

# Biomedical Equipment Management Checklist

Sr. No.	Objective Element	Requirements	Yes	No
1	FMS 2 a	Are plans for equipment documented in accordance with the services available in the SHCO?		
2	FMS 2 b	Are there registers maintained for checking the equipment periodically, averting repairs and addressing repairs as required?		
3	FMS 2 b	Are operational plans documented to ensure that use of equipment by technicians is in accordance with the instructions of the manufacturer?		
4	FMS 2 b	Is documentation maintained for maintenance plans for addressing, preventing and breakdown maintenance at specified periods?		
5	FMS 2 b	Are Annual maintenance contracts (AMC) or comprehensive maintenance contracts (CMC) or availability of in-house biomedical engineers made available?		
6	FMS 2 b	Has a document and database detailing the inventory of the equipment with unique numbering system been developed by the SHCO? This must be in the form of an excel sheet or hard copy such as a register or as a software that can be maintained.		
7	FMS 2 b	Is a checklist and operational instruction manual for all equipment based on manufacturer's recommendation been made available?		
8	FMS 2 b	Is there a document of planned preventive maintenance for all equipment?		
9	FMS 2 b	Is there a document for handling breakdown, repair of equipment?		
10	FMS 2 b	Are there any documents for condemnation of the equipment?		
11	FMS 2 b	Is there a documentation of the training of technicians operating the equipment?		
12	FMS 2 b	Is the uptime and downtime of the equipment documented?		
13	FMS 2 b	Is the complaint register and records of repair available?		