

Chapter 23 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety and Support (DDSS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence Area's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDSS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	21 Oct 26	New Annex to assist in this Chapter assurance	DDSS

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation		Observation	Action Plan
Policy Statement 1			
1. Are suitable procedures in place to inspect, test and maintain all electrical equipment and systems?			
2. Is electrical equipment being inspected, tested and maintained by competent persons. If so, are they (a) using the appropriate PPE to do so, and (b) maintaining records of this?			
3. Is there evidence that electrical equipment and systems are being inspected, tested, used, stored and maintained to the required standard and that they are safe to use in accordance with the relevant legislation?			

4. Are inspections and tests being used to determine whether equipment or systems are fully serviceable or if they require remedial action?		
5. Is there evidence that the installation, operation or modification of electrical equipment or systems do not have any adverse effects on other existing electrical equipment or systems or introduce any safety risks that cannot be mitigated?		
6. Is there evidence that electrical systems are being isolated before maintenance and that safe working arrangements are in place?		
7. Is there evidence that adequate access, lighting, PPE, working space and decommissioning arrangements are provided when work is taking place on electrical equipment or systems?		
8. Is there evidence that electrical equipment or systems are being disconnected from all sources of supply and are isolated before being decommissioned?		
Overall	Rating	Observations
Policy Statement 1 Overall Rating	Choose...	

Policy Statement 2	Observation	Action Plan
1. Is there evidence that responsibilities and points of demarcation with third party organisations have been agreed, clearly defined and documented?		
2. Is there evidence that effective communication exists with third-party organisations to provide assurances that all electrical systems and / or installed equipment are regularly tested, inspected and maintained to the correct standard?		
3. Is there evidence that the service provider is adhering to the relevant testing and inspection requirements and where necessary are records being retained?		
4. Is there evidence that the service provider is reporting (without delay) any electrical equipment or system which is considered to be in a dangerous condition?		
5. Is there evidence that any equipment that has been selected to operate under fault conditions is being done so by a competent person?		
6. Is there evidence that any maintenance and repair of explosion-protected equipment is only being conducted by a competent person who works in explosive atmospheres and with the necessary qualifications?		

7. Is there evidence that the service provider makes sure that every joint and connection in an electrical system is mechanically and electrically suitable for use?			
Overall	Rating	Observations	Action Plan
Policy Statement 2 Overall Rating	Choose...		

Policy Statement 3	Observation	Action Plan
1. Is there evidence that workplace safety risk assessments are being completed and that they sufficiently capture electrical hazards?		
2. Is there evidence that all electrical work including testing inspection and maintenance is conducted safely and by a competent person?		
3. Is there evidence to demonstrate that there is no work activities carried out on or near live conductors?		
4. Is there evidence that electrical equipment is (a) suitable for the environment and conditions in which it is being used. and (b) is protected where substances are present in the environment that accelerate corrosion?		

5. Is there evidence that electrical equipment is protected where substances are present in the environment that accelerate corrosion of metallic enclosures or fittings?		
6. Is there evidence to demonstrate that electrical equipment and systems are appropriately insulated and that all the conductors in the electrical system are also insulated, mechanically protected and / or suitable separated?		
7. Is there evidence to demonstrate that electrical equipment and systems have suitable earthing, bonding, or other protective measures to prevent electric shock.		
8. Is there evidence to demonstrate that electrical equipment is assessed before energisation?		
9. Is there evidence to demonstrate that electrical equipment and systems have suitable protection, such as correctly rated fuses or circuit breakers?		
10. Is there evidence to demonstrate that electrical equipment and systems have a suitable means available to switch off or disconnect them from the electrical supply?		

11. Is there evidence to demonstrate that PEDs have been included in the workplace risk assessments and where they are not permitted has this been effectively communicated?		
12. Is there evidence to demonstrate that the PED charging safety points listed in Chapter 23 have been considered?		
13. Is there evidence to demonstrate that the hazards associated with the use of e-cigarettes on the Defence estate has been considered and that they are being sufficiently controlled?		
Overall	Rating	Observations
Policy Statement 3 Overall Rating	Choose...	

Policy Statement 4	Observation	Action Plan
1. Is there evidence to demonstrate that suitable and sufficient safety risk assessments have been undertaken that cover the hazards associated with EVs, PTs and lithium-ion batteries and that the risks are communicated to the accountable person?		

2. Is there evidence to demonstrate that risks associated with EVs, PTs and lithium-ion batteries are reduced to ALARP and tolerable and where not risks are elevated to an appropriate level?		
3. Is there evidence to demonstrate that wherever batteries are stored or charged, proportionate risk assessments are undertaken and that they include a DSEAR assessment?		
4. Is there evidence to demonstrate that all personnel using, maintaining or managing EVs/PTs are appropriately trained and they comply with all relevant safety information and instructions?		
5. Is there evidence to demonstrate that where EV or PT charging takes place on the Defence estate, all safety considerations set out in Chapter 23 are being followed, such as, dedicated EV charging points, correct charging cables are being used, charging takes place sufficiently remote from hazard zones (where hazardous or flammable liquids and gases are being used or stored) and so on?		
6. Is there evidence to demonstrate that where EVs, PTs or Li-ion batteries are being transported all the safety considerations set out in JSP 375 Chapter 23 are being followed such as they are being transported in accordance with the Dangerous Goods Manual (DGM), they are appropriately packaged and so on?		

7. Is there evidence to demonstrate that personnel are aware of the key safety points (set out in JSP 375 Chapter 23) to follow in the event of an EV, PT or lithium-ion battery fire, including evacuation, raising the alarm and contacting the emergency services?		
8. Is there evidence to demonstrate that the Defence establishments within your area of responsibility have local policies and guidelines in place for the disposal of batteries which, includes Lithium batteries?		
9. Is there evidence to demonstrate that the disposal or recycling of all types of depleted batteries (including Lithium) and obsolete electrical equipment on the Defence estate within your area of responsibility is being done in accordance with local (site level) policy?		
Overall	Rating	Observations
Policy Statement 4 Overall Rating	Choose...	
Policy Statement 5	Observation	Action Plan
1. Is there evidence that all personnel receive suitable electrical safety information, instruction and training appropriate to their role?		

2. Is there evidence that electrical safety training includes induction training and periodic refresher training?		
3. Is there evidence that only authorised and competent persons undertake inspection, testing, maintenance or repair of electrical equipment and systems?		
4. Is there evidence that personnel undertaking electrical work can demonstrate and evidence their competence?		
5. Is there evidence that personnel in training are appropriately supervised by competent persons?		
6. Is there evidence that training requirements have been identified and training records are maintained?		
Overall	Rating	Observations
Policy Statement 5 Overall Rating	Choose...	
Policy Statement 6	Observation	Action Plan
1. Is there evidence that personnel conduct user checks and visual inspections before using electrical equipment?		

2. Is there evidence to demonstrate that personnel comply with the policy, information, instruction, and training they are provided for the safe use of electrical equipment and systems, this includes local procedures and manufacturers safety instructions?		
3. Is there evidence to demonstrate that all unauthorised modifications to electrical equipment are prohibited and where any doubt exists that a competent person is consulted?		
4. Is there evidence to demonstrate that safety devices such as fuses, circuit breakers or Residual Current Devices (RCDs) are not bypassed or altered?		
5. Is there evidence to demonstrate that sockets and extension leads (that are <u>not</u> a fixed electrical installation or part of a modular power system provided as part of office furniture) are not overloaded and are not connected together ('daisy chaining')?		
5. Is there evidence to demonstrate that electrical equipment is always plugged into a socket that is protected by a Residual Current Device (RCD) when used outdoors?		
6. Is there evidence to demonstrate that all electrical related safety occurrences (including near misses and unsafe conditions) are reported and investigated in line with their Defence Area's safety occurrence reporting procedures?		

7. Is there evidence that defective electrical equipment is immediately removed from use and reported through the appropriate process?			
Overall	Rating	Observations	Action Plan
Policy Statement 6 Overall Rating	Choose...		
	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		