

Portable Appliance Testing (PAT), Medical Equipment Calibration & Fridge Servicing SOP

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Portable Appliance Testing (PAT) and Medical Equipment Calibration SOP

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Introduction

Portable Appliance Testing (PAT), medical equipment calibration, and medical refrigerator servicing are essential components of BrisDoc's health and safety arrangements. Regular inspection, testing, maintenance, and calibration help ensure the safety of patients, co-owners, and visitors, while maintaining compliance with statutory requirements and manufacturer recommendations.

The Electricity at Work Regulations 1989 require electrical systems and equipment to be maintained so as to prevent danger through appropriate inspection, maintenance, and testing programmes.

Purpose

This procedure sets out the arrangements for managing Portable Appliance Testing (PAT), medical equipment calibration, and medical refrigerator servicing across BrisDoc.

Responsibilities

- The Facilities Manager is responsible for arranging PAT testing, medical equipment calibration, and medical refrigerator servicing for Osprey Court and Severnside Integrated Urgent Care (IUC).
- Within Practice Services, Operational Managers and Clinical Leads are responsible for identifying equipment requiring PAT testing, calibration, or servicing and ensuring the Facilities Department is informed of any new, relocated, or decommissioned equipment.
- Calibration of medical equipment within Practice Services is arranged directly by Operational Managers and Clinical Leads.
- All servicing, maintenance, calibration, and testing is undertaken by suitably qualified and competent contractors.
- All contractors must sign in, provide identification, and comply with BrisDoc's confidentiality, information governance, and health and safety requirements.

Standard Operating Procedure

Portable Appliance Testing (PAT)

- PAT testing will be carried out every two years unless a risk assessment or manufacturer guidance specifies an alternative frequency.
- Any faulty, damaged, or unsafe electrical equipment must be removed from service immediately and clearly labelled to prevent use.

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- Equipment must not be returned to service until repaired and successfully re-tested or replaced.
- Trained Facilities Team members may undertake PAT testing on ad hoc items between scheduled testing programmes.

Medical Equipment Calibration

- Medical equipment requiring calibration will be calibrated annually, or more frequently where specified by the manufacturer.
- Equipment that fails calibration or is deemed unfit for use must be removed from service immediately and replaced as required.
- Disposals will be undertaken in accordance with the manufacturer's guidance and BrisDoc's asset disposal procedures.

Temperature Controlled Storage Servicing

- Medication fridges, ambient cabinets and associated temperature monitoring equipment will be serviced and maintained annually in accordance with manufacturer recommendations.
- Any defects identified through servicing or routine checks must be reported and rectified promptly to ensure the safe storage of medicines and vaccines.

Record Storage

Records relating to PAT testing, calibration, servicing, maintenance, inspections, and equipment replacement will be retained in accordance with BrisDoc's Records Management Policy and stored at:

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Change Register

Date	Version	Author	Changes
01.07.2024	2.5	Gemma Cuff	Title changed from Portable Application and Medical equipment calibration Testing.
01.07.2024	2.5	Gemma Cuff	Changes calibration to medical equipment calibration.
01.07.2024	2.5	Gemma Cuff	Update location of stored certificates on SDrive
01.07.2024	2.5	Gemma Cuff	Changed owner to Gemma Cuff

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29.07.2026	2.6	Gemma Cuff	Updated correct wording for regulations. Updated responsible people / support within PS. Added Fridge Servicing to the SOP. Record storage.
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