

In-Service Inspection & Testing of Electrical Equipment

Premier UK Events Ltd

Document Owner	Ben McCarthy
Approved By	Jon Minns
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1. Purpose

This document sets out Premier's requirements for the in-service inspection and testing of electrical equipment. Regular testing ensures that all electrical equipment remains safe, reliable, and legally compliant, protecting both staff and clients.

2. Scope

This policy covers all portable and transportable electrical equipment owned or operated by Premier, including:

- Portable appliances (kettles, monitors, chargers, power tools, etc.)
- Power distribution units and distro boards
- Mains cables, extension leads, and adaptors
- AV and production equipment
- Any other electrical equipment used in Premier's offices, workshops, or on event sites

3. Legal Framework

All inspection and testing is carried out in compliance with:

- **The Electricity at Work Regulations 1989** – which require that all electrical systems and equipment are maintained in a safe condition to prevent danger.
- **The IET Code of Practice – In-Service Inspection and Testing of Electrical Equipment, 5th Edition** – which provides the technical guidance and testing procedures followed during inspection.

4. Testing Frequency and Process

All electrical equipment covered by this policy is inspected and tested for electrical safety at least once per year. Equipment that is subject to heavy use, frequent transportation, or harsh environments may be tested more frequently at the discretion of the testing engineer.

Testing is primarily carried out by an external contractor, with some testing also performed internally. All testers, whether external or in-house, hold the appropriate City & Guilds or equivalent qualification for in-service inspection and testing.

5. Recording Results

Test results are recorded against individual asset records in the hire management system. This ensures a complete and auditable history of every item's testing status.

Items that pass inspection are labelled with a green 'pass' label showing the tester's name, test date, and re-test date. The item is cleared for use.

Items that fail inspection are labelled with a red 'fail' label and immediately removed from service. Failed items must not be used until they have been repaired and retested, or permanently withdrawn.

Items that are overdue for inspection are blocked from being booked out in the hire management system. Equipment must not be issued for use until it has been tested and carries a current pass label.

6. Warehouse Pre-Dispatch Inspection

In addition to formal annual testing, the warehouse team carries out a visual inspection of all electrical equipment before it is dispatched for use on site. This includes checking for:

- Damage to cables, plugs, connectors, and casings
- Exposed or frayed wiring
- A valid green pass label with a current re-test date
- General condition and cleanliness of the item

Equipment that does not pass the warehouse visual inspection must not be dispatched. It should be set aside, labelled as requiring attention, and reported to the warehouse manager for formal retesting or repair.

7. Staff Responsibilities

All staff who use electrical equipment — whether in the office, workshop, or on site — are responsible for the following:

- **Visual check before use:** Before using any piece of electrical equipment, carry out a brief visual inspection. Check for damage to the cable, plug, casing, or any exposed wiring. Do not use equipment that looks damaged.
- **Check the test label:** Confirm that the item has a green pass label and that the re-test date has not expired. Do not use equipment without a valid label.
- **Report damage or faults:** If you notice any damage, fault, or missing test label, remove the item from use immediately, label it clearly as faulty, and report it to your line manager or the warehouse team.

- **Do not attempt repairs:** Staff must not attempt to repair electrical equipment, replace plugs, or open casings. All repairs must be carried out by a qualified person.

8. Personal and Third-Party Equipment

Personal electrical equipment (such as phone chargers or personal laptops) used on Premier premises must be in good condition and is subject to the same visual inspection standards. Premier reserves the right to test or refuse the use of any personal electrical equipment on its premises.

Third-party contractors and suppliers working on Premier event sites are responsible for ensuring their own electrical equipment has been tested and carries valid certification. Premier may request evidence of testing before permitting equipment to be used on site.

9. Non-Compliance

Using untested, overdue, or failed electrical equipment is a serious safety matter. Any staff member who knowingly uses or issues equipment that does not carry a valid test label may face disciplinary action.

Document Version Control

Version	Date	Modified By	Changes
1.0	August 2023	Paul Thompson	Document first created
2.0	August 2024	Paul Thompson	Document reviewed; no changes
3.0	August 2025	Paul Thompson	Document reviewed; no changes
4.0	March 2026	Ben McCarthy	Reformatted to standard Premier template; confirmed external contractor with some internal testing; added warehouse pre-dispatch visual inspection section; added scope, legal framework, staff responsibilities, personal and third-party equipment, and non-compliance sections; expanded testing process and results recording; added version control table