

UNIVERSITY OF TOLEDO

SUBJECT: EQUIPMENT INSPECTION DOCUMENTATION

Procedure No: ME-08-009

PROCEDURE STATEMENT

The findings of hospital electrical and electronic equipment surveillance activities and subsequent corrective actions or recommendations will be distributed to responsible department heads, including the hospitals clinical intervention procedures.

PURPOSE OF PROCEDURE

To provide guidelines concerning the distribution of equipment and electrical safety inspection information.

PROCEDURE

The Biomedical Engineering department will supply each department head with a semi-annually updated inventory of equipment. The inventory shall include all patient care equipment included in the Medical Equipment Control program. These lists will be distributed to department heads and will indicate the frequency at which the equipment is inspected. Included in this distribution will be any updates to the clinical intervention equipment list. Biomedical Engineering will work with department managers to update list.

Department heads will be notified of any items whose operation/condition is inconsistent with applicable standards and of any subsequent corrective action or recommendations. Complete documentation will be kept in Biomedical Engineering Services database and will be made available for inspection by department heads or their designee.

All electrical equipment to be used for inpatient care must have prior approval of Biomedical Engineering Services. Final approval is dependent upon inspection to ascertain that the equipment's construction and operation are in accordance with the manufacturers specifications and NFPA 99.

Electrical equipment receiving scheduled inspections will be done by or through Biomedical Engineering Services to verify proper operation and electrical safety. Procedures followed for operational verification and calibration of the equipment shall be supplied by the manufacturer. If documentation is not available from the equipment manufacturer the ECRI Health Devices Inspection and Preventative Maintenance Procedures or the American Society for Hospital Engineering procedures will be used as a guide to assist in creating a preventative maintenance procedure that is safe and reliable. If these documents do not contain an example of a maintenance procedure, a similar devices procedure will be used as a guide to create a proper procedure. Frequency of inspections shall comply with the manufacturer's recommendation unless otherwise identified for inclusion into the alternative equipment maintenance (AEM) program, NFPA 99 and the Joint Commission.

All records regarding safety inspections and preventive and corrective maintenance will be maintained by Biomedical Engineering Services.

Source: Biomedical Engineering Services

Effective Date: 8/84

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