SETTING UP PAT TESTING ON ITEM RETURN ON MYTURN

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. "PAT Test on Check In"
- "On Demand or on Check In"
- Can add steps under description:
    - *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*

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- *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"

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

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

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- Save

3. 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 "Maintenance Plan After Each Checkin"
- Choose "PAT Test on Check In"

Can now either PAT test when the item is returned or regularly check which items need to be PAT tested.

4. Bring up a list of and PAT test those that PAT Test

- "Inventory"
- "Maintenance Due"
- "PAT test on check in"
- "Update"
- From that list click "Complete" 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"

5. Bring up history of PAT tests:

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