Management of Medical Equipment Inspection Checklist- Random

Name of the Facility: _____

Date of Inspection:____/____/_____

Ref.	Description	Yes	No	N/A	Remarks
5	**STANDARD ONE: HEALTH FACILITIES DOCUMENTED PROGRAM/PLAN FOR MEDICAL EQUIPMENT**				
5.1.	Health facilities shall cover the entire range of medical equipment installed at the facility as well as its affiliate services (such as homecare, ambulances etc.).				
6	**STANDARD TWO: NEW MEDICAL EQUIPMENT ARRIVES TO THE FACILITY (PURCHASED/ NONFACILITY EQUIPMENT)**				
6.1.	All medical equipment in the health facilities should be registered in Ministry of Health and Prevention (MOHAP).				
6.3.	For new purchase, all installation documents should be available with supply chain document to ensure the safety of the supply chain and therefore, protecting patients and staff from unstable, contaminated, defective, and counterfeit supplies. Documents include but are not limited to:				
6.3.1.	Purchase order.				
6.3.2.	Country of origin.				
6.3.3.	Installation report				
6.3.4.	PPM schedule.				
6.3.5.	Warranty certificate.				
6.3.7.	Delivery note.				

6.3.9.	User training certificates or attendance sheet document.				
6.5.	All medical equipment (purchased, demonstration, loaned etc.) should be tested as applicable for safety (electrical safety test, mechanical, radiation etc.), QC and calibration is done upon installation.				
6.6.	Availability of operating manual accessible by clinical staff of the department and service manuals should be available for all inhouse service equipment.				
6.8.	To eliminate the use of extension cords				
6.9.	For non-Facility medical equipment (DEMO/LOANED/PATIENT PROPERTY):				
6.9.1.	Should be tagged with DEMO/LOANED/PATIENT PROPERTY stickers.				
6.9.2.	A file containing all non-facility equipment details and checklist shall be checked and verified by Biomedical Engineering, insuring they are properly checked and are safe for all patients, staff, and visitors, prior to use in the health facility.				
6.10.	For the radiology equipment with radiation, the facility must ensure that they have the required credentials and licenses from FANR for all equipment producing radiation and falling in the scope of FANR licensing.				
7	**STANDARD THREE: MEDICAL EQUIPMENT INVENTORY MANAGEMENT**				
7.1.	Maintaining proper inventory through inventory system for all the medical equipment available and to be updated every time a new equipment arrives or removed from service				
7.2.	Critical equipment is identified in the inventory, there is provision for back-up/ alternative for critical equipment during their failure or maintenance.				
7.3.	All medical equipment should be labelled and tagged with biomedical asset number.				

7.4.	All details of medical equipment (manufacturer/ model/ serial number/ local supplier/ date of purchase and location at the facility) should be available.				
8	**STANDARD FOUR: CORRECTIVE MAINTENANCE**				
8.3.	Availability of biomedical workshop and biomedical engineer is mandatory at general hospitals.				
8.7.	The facility should tag and remove any defective equipment from use.				
9	**STANDARD FIVE: PLANNED PREVENTATIVE MAINTENANCE OF MEDICAL EQUIPMENT**				
9.1.	PPM schedule is available for all medical equipment which needs PPM.				
9.2.	Facility to ensure that PPM is performed according to type, use and as per recommendations of their manufacturers. The PPM period should adhere at least the manufacturer recommendation or better.				
9.4.	PPM stickers should be available physically on the medical equipment and matching the PPM date on medical equipment management system in the facility and in the PPM check list.				
10	**STANDARD SIX: MEDICAL EQUIPMENT RISK MANAGEMENT**				
10.5.	Facility's process should follow the below steps to manage a medical device recall:				
10.5.1.	Verify the availability of the equipment in the facility.				
10.5.2.	Equipment recall record is to be prepared and updated properly.				
10.5.3.	Equipment to be removed from the use and informed to the supplier/manufacturer.				
10.5.4.	Reports are to be documented and kept in the equipment file.				
10.5.5.	Necessary repair/replacement should be done.				