



UHSP-36 Inspection, Statutory Examination & Test of Critical Assets



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1. Objective

The University of Leicester’s Health and Safety Policy states that the Heads of Schools, Departments or Corporate Service Divisions have the responsibility to ensure that equipment provided for use at work is maintained in a safe condition. Specific legislation places a statutory duty upon the University with regard to the management of pressure systems, lifting equipment, electrical plant, power presses, local exhaust ventilation, scaffolding, ladders and radiation monitors. In these circumstances, the law requires the inspection, examination and testing of equipment to be undertaken by a competent person. In addition, formal written schemes of examination may be required to undertake examination of certain pieces of equipment.

This document details the University of Leicester’s requirements for statutory inspections for relevant equipment. By doing so, the University of Leicester complies with the requirements of the following legislation

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and use of work Equipment Regulations 1998 (PUWER)
- Pressure System Safety regulations 2000 (PSSR)
- Control of Substances Hazardous to Health (as amended) 2002 (COSHH)
- The Work at Height Regulations 2005
- Ionising Radiations Regulations 2017 (IRR)

2. Scope

This document covers all equipment, plant, fixed wiring, local exhaust ventilation, lifting equipment, scaffolding, ladders, stepladders and radiation monitors that are used at the University of Leicester that requires a statutory examination and test as per health and safety or other legislation. Appendix 1 summarises the equipment type, frequency of testing and who is responsible for the testing.

3. Definitions

Responsible person: A person within an operational area who has been assigned management / organisational responsibilities in relation to statutory inspections.

Competent person: Competent person have the skills, knowledge, experience and authority to manage statutory inspections within their area of specialism. A competent person may also carry out maintenance and testing where their knowledge, skills, training and experience permit this (and where they hold the appropriate licences – where applicable).

Authorising Engineer (AE): A person designated by the University to provide independent auditing and advice on critical assets and systems and to review and witness documentation on validation.

4. Responsibilities

Executive Board will

- Provide leadership to ensure that these procedures are followed, including the provision of adequate resources

Director of Asset Management & Compliance is responsible for:

- Ensuring that this policy is implemented within Estates and Digital Services-controlled areas

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- Ensuring that all employees that they have control over are made aware of this policy and any responsibilities they have therein
- Appointing a responsible person in writing in order to manage statutory inspections and testing of equipment or plant in their area / under their day-to-day control or for which they are responsible for as detailed in Appendix 1
- Ensuring sufficient resources are available in order for the responsible person to discharge their duties

Heads of Schools, Departments or Corporate Service Divisions will:

- Ensure that this policy is implemented in their area of responsibility
- Appoint a responsible person (or persons) in writing in order to manage statutory inspections and testing of equipment or plant in their area / under their day-to-day control
- Ensure that a suitable and sufficient asset list for equipment within its area of responsibility is developed and maintained
- Ensure that sufficient resources are available in order for the responsible person to discharge their duties

The responsible person who has been appointed in writing for assets under their management will:

- Where a system is in place, use the University of Leicester asset management system to maintain a list of all equipment in use by their department/school or division that requires statutory inspection
- Update the asset management system as and when new assets are procured or old assets are no longer in use, and where there is no existing asset list, develop their own
- Ensure that no new piece of equipment requiring a statutory inspection goes into use without first being formally inspected (including after refurbishment of a space)
- Ensure that all equipment requiring a written scheme of examination has a scheme in place.
- Liaise with the relevant inspection body to ensure that all necessary inspections are carried out
- Receive inspection reports following a statutory examination and will act accordingly to keep the asset in service, arrange repair or remove from use
- Ensure that any equipment under their day to day control without an appropriate written scheme of examination, statutory examination or relevant inspection is removed from service until such time as a required inspection has been undertaken
- Consult Estates & Digital Services when purchasing equipment that has a significant interface with Estates fixed assets (i.e. fixed electrical and mechanical equipment)
- Ensure that remedial action (as advised by the competent person) is carried out before the equipment is put back into use

Equipment users will:

- Use all equipment for the use for which it has been intended and in accordance with relevant safety instructions
- Report any defects in equipment immediately to their line manager
- Consult Estates & Digital Services when purchasing equipment that has a significant interface with Estates fixed assets (i.e. fixed electrical and mechanical equipment)

Health and Safety Services are responsible for:

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- Advising on matters relating to pressure systems, including any changes in legislation and how these impact on the University activities
- Reviewing the effectiveness of this policy and advising on changes
- Put in place procedures for annual calibration of radiation monitors

The competent person (normally a third party contracted to provide this service) will:

- If the equipment is safe for use, suitably mark the equipment and issue a certificate allowing its use or continued use, (they may recommend non-critical repairs); or,
- If the equipment is not considered safe for use, issue a notice prohibiting its use. Details as to the reasons why the use has been prohibited will be provided to the responsible person or delegated deputy on the day of inspection
- The competent person is responsible for advising on required remedial action to make the equipment safe

5. Arrangements

All equipment, plant, fixed wiring, local exhaust ventilation, lifting equipment, scaffolding, ladders and radiation monitors must be tested within the frequencies stipulated within the applicable legislation or in a specific written scheme of examination. The responsibility for arranging statutory inspections varies between equipment type and this is summarised in Appendix 1. This includes equipment new to the University and includes equipment that is hired, leased or borrowed.

When equipment has been installed without the knowledge of Estates and Digital Services, AND Estates and Digital Services have responsibility for undertaking inspections, those Departments/Divisions WILL assume responsibility for arranging inspection until such time as the responsible person in Estates and Digital services agrees in writing to undertake the necessary inspections.

Putting equipment into service for the first time

Any equipment relevant under this policy will need to be certified to ensure compliance with legislation. Any equipment that is acquired without the relevant certification will have to undergo inspection, examination and / or testing as determined by the competent person, before it is brought into service for the first time.

It is the responsibility of those procuring the equipment to obtain all relevant paperwork. However, equipment such as local exhaust ventilation will need to be commissioned by the installation engineer or other suitable competent person before use. Further, pressure systems will require a written scheme of examination produced by the University’s authorising engineer and approved by the University’s insurer before the system can be brought into use for the first time. Therefore, new pressure systems should be notified to LMP through the Estates asset management team and then directly to the University’s insurer.

The responsible person for each area must ensure that all equipment requiring inspection is managed appropriately. Where the University has an asset management system in place, this should be used.

Inspections, examinations & tests

There is no grace period for inspections required under this policy, therefore all inspections MUST be carried out prior to the expiration of the current test period. If an inspection is not undertaken prior

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to the expiration of the current test, the equipment MUST be removed from use until it has been inspected.

Ducted fume cupboards and fixed compressed gas installations

Estates and Digital services arranges the contract for examinations of ducted fume cupboards, fixed compressed gas installations. For fume cupboards and fixed compressed gas installations, inspections will be coordinated via the Estates Compliance team and the departmental responsible person. Requests to carry out these inspections will be issued in advance of the expiration of the current test period.

All failures should be reported to the responsible person on the day of inspection and the equipment removed from service. Details of test failures, pass certification will be received by the Estates asset management team and these will be distributed to the competent person within 10 days of them being received. The Estates asset management team will arrange repairs of ducted fume cupboards and fixed gas installations as required.

Pressure systems

For pressure systems, the contract for statutory examination and test is arranged with the University Insurer. The responsible person in the department / division will need to contact the appointed competent person to arrange the necessary inspection prior to the current test period expiring. In addition, coordination with a service engineer may be required to prepare the equipment prior to inspection.

Pass / fail certificates are uploaded into PRIME for viewing. Any pressure systems that fail an inspection must be immediately removed from use until they are repaired and certified as safe for use. It is the responsibility of the Department / Division to arrange any repair or undertake the recommendations of the insurer for pressure systems that they own.

All other equipment including recirculating fume cupboards and microbiological safety cabinets

For all other equipment, refer to Appendix 1 for the responsibility for arranging and undertaking inspections and undertake any repairs. The responsible person should satisfy themselves of the competency of any person they use to undertake inspections on their behalf. Any equipment that fails an inspection must be removed from service until it has been suitably repaired and certified as safe to use.

5. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
12/12/2020	1.0	Reformatted and update ECS to EDS



Appendix 1: Inspection frequency & responsibility

The following list has been compiled and attempts made to make it as comprehensive as possible. However, please do not treat the list as exhaustive and if there is any uncertainty as to whether a piece of equipment requires an inspection, advice should be sought from Health and Safety Services.

Electrical and Mechanical			
Plant/Equipment type	Applicable Legislation	Frequency of test	Responsibility
Alternator	PUWER	12 months	Department/Division
Control panels	PUWER	24 months	Department/Division
Engines, motors, pumps, and compressors	PUWER	24 months	Department/Division
Fixed wiring	PUWER	3 or 5 years depending on type of location	Department/Division
Gearboxes	PUWER	24 months	Department/Division
Generators	PUWER	12 months	Department/Division
High voltage equipment	PUWER	Subject to specialist advice from AE	Department/Division
F-Gas / natural gas supply	PUWER	Subject to specialist advice from AE	Department/Division

Lift and Crane			
Plant/Equipment type	Applicable Legislation	Frequency of test	Responsibility
Crane	PUWER/LOLER	12 months	Department/Division
Dock levellers	PUWER/LOLER	12 months	Department/Division
Excavators and loading shovels	PUWER/LOLER	12 months	Department/Division
Forklift trucks	PUWER/LOLER	12 months	Department/Division
Forklift trucks with person carrying attachments	PUWER/LOLER	6 months	Department/Division
Lifting appliances	PUWER/LOLER	12 months	Department/Division
Lifting machines	PUWER/LOLER	12 months	Department/Division
Lifts-Goods Including associated lifting beams	PUWER/LOLER	12 months	Estates and Digital Services
Lifts-Passenger Including associated lifting beams	PUWER/LOLER	6 months	Estates and Digital Services
Lorry mounted cranes	PUWER/LOLER	12 months	Department/Division
Motor vehicle lifting tables	PUWER/LOLER	12 months	Department/Division

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Lift and Crane			
Plant/Equipment type	Applicable Legislation	Frequency of test	Responsibility
Motor vehicle lifting tables used for person carrying	PUWER/LOLER	6 months	Department/Division
Pallet trucks	PUWER/LOLER	12 months	Department/Division
Separate lifting accessories	PUWER/LOLER	12 months	Department/Division
Window cleaning equipment and building maintenance equipment	PUWER/LOLER	6 months	Estates and Digital Services
Any other lifting equipment used for persons	PUWER/LOLER	6 months	Department/Division

Power Press			
Plant/Equipment type	Applicable Legislation	Frequency of test	Responsibility
Guard and protective devices	PUWER	12 months	Department/Division
Electric/hydraulic Guillotine (metal)	PUWER	12 months	Department/Division
Electric/hydraulic Guillotine (paper)	PUWER	6 months	Department/Division
Injection moulding machine (moulding machinery)	PUWER	12 months	Department/Division
Power press	PUWER	6 months- interlocking and photoelectric	Department/Division
Press brakes	PUWER	6 months	Department/Division
Wood working machines	PUWER	12 months	Department/Division

Pressure Equipment			
Plant/Equipment type	Applicable Legislation	Frequency of test (unless otherwise stipulated in the Written Scheme)	Responsibility
Air receivers (excluding compressors)	PSSR 2000	26 months	Estates and Digital services
Autoclaves	PSSR 2000	14 months	Department/Division
Blowdown Vessels	PSSR 2000	Same periodicity of the boiler to which it	Estates and Digital services

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Pressure Equipment Plant/Equipment type	Applicable Legislation	Frequency of test (unless otherwise stipulated in the Written Scheme)	Responsibility
		is connected: Shell Boiler – 14 months Water tube boiler – 26 months	
Bulk storage vessels	PSSR 2000	Will vary depending on risk assessment	Estates and Digital services
Café boilers (eg espresso machine)	PSSR 2000	14 months	Department/Division
Calorifiers	PSSR 2000	26 months	Estates and Digital services
Compressed gas cylinders & pipelines	PSSR 2000	Subject to specialist advice from AE	Gas cylinder owner eg BOC, Air Liquide
Fixed compressed gas cylinder installations	PSSR 2000	12 months Regulators replaced 60 months	Estates and Digital Services
Non-fixed compressed gas cylinder installations	PSSR 2000	12 months Regulators replaced 60 months	Departments/Divisions
Refillable gas tanks eg nitrogen or argon stores	PSSR 2000	As per written scheme	Department/Division (arranged through BOC, Air Liquide etc)
Portable Compressors	PSSR 2000	>250 bar litre	Department/Division
Fixed Compressors in plant rooms	PSSR 2000	>250bar litre	Estates and Digital Services
Fixed Compressors in rooms other than plant rooms	PSSR 2000	>250 bar litre	Department/Division
Hot water boilers	PSSR 2000	PUWER – 24 months PUWER applies to those boilers in which the temperature is below 100°C. PSSR – 14 months. PSSR applies to those boilers in which the water temperature is at or above 100°C	Estates and Digital Services
Jacket Reactor Vessels	PSSR 2000	Will vary depending on risk assessment	Departments/Divisions
NMR and MRI	PSSR 2000	As per written scheme	Departments/Divisions
Pressurisation units	PSSR 2000	60 months	Estates and Digital services
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Pressure Equipment Plant/Equipment type	Applicable Legislation	Frequency of test (unless otherwise stipulated in the Written Scheme)	Responsibility
Refrigeration and air conditioning plant	PSSR 2000	48 months	Estates and Digital services
Steam boilers	PSSR 2000	Horizontal Multi-tubular Boilers; Vertical Boilers; Autoclaves – 14 months Water-tube Boilers – 26 months.	Departments/Divisions Estates and Digital services
Steam Vessels	PSSR 2000	26 months	Departments/Divisions
Natural gas pipelines	Gas Safety Regulations 1998	Subject to specialist advice from AE	Estates and Digital Services

Local Exhaust & Specialist Ventilation Plant/Equipment			
Equipment type	Applicable Legislation	Frequency of test	Responsibility for testing
Ducted Fume cupboards	COSHH	14 months	Estates and Digital Services
Recirculating fume cupboard	COSHH	14 months	Department/Division
Microbiological safety cabinets (ducted or recirculating)	COSHH	14months	Department/Division
Local exhaust ventilation (LEV) systems otherwise not defined	COSHH	14 months	Department/Division
Shot blast cabinets	COSHH	New casting: 1 month Abrading metal: 6 months All other: 14 months	Department/Division
Spray booths	COSHH	14 months	Department/Division
Kitchen vents	Workplace H&S Regs	Subject to specialist advice from AE	Department/Division
CAT 3 laboratory air handling equipment	COSHH	14 months	Department/Division
Animal houses	COSHH	Subject to specialist advice from AE	Department/Division

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Working at Height Plant/Equipment type	Applicable Legislation	Frequency of test	Responsibility for testing
Scaffolding (including towers & podiums)	Work at Height Regulations 2005	Subject to specialist advice from ECS H&S Business Partner	Departments/Division
Ladders / stepladders / kick stools	Work at Height Regulations 2005	Frequency subject to risk assessment	Departments/Division
Other access equipment (MEWPs)	LOLER 1998	6 months	Departments/Division
Latchways	Work at Height Regulations 2005	12 months	Departments/Division
Harnesses & lanyards	Work at Height Regulations 2005	6 months	Departments/Division

Radiation Monitors Plant/Equipment type	Applicable Legislation	Frequency of test	Responsibility for testing
Contamination monitors	IRR 2017	12 Months	Health and Safety Services
Dose rate monitors	IRR 2017	12 months	Departments/Division
Sealed source leak testing	IRR 2017	24 months	Departments

Fire safety equipment Plant/ equipment type	Applicable Legislation	Frequency of test	Responsibility
Fire-fighting equipment	RRFSO 2005	12 months	Estates and Digital Services
Wet / dry risers	RRFSO 2005	6 months	Estates and Digital Services
Emergency lighting	RRFSO 2005	6 months	Estates and Digital Services
Fire alarms	RRFSO 2005	6 months	Estates and Digital Services
Smoke vents / extract systems	RRFSO 2005	6 months	Estates and Digital Services
Fire hydrants	RRFSO 2005	6 months	Estates and Digital Services
Fire doors	RRFSO 2005	Subject to risk assessment	Estates and Digital Services
Fire dampers	RRFSO 2005	12 months	Estates and Digital Services
Fire compartmentation	RRFSO 2005	12 months	Estates and Digital Services

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Appendix 2: Appointment of competent person for statutory inspections / examinations

APPOINTMENT OF COMPETENT PERSON FOR STATUTORY TESTING	
I nominate:	
As the competent person for managing statutory inspections for the Department of:	

Signed:	
	(Head of Department or Division)
Date:	

I agree to act as competent person for Statutory Inspections in accordance with the University of Leicester Inspection, Statutory Examination & Test of Critical Assets Policy (UHSP 36)	
Signed:	
Date:	

This appointment as competent person is confirmed by the University of Leicester	
Signed:	
Date:	