

P403 Practical Examination

Facilities & Safety Compliance Pre-Approval Checklist

Training Provider Name:	
Training Provider Representative Name:	
Facility Location:	
Inspection 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** is responsible for checking the facilities are fit for purpose before the examination starts.

The **Specialist Invigilator MUST** 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?	
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?	

P403 Practical Examination Facilities & Safety Compliance Pre-Approval Checklist

Are all fire exits operable and clear from obstruction 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.)	
<p>Has all electrical equipment, including extension cables and microscopes, been checked to confirm they have received appropriate testing and are appropriately labelled?</p> <p>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.</p>	
<p>Check all ventilation cabinets and vacuum cleaners to be used.</p> <p>Are they suitable in size for the task, in check date and fully functional and labelled? (The cabinet checks would include a relevant DOP test which has been done within the last 6 months. This is also the same for the vacuum cleaner. In addition, the cabinet should also have a daily face velocity check record.)</p> <p>Check Cargille/McCrone liquids are in date or recently checked and have relevant contamination check information displayed on them.</p> <p>Are facilities, equipment, trays and tools clean, safe and operable?</p>	
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.	