**NIC PAT Test Record**

The purpose of this document is to record which PAT equipment is inspected and tested and their current status as an alternative to testing all equipment annually. Evidence of inspections and tests should be crossed reference here but can be recorded separately. See guidance at end to help you decide what to test, how frequently and by whom.

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| Name of workplace and location (if shared site):Name and competence of who carries out tests and inspections:Line Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Line Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Six monthly: Date checked:\_\_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** Full details of checks can be found: |
| **Ref** | **Equipment type** | **Make & Model** | **Location** | **Visually inspected****Y/N** | **Date Formally inspected** | **Date Formally Tested** | **Safe to use****Y/N** |
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| **Annually: Date checked:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Full details of checks can be found: |
| **Ref** | **Equipment type** | **Make & Model** | **Location** | **Visually inspected****Y/N** | **Date Formally inspected** | **Date Formally Tested** | **Safe to use****Y/N** |
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| **Every 3 years: Date checked:\_\_\_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_\_\_** Full details of checks can be found: |
| **Ref** | **Equipment type** | **Make & Model** | **Location** | **Visually inspected****Y/N** | **Date Formally inspected** | **Date Formally Tested** | **Safe to use****Y/N** |
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| **Every 5 years: Date checked:\_\_\_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_\_\_** Full details of checks can be found: |
| **Ref** | **Equipment type** | **Make & Model** | **Location** | **Visually inspected****Y/N** | **Date Formally inspected** | **Date Formally Tested** | **Safe to use****Y/N** |
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**Guidance**

**Insert info from HSG guidance re equipment and competence**