SETTING UP ANNUAL PAT TESTING ON MYTURN

This is a step-by-step guide to setting up myTurn so that you know when an item is due its annual PAT test.

Please note this is not advice on the length of Codes of Practice validity, and/or, the appropriate repeatable period between Codes of Practice testing. Your own assessment of this should be done within context of your organisation.

1. Create Status "To be PAT Tested"

- Under "Settings" go to "Inventory"
- "Statuses"
- "Add New Status"
- "To be PAT Tested"
- "Access Level" choose "Admins"
- Cross for "Allow Check Out"
- Tick for "Allow Reservations"
- Cross for "Disabled"
- "Save"

2. Create a Maintenance Plan

- Under "Settings" go to "Inventory"
- "Maintenance Plans"
- "Add New Plan"
- "Name" e.g. "Annual PAT Test"
- "Scheduled"
- Under "advanced" choose "frequency" e.g. 1 year
- Add steps under description, e.g.:
    - *Visual Inspection:*
        - *Cracked casing, bent pins*
        - *Incorrectly rated fuse*
        - *Incorrectly connected wires*
        - *Loose connections*
        - *Loose cable clamp*
        - *Cuts, fraying, brittle*
        - *Kinked, coiled*
        - *Taped joints*
        - *Overloaded (overheated)*
        - *Male connector (if fitted), non-standard (IEC 320, BS4491, CEE22)*
        - *Not secured by grommet/clamp on appliance*
        - *Damage/faulty operation of off/on switch*

        - *Damage to casing*
        - *Loose parts*
        - *Missing screws*
        - *Evidence of overheating*
        - *Evidence of moisture*
        - *Missing double insulation mark on insulating casing (where appropriate)*
        - *Accessible fuse holders: damage or removal of carrier permits live part to be touched*
        - *Exposed output connections have marked voltage rating >50V*
    - *Function test*
    - *Record from PAT Test:*
        - *Visual inspection pass/fail*
        - *Function test pass/fail*
        - *PAT test pass/fail*
        - *Earth (Ohms)*
        - *Insulation (Mohms)*
    - *Add pass or fail sticker*

- NB- Revolve have instructions on how to check and test different types of items under:
  "High Risk Product Safety & Quality Check Procedures: Electrical Items".
  You could set up a different PAT testing maintenance plan for each product type. E.g. "Annual PAT Test- Electric Lawnmowers and Garden Appliances" with a different description depending on the item. This would help ensure volunteers knew exactly what to check on each item without having to refer to different documents every time.
- Scroll down to "Maintenance Stages"
- Under "Due"
- "Statuses to be Added"
- Tick "To be PAT Tested"

- Under "In Progress"
- "Statuses to be Added"
- Tick "To be PAT Tested"

- Under "Done"
- "Statuses to Remove"
- Tick "To be PAT Tested"

- Under "Skipped"
- "Statuses to Remove"
- Tick "To be PAT Tested"

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- Under “Aborted”
- “Statuses to Remove”
- Tick “To be PAT Tested”

- Under “Deleted”
- “Statuses to Remove”
- Tick “To be PAT Tested”

- Save

3. Set up a notification when an item needs to be PAT tested by email:

- Under “Due”
- Add email you’d like the notification sent to.
  You might like this to go to one person who is in charge of maintenance or to a general email address that can be accessed by various volunteers or staff who are responsible for PAT testing e.g. maintenance@[nameofsharinglibrary].org.

4. Give that Maintenance Plan to Electrical items

- “Settings”
- “Inventory”
- “Item Default Values”
- Do the following for each relevant item. Note that you can do this for a group of items e.g. by highlighting “Tools”, “Power Tools”, “Corded and Plug-in”.
- “Continue”
- Scroll to bottom – Under “Default Scheduled Maintenance Plan”
- Choose “Annual PAT Test”

5. Schedule

- Click an item
- “Maintenance”
- “Schedule this Type”
- Add today’s date to record the first PAT test or the next date it is due
- “Schedule”

NB If you assign a test date in the next few days for an item to have a scheduled Pat test maintenance then you don’t see it under maintenance

due for about 7hrs as myTurn takes time to sift through your database to identify items that are due for testing.

6. Find What Needs PAT Tested

- "Inventory"
- "Maintenance Due"
- "Annual PAT Test"
- "Update"

7. Perform PAT Test

- From that list click "Start" on item PAT testing to begin with
- Click "Details" for list of things which need checked and what needs recorded
- Under notes record data which needs recorded e.g.:
    - Visual inspection pass
    - Function test pass
    - PAT test pass
    - Earth (ohms)
    - Insulation (Mohms)
- "Save"
- Under "Actions" click "Complete"
- "Save"

8. To bring up history of PAT tests:

- Click the item in the Inventory
- "Maintenance"
- Can export by choosing format e.g. PDF