PAT: TWO DOCUMENTS, TWO PEOPLE

WHOSE JOB IS THE EQUIPMENT REGISTER?

DOCUMENT	WHOSE	WHAT'S ON IT
Equipment register	The duty holder's	Every item, its ID and serial number, where it lives, how often it gets a formal visual inspection and how often a combined inspection and test
Inspection and testing record	Yours	What you found and measured, item by item, filled in from the register

The duty holder sets the frequencies by risk assessment. Here the shredder gets a formal visual every 24 months and a combined inspection and test every 48; the hot plate, which gets hot and sits near pans of water, every 12 and 12; the extension lead 12 and 24.

Ask for the register before you start.

It tells you what each item is, where it should be, and how old it is — and you compare its details with the label on the item in front of you. If you find something somewhere else, write down where you found it.

In the book, your record is Form 4.1

— the equipment formal visual and combined inspection and test record (Appendix 4). Its key: ✓ pass, ✕ fail, N/A not applicable, N/C not checked. Forms you're given may be numbered differently.

Code of Practice · Appendix 4 · model forms

Code of Practice · Section 11 · frequency · 11.1 risk factors · p.81

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