



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: R 642

Date: 24 August 2026

Rector's ordinance on ensuring safety during the operation, inspections, testing and maintenance of electrical appliances

Article 1

Introductory provisions and legal framework

The purpose of the USB Rector's ordinance is to establish uniform rules for the operation and maintenance of electrical appliances at all constituent parts of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') and they are issued in accordance with the following regulations (as amended):

- a) Act No. 133/1985, on fire protection;
- b) Decree No. 246/2001, on the establishment of fire safety conditions and the exercise of state fire supervision (the Fire Prevention Decree);
- c) Act No. 262/2006, the Labour Code;
- d) Act No. 250/2021, on occupational safety in connection with the operation of designated technical equipment and amending related acts;
- e) Government Regulation No. 190/2022, on designated technical electrical installations and requirements for ensuring their safety;
- f) Government Regulation No. 194/2022, on requirements for professional competence to carry out work on electrical installations and for professional competence in electrical engineering;
- g) CSN 33 1600 ed. 2, Inspections and checks of electrical appliances during use;
- h) CSN 33 1500, Electrical regulations. Inspections of electrical installations;
- i) CSN EN 50699, Recurrent testing of electrical appliances.

Article 2

Basic terms and classification of activities

We distinguish between three levels of appliance safety verification:

- a) **User inspection:** a visual inspection (casing, cable, plug) before each use of the appliance. This is carried out by the users themselves.





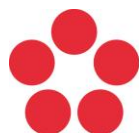
- b) **Periodic test:** a more specialised procedure carried out using a measuring instrument to determine whether there is any current leakage or damage to the insulation. The test is carried out by a person with professional competence in accordance with at least **Section 5 of Government Regulation No. 194/2022** (a competent person). It does not replace a full inspection.
- c) **Repeat inspection:** A comprehensive examination of the appliance and its internal wiring from the point of view of electrical safety, resulting in the issue of an official report. It may only be carried out by a qualified **inspection technician**.

Article 3

Classification and definition of appliances

The correct classification of appliances is a fundamental prerequisite for fulfilling obligations in the field of fire prevention and occupational safety. This ordinance applies to all electrical equipment at USB facilities, which, in accordance with standards (in particular CSN 33 1600 ed. 2), is classified into the following three main groups:

- a) **Hand-held appliances:** These are electrical devices which, during normal use, must be physically held in the operator's hand, with the electric motor or drive being an integral part of the device. These include, in particular, hand-held electric maintenance tools (hand-held drills, angle grinders, soldering irons) and appliances for personal or catering use (hairdryers in dormitories, hand-held immersion blenders in refectories). Due to stricter measurement deadlines, this category also includes all extension leads and detachable cables.
- b) **Other non-fixed appliances:** These are devices connected to the mains via a movable lead (plug into a socket) which are not fixed to a base, can be physically moved, but are not held in the user's hand during operation. In a university setting, these constitute the largest group and include all computing and office equipment (desktop PCs, monitors, laptops, printers, mobile phone chargers, photocopiers) as well as freestanding appliances in kitchenettes and laboratories (electric kettles, microwave ovens, freestanding fridges, table fans).
- c) **Fixed (built-in) appliances:** These are appliances that are permanently secured in place (e.g. bolted to the floor, wall or furniture) or are permanently connected without a standard plug connection, meaning they cannot be moved without the use of tools. Typical examples include an electric water heater, a wall-mounted hand dryer, or appliances built into kitchen units (built-in dishwashers, built-in ovens, hobs). The inspection periods applicable to non-fixed appliances do not apply to these devices; instead, they become an integral part of the building's electrical installation.



Article 4

Inspection periods for repeat tests and inspections

In accordance with CSN standards, USB premises are primarily classified into Group D (schools, publicly accessible premises) and Group E (administrative premises). The same inspection periods apply to both groups:

Appliance category	Intervals for periodic tests	Intervals for repeat inspections
Hand-held appliances and flexible electrical cords	Once every 12 months	Once every 48 months
Other non-fixed appliances	Once every 24 months	Once every 96 months
Fixed (built-in) appliances	No tests are carried out	Subject to the inspection interval for the building's electrical installation (CSN 33 1500) depending on location: a) electrical installations in premises designed to accommodate more than 200 people – once every 2 years, b) brick-built and residential offices – once every 5 years, c) schools, hotels and other accommodation facilities – once every 3 years.

Upon the return of an electrical appliance from a specialist repair, or in the event of suspected damage (e.g. having fallen to the ground, fallen into water, etc.), an extraordinary inspection must be carried out before it is put back into service; the same procedure applies to electrical appliances that have been stored in a warehouse and have not been used for a period exceeding 12 months. Different inspection and maintenance intervals may apply to certain specific medical or laboratory instruments.



Article 5

Qualification requirements for persons carrying out tests and inspections

Repeat tests on non-fixed appliances may be carried out by a **person with knowledge of electrical engineering**. This refers to a worker who has adequate electrical engineering training and holds a valid certificate as at least **an electrical engineer (in accordance with Section 6 of Government Regulation No. 194/2022)**.

Initial and repeat inspections of all electrical equipment must be carried out exclusively by an **inspection technician**. This person must hold a valid certificate to carry out inspections issued by the Technical Inspection Authority of the Czech Republic (TICR).

Article 6

Responsibility and organisation at faculties and constituent parts of USB

The deans of faculties, the directors of other constituent parts of USB, and the heads of individual departments, institutes and units at USB are responsible for the safe operation of electrical appliances. In particular, they are responsible for ensuring that:

- a) only equipment for which a declaration of conformity is available and which bears the CE mark is made available for use, and that a visual inspection to check for damage is carried out on the electrical appliance before its first use;
- b) every appliance in the workplace is registered; the register must contain the name of the appliance, its type, location, classification into a group in accordance with Article 3 for the purpose of determining inspection and testing intervals, and a unique identification number by which the appliance can always be traced;
- c) all inspections and tests were carried out on time;
- d) staff and students were demonstrably made aware of the rules for using electrical appliances at their workplace as part of their health and safety and fire safety training;
- e) staff and students do not bring their own private electrical appliances, which do not have a valid inspection or periodic test certificate, onto the USB premises. Exceptions are mobile phone chargers, and power adapters for tablets and laptops. The owner is responsible for the use of these mains adapters. They are responsible for checking them before each use and ensuring they are undamaged. Furthermore, they are obliged to use only mains adapters on the University premises that are accompanied by a declaration of conformity and bear the CE mark,
- f) if a fault is detected, the electrical appliance must be taken out of service immediately, disconnected from the mains and marked with the words: 'FAULT, OUT OF SERVICE';





- g) all records of inspections and tests carried out on electrical appliances were duly archived (at least until the next inspection) and could be presented immediately in the event of an inspection by the Fire and Rescue Service or the Regional Labour Inspectorate;
- h) flexible electrical cables were not subjected to tensile stress, did not rest on sharp edges, and there was no risk of damage during use,
- i) heating appliances (e.g. kettles, hobs) were operated at a safe distance from flammable materials and, where necessary, placed on a non-flammable, heat-insulating mat.

Article 7

Prohibited activities

It is prohibited to:

- a) use unregistered electrical equipment;
- b) to have repairs to electrical appliances, including their power leads, carried out by staff without the appropriate professional qualifications and without authorisation to perform such work;
- c) to use electrical appliances for purposes other than those for which they are intended by the manufacturer;
- d) to overload electrical appliances beyond the technical specifications set by the manufacturer;
- e) to operate electrical appliances with wet hands or, if the appliances are wet;
- f) using electrical appliances with a damaged power lead;
- g) use electrical appliances with a missing protective cover;
- h) subject flexible power leads to tension or route them over sharp edges;
- i) arbitrarily changing the location of electrical appliances;
- j) continue to use an electrical appliance if it develops a serious malfunction.

Article 8

Maintenance and repairs of electrical appliances

To ensure operational reliability and fire safety, the maintenance and repair of electrical appliances shall be governed by the following rules:

- a) Routine maintenance must be carried out by the operator strictly in accordance with the manufacturer's procedures and instructions set out in the user manual for the appliance in question.
- b) Maintenance and repairs to the equipment may only be carried out once it has been safely disconnected from the mains supply.



- c) Care must be taken to ensure that the ventilation openings of the electric motor, or the electric motor itself, are not dusty or obstructed.

Article 9

Final Provisions

1. This ordinance repeals Rector's Ordinance No. R 230 of 1 February 2013.
2. This ordinance comes into force and takes effect on the date of its publication in the collection of USB Rector's decisions and ordinances in the public section of the USB website.

prof. Ing. Pavel Kozák, Ph.D.
Rector

Prepared by:

Miroslav Hovorka, OSH and FP Senior Officer, CP in OSH risk prevention, reg. no. RILSA/071/PREV/2025, Z-OZO-56/2026.

Distribution list: USB management, deans of USB faculties, directors of non-faculty constituent parts of USB, Human Resources Office of the USB Rectorate

