|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | Equipment Acceptance form - checklist | Frequency |  |
| **Asset types** | New Analyser assets over £5k |  | Upon Delivery (one- off) |
| **Doc ref** | AQ\_EQUIPMENT ACCEPTANCE DELIVERY | Rev | 1 | Date |  |

**Asset Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Network | Eg AURN | Site Name | (tbc if unknown) |
| EA Asset number | (AQ/AURN/XXXX – or other relevant network – ask Network Manager for this) | Asset description (Analyser type)  | Eg PM instrument / Make / Model |

**Purpose of form**

To obtain information that the instrument delivered are operational at point of delivery before entering service or into short / medium / long term storage while sites are prepared for their acceptance. This form should be completed to ensure the contracts team have the evidence to invoice you that the equipment is operational.

Notify the principal contractor and your Contract Responsible Officer with any issues and the Network Operator for key information.

Obtain any specific drawings and manuals from the site specific operation and maintenance manual.

|  |
| --- |
| Item notes |
|  | Results |
| Item to be checked | Checks Required | Pass | Fail | Action taken |
| Instrument |
| 1. Item has been removed from packaging and is undamaged
 | Instrument is in good condition with no visible damage (photograph added)  |  |  |  |
| 1. EA item label added
 | EA item label added to asset to show ownership and EA ID / Serial number of instruments. Add photo of label attached. (Appendix 2 label) |  |  |  |
| 1. Wiring checks
 | Instrument wiring visually checked. Label added for when next PAT test required and plug meets Appendix 1 requirements for Labelling |  |  |  |
| 1. Confirm wiring class on plug
 | CLASS 1 / CLASS 2 / CLASS 3 (delete which ones are not appropriate) |  |  |  |
| 1. PAT TEST label
 | Next PAT test label date added to instrument (as agreed with Network Mgt Contractor) |  |  |  |
| 1. Power On
 | Instrument has switched on and start up screen works  |  |  |  |
| 1. Ancillary Items
 | Are all ancillary cables and items for the sampling system being invoiced with the instrument and accounted for (includes connectors / inlets / tubing / comm’s packages)  |  |  |  |
| 1. Delivery Note and Photograph
 | Delivery note sent to AQINBOX team (AQmonitoringUK@environment-agency.gov.uk) of asset id and photograph evidence of item ‘out of packaging’ |  |  |  |
| 1. Span / Zero Checks
 | UK based zero calibrations / Span. To demonstrate functionality a zero / span check is advised to demonstrate instrument is able to measure PM. If this omitted – please justify why and when this stage will be completed. |  |  |  |
| Health & Safety Equipment and Signage |
| 1. External signage and warning present
 | Any H&S signage required as per UK health and safety law / manufacturers recommendations.  |  |  |  |
| 1. H&S Equipment
 | Fire extinguisher and first aid kit present. No signs of damage and in date.  |  |  |  |
| 1. BAM radiation Sticker (if applicable)
 | Radiation sticker visible if applicable on BAM instrument if applicable |  |  |  |
| Observations |
|  |
| Completed by: |  | Date |  |
| Role / Organisation | (can be completed by supplier with evidence) |  |  |

Appendix 1 – Plug marking

You must ensure that a requisite CE (valid until December 31st, 2022) or the UK equivalent UKCA marking is displayed on the equipment with a declaration of conformity provided. The user must also ascertain that no transit damage has occurred, any product registration and guarantees are fulfilled, and that the equipment is entered on to the asset register.

If there is any doubt with the above, then the equipment must not be used, and a full combined inspection and test must be completed before it is put into service.

When new equipment has entered service, it must be tested and inspected at the intervals set out in Appendix 1. New equipment with a UKCA, CE and certificate of conformance does not require a test and inspection on its introduction to service date.

If the equipment is supplied with a pre-fitted plug to the necessary British Standard and exhibits either a CE mark or a UKCA mark it can be considered safe to put into service by connecting it to the corresponding British Standard socket.

Counterfeit equipment

Counterfeit equipment is an increasing problem, and it can be difficult to distinguish from genuine equipment as counterfeiters’ methods of deception improve.

Using reputable suppliers helps in reducing counterfeit equipment entering the workplace.

Users must also be aware of the correct identification of the known safety markings in use: This is a CE mark:



A genuine CE mark:

* Will have a noticeable space between the C and the E
* Will show the centre arm of the E shorter than the top and bottom arms
* Will be at least 5mm in height
* Will be in proportion to the version set out above
* Will be easily visible and legible

This is a UKCA mark:



A genuine UKCA mark:

* Will be in proportion to the version set out above
* Will be at least 5mm in height
* Will be easily visible and legible

The CE mark is currently used as the mandatory conformity mark for most proprietary electrical equipment sold within Europe and the UK and will remain relevant for equipment purchased prior to 1st January 2021. As of January 2022, electrical equipment sold for use in the UK may still display the CE mark, but the UKCA marking must be referenced on a label or product documentation provided with the equipment. After 1st January 2023 it will be mandatory for all relevant electrical equipment sold for UK use to permanently display the UKCA mark.

Declaration of conformity

A declaration of conformity (DoC) is a self-declaration procedure that may be required to accompany a product. In the document the manufacturer, or their authorised representative must:

* indicate that the product meets all the necessary requirements of the directives applicable to the specific product
* make sure it has the name and address of the manufacturer together with information about the product, for example brand and serial number
* The DoC must be signed by an individual working for the manufacturer or their authorised representative and indicate the employee’s function.

Electrical equipment classes

The classification of electrical equipment types will determine its combined inspection and testing frequency. Should be set by the Management Contractor. Home-working equipment such as a monitor (generally class II) or a laptop (generally class III) will generally not require a combined inspection and test, regular pre-user checks must be carried out. The IEC leads (generally class I) which supply this equipment will require a combined inspection and test every 4 years.

Below are the symbols you must look for on the equipment when determining its class.

! Important If no symbol is displayed it must be considered class I equipment and both the lead and the equipment tested at the periodicities defined in Appendix 1

Class I Equipment

Protection against electric shock in Class I equipment relies on basic insulation and connection of exposed-conductive-parts to the circuit protective conductor in the fixed wiring installation.

Class I equipment may be identified by the following symbol:

Class II Equipment

Protection against electric shock in Class II equipment relies on basic insulation with additional safety precautions such as supplementary insulation. There is no reliance on a protective conductor.

Class II equipment can be identified by the following symbol:



Class II Equipment with Functional Earth (Class II FE)

Protection against electric shock in Class II FE equipment is the same as Class II equipment but a protective conductor is provided for functional purposes. This is common in IT and electronic equipment.

Class II FE equipment can be identified by the following symbol:



Class III Equipment

Protection against electric shock in Class III equipment relies on basic insulation, electrical separation and supplied via extra-low voltage.

Class III equipment can be identified by the following symbols:



Defective equipment

If an item of equipment is found to be defective, damaged or faulty in any way it must not be used, removed from service and reported to the line manager and/or the [Responsible Officer](../../../../../../../../../../../../../../../../sites/def-contentcloud/_layouts/15/DocIdRedir.aspx?ID=CONTENTCLOUD-190616497-11663) . The equipment must be assessed, repaired, inspected, and tested by a competent person before it is re-introduced to service or disposed of.

Appendix 2 – Label



This Equipment is Property of the Environment Agency –

Monitoring Contracts Team, Monitoring Survey

EA ASSET ID - EA/NETWORK/

Contact – AQmonitoringUK@environment-agency.gov.uk