



Equipment Maintenance Policy

Document Details		
Title	Equipment Maintenance	
Main points	Regarding the looking after of clinical equipment	
Who is the document aimed at?	All staff	
Author		
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No	Date	Amendment
1		
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Background

This policy ensures that the Practice has appropriate systems in place for the maintenance of Practice medical equipment.

This policy is relevant to all medical equipment used in the surgery whether owned by the surgery or not. The Practice Manager is responsible for the inspection, calibration and replacement of all medical equipment.

Inspection

All equipment should be visually inspected by the user each time it is used. Any defects that become apparent should be reported to the Practice Manager as soon as possible. Electrical equipment will be visually checked annually and will receive a full portable appliance test every two years.

Vaccine fridges each have a temperature log where temperature ranges are recorded daily by a member of the practice team

Calibration

All equipment requiring calibration will be recorded in the Practice Equipment Maintenance Log. Examples include mechanical scales, which are inspected and recalibrated annually.

Maintenance

All medical equipment requiring regular maintenance and/or servicing will be recorded in the Equipment Maintenance Log.

Replacement

Items will be immediately taken out of service if dangerous, defective or ineffective.

Items will be considered for replacement with new equipment if the existing is judged to be inconvenient, expensive to run or far less effective than a new model.

Replacement will only be made if the new item can be justified after the consideration of all issues and alternatives.