


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-25
Subject:	Test Equipment	Effective Date:	January 1993
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

All test equipment will be calibrated to factory specifications when showing signs of defect. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until repairs and tests necessary to render the equipment safe have been made.

Purpose

To ensure employee safety by providing properly calibrated and accurate reading test equipment.

Procedure

1. If a piece of test equipment is used on an energized part, the test equipment must be inspected by the user to verify that the tool is in proper operating condition.
2. All defective test equipment is to be taken immediately to the Electrical Manager and tagged "Out of Service" with a red tag.