

P401 Practical Examination

Facilities & Safety Compliance Pre-Approval Checklist

Training Provider Name:	
Training Provider Representative Name:	
Facility Location:	
Inspection Undertaken Date:	
Time Checklist Completed:	
Specialist Invigilator Name:	
Specialist Invigilator Signature:	
Have facilities and equipment passed all necessary checks and approval provided to proceed with practical examination?	

Please Note:

The **Training Provider** is responsible for ensuring facilities are operable and safe for the practical examination.

The **Specialist Invigilator** will be responsible for checking the facilities are fit for purpose before the examination starts.

The **Specialist Invigilator** will arrive at the venue in advance of the declared examination start time to carry out necessary facility checks and to avoid delays to the examination start time.

This checklist is intended as guidance for the pre-course approval inspection of facilities.

	Yes/No
Have the areas the Specialist Invigilator is responsible for during the practical examination been confirmed?	

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Have you confirmed with building management or the course tutor if any fire alarm tests and/or fire drills are due to take place whilst the examination is in progress?	
Are all fire exits operable and clear from obstruction in in case of emergency?	
Have the location and routes to fire assembly points been confirmed?	
Check and note locations of emergency equipment and nearest telephone.	
Has a physical check of all walking areas for trip and other hazards been done? (e.g. projector cables etc.)	
Has all electrical equipment, including extension cables and microscopes, been checked to confirm they have received appropriate testing and are appropriately labelled? NOTE: Where PAT testing has not been carried out, then a visual inspection to ensure plugs and wires are secure etc. may be acceptable, especially for new equipment.	
Is laboratory clean and tidy?	
Is routine (e.g. monthly) air monitoring carried out?	
What date was the last air monitoring carried out?	
Have all ventilation cabinets and vacuum cleaners that are to be used been checked? (Additional workstation supplementary check list on page 3 and 4 of this document)	
Are they suitable in size for the task, in check date and fully functional and labelled? NOTE: The cabinet checks would include a relevant DOP test which has been done within the last six months. This is also the same for the vacuum cleaner. In addition, the cabinet should also have a daily face velocity check record.	
Are Cargille/McCrone liquids in date or recently checked and have relevant contamination check information displayed on them?	
Are facilities, equipment, trays and tools clean, safe and operable?	

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Set up a sign-in list and keep a record of all candidates and others present so that it can be taken to an assembly point in cases of emergency evacuation.	
Brief all candidates on emergency procedures and examination conditions before beginning the practical examination.	

Additional Workstation Checks

	Yes/No/Date
Workstation 1:	
Has the Stereo and PLM Microscope been PAT tested?	
Is fume cupboard clean?	
What date was the last fume cupboard test carried out?	
Is the ventilation system operational and does the visual display indicate satisfactory performance?	
What date was the last check carried out on the ventilation system?	
What date was the last check carried out on the Vac Cleaner?	
Has a daily check taken place?	
What date was the last check carried out on Cargille fluids?	

	Yes/No/Date
Workstation 2:	
Has the Stereo and PLM Microscope been PAT tested?	
Is fume cupboard clean?	
What date was the last fume cupboard test carried out?	
Is the ventilation system operational and does the visual display indicate satisfactory performance?	
What date was the last check carried out on the ventilation system?	

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What date was the last check carried out on the Vac Cleaner?	
Has a daily check taken place?	
What date was the last check carried out on Cargille fluids?	

Yes/No/Date

Workstation 3:	
Has the Stereo and PLM Microscope been PAT tested?	
Is fume cupboard clean?	
What date was the last fume cupboard test carried out?	
Is the ventilation system operational and does the visual display indicate satisfactory performance?	
What date was the last check carried out on the ventilation system?	
What date was the last check carried out on the Vac Cleaner?	
Has a daily check taken place?	
What date was the last check carried out on Cargille fluids?	

Yes/No/Date

Workstation 4:	
Has the Stereo and PLM Microscope been PAT tested?	
Is fume cupboard clean?	
What date was the last fume cupboard test carried out?	
Is the ventilation system operational and does the visual display indicate satisfactory performance?	
What date was the last check carried out on the ventilation system?	
What date was the last check carried out on the Vac Cleaner?	

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Has a daily check taken place?	
What date was the last check carried out on Cargille fluids?	