In-Service Inspection and Testing of Electrical Equipment (ISIT) Policy

1.0 Introduction

1.1 Poorly maintained or faulty electrical equipment can cause electric shocks, burns, or fires.

1.2 Electrical equipment is used extensively throughout Southern Housing (SH). This includes:

- Electrical equipment that is:
  - mobile
  - stationary
  - fixed
  - handheld
  - built in.
- Extension leads
- Multi-way adapters
- Connection leads.

1.3 In this Policy, the terms ‘we’, ‘our’, and ‘us’ mean Southern Housing.

1.4 **Key aims and objectives**

We’ll ensure we:

- Provide and maintain electrical equipment in a safe condition
- Make information available to electrical equipment users to ensure safety
- Implement safe procedures for inspection and testing of electrical equipment
- Implement systems to maintain the safety of electrical equipment
- Maintain records of all inspection and testing.

1.5 **Scope**

We will carry out ISIT of all relevant electrical equipment we are responsible for in:

- New tenancies commencing from 1 December 2025 (i.e. new build/void)
- All tenancies granted before 1 December 2025 (i.e. existing dwellings)
- Offices, depots, and other non-domestic buildings

- Student and keyworker accommodation
- The common areas of blocks and schemes.

This excludes electrical equipment where a managing agent or another organisation is responsible under a lease or contract.

Relevant electrical equipment includes:

- Mobile appliances or equipment (e.g. kettle, toaster)
- Stationary appliances or equipment (e.g. fridge, washing machine)
- Fixed appliances or equipment (e.g. boiler, storage heater, hand dryers)
- Handheld appliances or equipment (e.g. power drills, angle grinders)
- Built-in appliances or equipment (e.g. hob, oven)
- IT equipment (e.g. monitors, computers, printers, photocopiers)
- Electrical equipment used by any SH employee whist at work (e.g. printer)
- Extension leads, cables, and chargers.

Relevant electrical equipment excludes:

- Battery-operated equipment (chargers are included)
- Fixed electrical installations
- Residents' own equipment (other than in resident rooms in care homes)
- SH employees' own equipment.

Approved contractors and in-house teams are responsible for ensuring electrical equipment is suitably inspected, tested, and managed.

1.6 Legislation

The two key pieces of legislation covering in-service inspection and testing of electrical equipment (ISIT) are:

1.6.1 Electricity at Work Regulations 1989

We must 'maintain' our electrical equipment to ensure it's safe. This regulation covers all types of electrical equipment within the workplace.

1.6.2 The Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025

- From November 2025, we will be obliged to undertake in-service inspection and testing of electrical equipment provided as part of a tenancy.

- For any new tenancy starting on or after 1 December 2025, we must complete the checks before the tenancy starts. We'll commence inspection and testing for all existing tenancies from 1 May 2026.

This does not include tenant-owned appliances or electrical equipment in common areas.

We'll determine the frequency according to a risk assessment; this will be no longer than every five years.

We'll provide all new tenants with evidence of the ISIT before the start of their tenancy and then at least every five years thereafter.

We'll provide all existing tenants with evidence of the ISIT for all ISIT carried out after 1 May 2026 and then at least every five years thereafter.

For all gifted electrical equipment, we must:

- Initially inspect and test it for safety
- Advise residents tenants to verify the safety of their electrical appliances regularly.

See our *Tenant Gifting Policy* (in draft) for more details.

1.6.3 Other legislation includes:

- Health & Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health & Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Housing Act 2004
- The Electrical Equipment (Safety) Regulations 2016.

1.7 The IET Code of Practice (COP) for In-Service Inspection and Testing of Electrical Equipment

This Code of Practice provides guidance on in-service inspection and testing to determine whether electrical equipment is safe for continued use. Duty-holders are required by law to consider the risks associated with the use of electrical equipment.

The Code underpins the need to conduct inspection and testing of electrical equipment by considering the:

- Risks the equipment is exposed to
- Environment in which it's used
- Skill level of the user.

1.8 Definitions

In-service inspection and testing (ISIT): The process of checking electrical equipment for safety. This can include a series of visual inspections and tests. This is set out in the Institute of Engineering and Technology (IET) Code of Practice: In-Service Inspection and Testing of Electrical Equipment (currently the 5th Edition).

Classification of electrical equipment is the method of protection the equipment construction provides against electric shock. Class I, II, and III are common equipment categories.

Class I electrical equipment includes appliances and tools. For such equipment, protection against electric shock is provided by both the provision of basic insulation and connecting metal parts to the protective conductor in the connecting cable and plug. And hence via the socket outlet to the fixed installation and the means of earthing.

Class II (double insulated) electrical equipment is equipment in which protection against electric shock is provided by both:

Double insulated symbol

- Basic insulation
- An additional safety precaution such as supplementary insulation, or reinforced insulation.

Class III electrical equipment relies for protection against electric shock on supply from a Separated Extra-Low Voltage (SELV) source. However, SELV is also described as Safety Extra-Low Voltage in appliance standards and Separated Extra-Low Voltage in installation standards such as BS7671.

Mobile electrical equipment refers to any electrical equipment not permanently wired, which connects to the power supply via a plug and cable and can be moved. Examples range from everyday items such as kettles and laptops.

Stationary electrical equipment refers to any electrical equipment that is intended to be installed in a fixed location and is not easily moved during normal operation, such as refrigerators, washing machines, and tumble dryers.

Fixed electrical equipment is designed to be fastened to a support or otherwise secured in a specified location, e.g. hand dryers, instantaneous water heaters, electric towel rail, storage heaters, showers, etc.

Handheld electrical equipment covers hairdryers, power tools, floor polishers, etc.

Built-in electrical equipment covers ovens, hobs, dishwashers, etc.

Test operative is a person competent to inspect and test electrical equipment and, based on the results, state that the equipment is safe or otherwise for continued use.

1.9 Responsibilities

- **The Executive Director of Operations** chairs the Health and Safety Group, which oversees sign off and agreement of all H&S policies.

- **The Executive Director of Assets and Sustainability** retains overall accountability for this Policy and implementation of the related management plan. The management plan is the key instrument outlining specific processes and tasks colleagues across the business need to follow.

- **The Director of Health & Safety** is responsible for ensuring the Policy is reviewed and updated in line with legislation.

- **All other Directors** are responsible for delivery of the key policy objectives and for achieving the associated targets.

- **The Head of Asset Compliance** is responsible for overseeing operational delivery. This includes the management of all contractors carrying out programmed ISITs to ensure we have up-to-date information on file for all relevant properties.

- **Electrical Compliance Manager(s)** are responsible for the operational delivery and ensuring Service Providers are issued with a programme of works before the beginning of each financial year.

- **Technology, Facilities, Contract Services, and Estate Services Teams** are responsible for the initial risk assessment of electrical equipment and managing the delivery of inspections under their control.

- **Scheme Managers and Facilities** are responsible for providing access to all electrical equipment.

- **Specialist Contractors and Competent Persons** are responsible for carrying out all formal inspection and testing, recording the outcome, and ensuring the equipment is safe for continued use.

- **Team Administrator(s) and Officer(s)** are responsible for resident communications and facilitating the delivery of the service in accordance with the Policy and this procedure.

- **All SH colleagues** are responsible for user checks of electrical equipment prior to use and reporting any damage or defects.

2.0 Inspection and testing

2.1 Risk assessment

Our inspection and testing regime shall include a process that comprises user checks, formal visual inspections, and formal inspection and testing of electrical equipment.

To comply with legal requirements, responsible teams must carry out a robust risk assessment to evaluate the frequencies between inspections. Office environments, for example, are much less risky than construction sites, where handheld and potentially dangerous equipment is used daily.

The IET ‘Code of Practice for In-Service Inspection and Testing of Electrical Equipment’ establishes three categories:

1. **User checks:** These are simple visual checks carried out by SH colleagues who have use of electrical equipment. These checks do not need to be recorded.

2. **Formal visual inspections:** Visual inspections only (no testing). The results of which are either pass or fail. The results must be recorded.

3. **Combined inspection and testing:** The results of which are either pass or fail. The results must be recorded.

   Some equipment may be difficult to inspect and test for operational reasons (i.e. equipment in IT server rooms, in locked rooms, etc). Special arrangements, such as working over a weekend, will need to be made to address this.

2.2 User checks

User checks are the most important check that can be carried out on electrical equipment, particularly on handheld appliances. User checks are limited to an external visual inspection without dismantling the equipment or removing cover plates etc. The user must check:

- No signs of overheating
- No damage to the cable and/or plug
- No damage to the body of the equipment
- No signs of exposed conductors
- Not operated in a location that could cause damage to the equipment
- Operation of RCD (where fitted) by using the in-built test facility.

Any equipment found to be faulty or defective must not be used. The user must report it to their line manager.

2.3 Formal visual inspections & combined inspections and testing

This must only be carried out by competent and suitably trained persons.

A **visual inspection** is the most important part of the whole inspection and testing process; most dangerous faults are uncovered during the visual inspection.

A **combined inspection and test** is, as the name suggests, a combination of a formal visual inspection with several electrical tests; some faults cannot be detected by simple visual checks or formal visual inspections.

2.4 Labelling following formal inspections & combined inspection and testing

On completion of the inspection and testing, the person carrying out the inspection and test must:

- Fix a durable adhesive label of sufficient size, preferably to the lead near the plug or on the equipment, to clearly indicate the date of test
- Remove all old labels from cables and equipment.

If they find a defective item, the person carrying out the inspection and test must:

- Clearly mark it with an adhesive red label, with a white cross and the wording 'FAIL' or 'FAILED'
- Immediately withdraw it from use for repair or disposal
- Record (or, if an external contractor, inform SH of) the reason for its withdrawal.

2.5 New equipment

New equipment in blocks should be supplied in a safe condition and not require a formal inspection or test. However, the person using the equipment should do a simple visual check to verify the item is not damaged.

For new electrical equipment that falls under The Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025, we will carry out a formal inspection in line with the requirements cited within the IET COP.

Electrical equipment must be purchased from reputable suppliers only, making sure they:

- Comply with the Electrical Equipment (Safety) Regulations 2016
- Bear the appropriate conformity marking, such as the UKCA marking.

2.6 Frequency

The frequency of inspection and testing depends on the likelihood of maintenance being required and the consequences of lack of maintenance. Responsible teams must carry out a robust risk assessment to evaluate the frequencies between inspection and testing. Risk encompasses many factors, such as:

- Environment
- Construction
- Equipment type
- Frequency of use
- Installation method.

The frequency of inspection and testing will be determined through a risk-based assessment of each electrical item, but factors influencing the decision will include the following:

- **The environment:** Equipment installed in a benign environment, such as offices, will suffer less damage than equipment in an arduous environment, such as construction sites.

- **The user:** If the users of equipment report damage as and when it becomes evident, hazards will be avoided. Conversely, if equipment is likely to receive unreported abuse, more frequent inspection and testing is required.

- **The equipment type:** An appliance that is handheld is more likely to be damaged than a fixed appliance. If such an appliance is also Class 1, the risk of danger is increased because safety depends upon the continuity of the protective conductor from the plug to the appliance.

- **Equipment construction:** The safety of Class I equipment is dependent upon a connection with earth of the fixed installation. The safety of Class II equipment is not dependent upon the integrity of the electrical installation.

- **Frequency of use:** Frequency of use of an appliance is important, particularly where mobile and handheld appliances are concerned, because this may have implications on service life and exposure to possible damage.

- **Type of installation:** Installation methods should be considered especially when assessing fixed equipment, because the isolator position and cable management can be an important factor of inspection and testing.

  The person carrying out the inspection and test must not assess when the next inspection and test will be due; this decision will be made by SH on a risk assessment basis. A typical example of a 'low risk' equipment/environment is shown below:

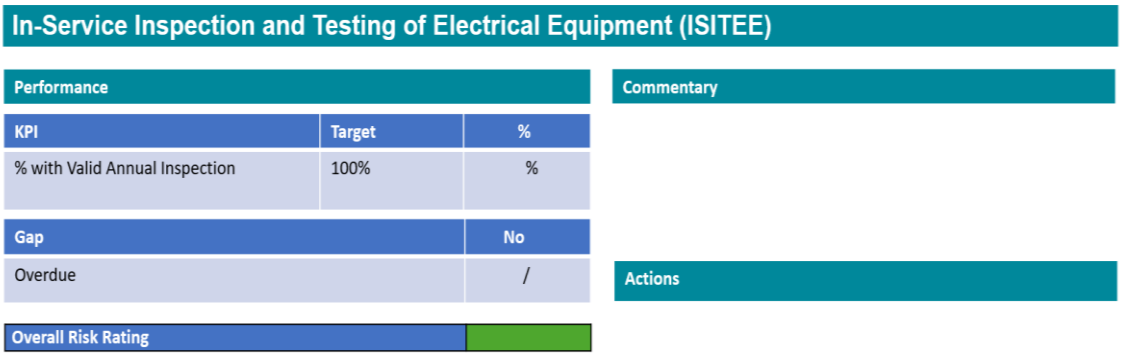
Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery operated (less than 40V)	No	No	No
Extra low voltage (less than 50 AC)	No	No	No
Desktop computers and VDUs	No	Yes, every two years	No, if double insulated. Otherwise, every four years
Photocopiers	No	Yes, every two years	No, if double insulated. Otherwise, every four years
Double insulated Class II equipment: Not handheld, rarely moved	No	Yes, every two years	No
Double insulated Class II equipment: Handheld	Yes	Annually	No
Earthed equipment Class 1	Yes	Annually	Annually

Cables (leads and plugs connected to the above), and mains voltage extension leads and battery charging equipment	Yes	Annually	Annually

3.0 Performance reporting

3.1 On a bi-monthly basis, we'll provide Property Health & Safety Group (PHSG) with a scorecard update on the following Key Performance Indicators.

NB. Performance is set at a site-based level, not per appliance.



In-Service Inspection and Testing of Electrical Equipment (ISITEE)

Performance		
KPI	Target	%
% with Valid Annual Inspection	100%	%
Gap		No
Overdue		/
Overall Risk Rating		

Commentary
Actions

The Asset Compliance Team (ACT) is responsible for coordinating the production of the scorecard. This will only contain performance managed by the ACT.

The Director of Asset Compliance will sign off the final version of each monthly scorecard.

4.0 Competence

4.1 In line with Regulation 16 of the Electricity at Work Regulations 1989, any person carrying out formal inspection and testing of electrical equipment on behalf of SH shall be competent. We define the term 'competent' as:

'A person possessing sufficient knowledge or experience to be capable of ensuring that injury is prevented.'

This means that those carrying out inspection and testing must be knowledgeable or experienced enough to prevent injury.

Specifically, technical knowledge and experience generally include the following:

- Knowledge of electricity
- Experience in electrical work
- An understanding of the system
- Understanding possible hazards
- Knowledge of preventative procedures
- Recognising if something is safe to work on.

4.2 We use in-house competent persons, or electrical contractors from a list of approved suppliers who are registered with one of the following third-party accredited organisations:

- National Inspection Council for Electrical Installation Contracting (NICEIC)
- Electrical Contractors' Association (ECA)
- National Association of Professional Inspectors and Testers (NAPIT).

4.3 The Approved Contractors Qualifying Supervisor (QS) will assess and ensure the competency of their operatives and sub-contractors under their management.

4.4 For any ISIT carried out by internal SH colleagues, competency will be assessed by the respective team manager or their appointed person ('the duty-holder').

5.0 What have we done to make sure this Policy is fair?

5.1 We've carried out an Equality Impact Assessment to consider the positive and negative impacts this Policy may have on people with protected characteristics under the Equality Act 2010.

6.0 Review

6.1 We will review this Policy to address legislative, regulatory, best practice, or operational issues.

Policy controls
Version 1.0 – effective 24 December 2025