



# Maintenance & Inspection Intervals

GAS BOILERS | OIL BURNING BOILERS | FIXED WIRING | PAT | LOLER

**Workplace Guide**



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**Note:** Information and advice contained within this document are not covered by the Citation Advice Guarantee. Please contact a competent specialist for advice in individual areas, this means someone with suitable and sufficient experience, training, qualifications and experience in that field.

## Introduction

Ensuring regular maintenance and inspection of equipment and systems is crucial for safety and legal compliance. This guide provides an overview of the required intervals for various types of equipment and systems, in accordance with UK law.

### Gas Boilers

#### **Gas Safety (Installation and Use) Regulations 1998**

**Purpose:** Ensure gas appliances are safely installed and maintained.

**Requirements:**

- Annual safety checks by a Gas Safe registered engineer.
- Regular servicing as per manufacturer's instructions.

**Inspection Intervals:**

- **Annually:** Safety check and service.

### Oil Burning Appliances

#### **Oil Firing Technical Association (OFTEC) Guidelines**

**Purpose:** Ensure oil appliances are installed and maintained safely.

**Recommendation:**

- Regular servicing by an OFTEC registered technician.

**Inspection Intervals:**

- **Annually:** Service and safety inspection.

### Lifting Equipment and Accessories

#### **Lifting Operations and Lifting Equipment Regulations (LOLER) 1998**

**Purpose:** Ensure lifting equipment is safe to use.

**Requirements:**

- Thorough examination by a competent person.

**Inspection Intervals:**

- **Every 6 months:** Lifting accessories and equipment used for lifting people.
- **Every 12 months:** All other lifting equipment.

### Fixed Wiring

#### **Institute of Engineering and Technology (IET) Guidelines**

Please note, these guidelines may vary depending on the premises type, consult with a competent engineer to ensure to get the right test for your premises.

**Purpose:** Ensure the safety of electrical installations.

**Requirements:**

- Periodic inspection and testing.

**Inspection Intervals: (BS7671:2018)**

- **Every 5 years:** Domestic properties.
- **Every 3 years:** Commercial properties

**Portable Appliance Testing (PAT)****Health and Safety Executive (HSE) Guidelines**

**Purpose:** Ensure electrical appliances are safe to use.

**Recommended Inspection Intervals:**

Information from INDG 236 (Revision 3 - Correct at the time of print):

Type Of Business		User Checks	Formal Visual Inspection	Combined Inspection And Test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, meekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/ every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/ every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs - monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6-12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6-12 months
Office information technology rarely moved, e.g. desktop computers, photocopiers, fax machines		No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), e.g. fans, table lamps		No	2-4 years	No
Hand-held, double insulated (Class II) equipment, e.g. some floor cleaners, some kitchen equipment		Yes	Yes, 6 months - 1 year	No
Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners		Yes	Yes, 6 months - 1 year	Yes, 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months - 4 years depending on type of equipment it is connected to	Yes, 1-5 years depending on the equipment it is connected to

**Fire Alarms****BS 5839-1**

**Purpose:** Ensure fire alarm systems are functional.

**Requirements:**

- Regular testing and maintenance by a competent person.

**Inspection Intervals:**

- **Weekly:** Functional test of fire alarms.
- **Quarterly:** Inspection and testing.
- **Annually:** Full system inspection and testing.

**Emergency Lighting****BS 5266-1: 2016**

**Purpose:** Ensure emergency lighting systems are operational.

### Requirements:

- Regular testing and maintenance.

### Inspection Intervals:

- **Monthly:** Function test.
- **Annually:** Full duration test.

## Fire Extinguishers

### BS 5306-3: 2017

**Purpose:** Ensure fire extinguishers are operational and safe.

### Requirements:

- Regular checks and maintenance.

### Inspection Intervals:

- **Monthly:** Visual inspection.
- **Annually:** Basic service by a competent person.
- **Every 5 years:** Extended service (for water, foam, and powder extinguishers).
- **Every 10 years:** Extended service (for CO2 extinguishers).

## Fire Drills

### Regulatory Reform (Fire Safety) Order 2005

**Purpose:** Ensure occupants are familiar with evacuation procedures.

### Requirements:

- Regular fire drills.

### Intervals:

- **Annually:** Fire drill for all occupants.
- **Note:** Your fire risk assessment may require you to perform drills more frequently.

## Water Hygiene (Legionella)

**Purpose:** Ensure water systems are free from Legionella bacteria.

### Requirements:

- Regular testing and monitoring of water systems.

### Inspection Intervals and Temperature Recommendations:

**Note:** Your legionella risk assessment may recommend more frequent testing, checks and higher temperatures.

Task	Frequency	Temperature Range
Check water temperature at sentinel outlets	Monthly	Hot: $\geq 50^{\circ}\text{C}$ , Cold: $\leq 20^{\circ}\text{C}$
Inspect cold water storage tanks	Annually	Below $20^{\circ}\text{C}$
Inspect calorifiers (hot water cylinders)	Annually	Hot: $\geq 60^{\circ}\text{C}$
Check water in calorifier flow and return	Monthly	$\geq 60^{\circ}\text{C}$
Flush through little used outlets	Weekly	N/A

These intervals and temperature guidelines are designed to prevent the growth of Legionella bacteria in water systems by maintaining water temperatures outside the optimal range for bacterial growth ( $20\text{--}45^{\circ}\text{C}$ ). Hot water should be stored at temperatures above  $60^{\circ}\text{C}$ , and cold water should be kept below  $20^{\circ}\text{C}$ .



Regular checks and flushing of infrequently used outlets help prevent stagnation, which can encourage bacterial growth.

### Best Practices for Compliance

- **Documentation:** Keep detailed records of all maintenance and inspections.
- **Training:** Ensure employees are trained in safety procedures and the use of equipment.
- **Continuous Improvement:** Regularly review and update maintenance schedules based on manufacturer guidelines and legal requirements.

## Local Exhaust Ventilation (LEV)

### Control of Substances Hazardous to Health Regulations (CoSHH) 2002:

**Purpose:** Ensure that local exhaust ventilation systems work properly and protect workers from hazardous substances.

#### Requirements:

- Thorough examination by a competent person every 14 months.

#### Inspection Intervals:

- **14 Months:** The law is that the employer must maintain LEV system performance and should also arrange a thorough examination and test at least every 14 months.



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