



ST. MARY'S *Catholic High School, Dubai*

MEDICAL EQUIPMENTS MAINTENANCE POLICY

2026-2027

MONITORING AND MAINTENANCE OF MEDICAL, ELECTRICAL AND MECHANICAL EQUIPMENTS

Will provide broad logical framework of decision to be taken for guiding certain actions that are useful in prolonging the active life of equipment so that the equipment provides accurate results in diagnosing, monitoring and treating the patients.

OBJECTIVES OF THE POLICY

This Policy is intended for the maintenance of medical equipment that ensures:

- Maximum availability and reliability of equipments
- Maximum return on investment
- Extended useful life of equipments
- Readiness of the equipment for emergency use whenever required

The tasks to be performed at hospital level are related to:

- (i) inventory & documentation
- (ii) monitoring of use & performance
- (iii) Maintenance of the equipment.

1) The inventory record

Includes the following details:

- i. Reference ID
- ii. Equipment Name
- iii. Company/Make (with contact details)
- iv. Serial no.
- v. Date of purchase
- vi. Date of Installation
- vii. Warranty Period
- viii. Maintenance of Equipment during warranty period
- ix. After warranty maintenance contract with period and charges
- x. Current status of functioning of equipments



Inventory must be updated (Yearly)or when:-

- a) Additional equipment has been procured or equipment is replaced by new one
- b) Equipment has been condemned and is no longer in use
- c) The equipment has been transferred to another location

2) Monitoring of use & performance

It is important that user should make a safe use of the equipment and also continuously monitor the performance of the equipment.

User should also keep a direct link with manufacture/supplier/service provider and observe any supplier's technical services. Such services should be recorded in the Maintenance Register.

Many equipment will require daily/weekly/ monthly inspection and simple maintenance. This type of maintenance is vital for the continuous, safe, effective and reliable operation of medical equipment so as to get accurate and reliable results.

Daily/Weekly/ monthly Inspection and Maintenance includes:

- a. Visual Inspection
- b. Performance Tests
- c. Calibration

Daily

AED machine
Refrigerator
Freezer
Manual Sphygmomanometer
Digital Thermometers
Digital hygrometer
Computers/ air conditioner/ ceiling fans / phones

Weekly

Height and weight scale machine
Nebulizer
Oxygen cylinder
Otoscope

Monthly

Glucometer



3) **MAINTENANCE OF THE EQUIPMENT :**

Proper maintenance of medical equipment is essential to obtain sustained benefits and to preserve capital investment.

Medical equipment must be maintained in working order and periodically calibrated for effectiveness and accuracy of the results.

The Maintenance consists of:

- a. Planned Preventive Maintenance
- b. Breakdown Maintenance

a. Planned Preventive Maintenance (PPM)

Planned Preventive Maintenance involves maintenance performed to extend the life of the equipment and prevent its failure.

Planned Preventive Maintenance is usually scheduled at specific intervals (twice a year) and includes specific maintenance activities such as lubrication, calibration, cleaning (e.g. filters) or replacing parts that are expected to wear.

b. Breakdown Maintenance

Breakdown Maintenance is a task performed to identify, isolate, and rectify a fault so that the out of order equipment, machine, or system can be restored to an operational condition.

All medical equipment in use should be free from any fault or defect and all repair work should be carried out to accepted standards by competent person(s).

Faulty or defective equipment shall not be used regardless of how minor is the problem and must be reported in the first instance to the manufacturer/agency hired for maintenance of the equipment as soon as possible.

The clinic has an agreement with a 3rd party medical equipment company for planned preventive maintenance and breakdown maintenance.



Review Date:	August 2026
Next Review Date:	June 2027