	Every 12 months
	Maintenance as per manufacturer's recommendations.	Contractor commissioned by the School.	At intervals recommended by manufacturer.
<b>Accessories for lifting</b>	Inspections by a 'competent person'	Insurance Inspector (arranged through Estates)	Every 6 months
<b>Pressure vessels and pressure systems</b>	Inspections by a 'competent person'	Insurance Inspector (arranged through Estates)	At intervals recommended by the inspector - usually every 12-24 months
<b>CT Scanners</b>	Maintenance as per manufacturer's recommendations.		
<b>Fume cupboards and local exhaust ventilation (LEV)</b>	Examination and test	Contractor arranged by Estates	At least every 14 months

### 3.2 Safety critical equipment requiring local inspection.

Equipment	Maintenance Required	Carried out by	Maintenance interval
<b>Portable electrical equipment</b>	Visual inspection and PAT testing	Offices: Estates Laboratories and workshops: Technical staff	Visual inspections at least every 12 months and PAT tests every 2-3 years.
<b>Compressed gas regulators</b>	Visual inspection. Dispose if damaged or out of date	Technical staff	12 months
<b>Ladders</b>	Visual inspection. Repair or dispose if damaged.	Technical staff	Every 12 months

Revision Record			
Issue	Name	Date	Reason for review
1	ES	31/5/2022	Transfer from main handbook