



H&S: 021 Equipment Maintenance and Inspection

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Policy Manager: Head of Health and Safety	Other Key Stakeholders: Chief Executive, Director of Human Resources
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**Scottish Ambulance Service - Directorate of Human Resources and
Organisational Development
Management of Health and Safety
H&S: 021 Equipment Maintenance and Inspection**

INDEX	
DESCRIPTION	PAGE
Purpose	3
Scope	3
Objective	3
Responsibilities	3
Fleet Department	3-4
Estates Department	4
Purchasing	4-5
<i>Newly Acquired Equipment</i>	5
What tests and or inspections are required?	6
What if a device needs installation or commissioning?	6
<i>Existing Equipment</i>	6-7
Compliance Audit Questions	8
Appendix 1: Example service periodicity	9
Appendix 2 Equipment Tagging System	10

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Purpose

To define the minimum maintenance and inspection requirements for equipment used within the Scottish Ambulance Service.

Scope

This procedure will apply to Work Equipment that is purchased, loaned, hired given or provided for test or trial. This procedure applies to all employees of the Scottish Ambulance Service as individuals or when acting jointly. The individual responsibilities under the Health and Safety at Work Act 1974 and relevant regulations are not superseded by this procedure

The document covers delivery inspection, and in use maintenance and inspection.

Objective

To ensure the provision of safe work equipment for employees of the Scottish Ambulance Service by a structured selection process to ensure that such equipment conforms to standards laid down by the Provision and Use of Work Equipment Regulations 1998 or other relevant Regulations. This includes defining the process and safe system of work to be followed by staff using work equipment.

Responsibilities

It is the responsibility of all department/divisional heads and line managers to ensure that all work equipment used by their employees has been approved by the Service, whether it be purchased new, purchased second-hand, received through donation from other organisations or from any individual.

The Vehicle Equipment Group has the responsibility to assess all operational work equipment prior to recommending its procurement. (Acquisition, trial and purchase of ambulance aid equipment, products or devices).

Fleet department

The Fleet workshops already carry out routine vehicle maintenance and checks on patient restraints as part of the routine maintenance and inspections. These checks are dependent on the equipment being presented and accessible to workshop staff.

To improve this situation with the proviso that the operational staff will still have the final responsibility to check equipment as it is being used a colour tag system of the type used in industry for lifting and slinging has been introduced as the most appropriate way for the Service to meet its statutory obligations.

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The tagging system is recognised by the HSE as good practice (<http://www.hse.gov.uk/work-equipment-machinery/inspection.htm>) and has several advantages to the patient care, operations and workshops.

This basically tags equipment (colour cable tie style) to indicate the equipment has been checked at workshops within an acceptable period. Through the year, the tags change colour to indicate if the equipment is due a check. [See appendix 2 Dig 1]

These tags will be applied to patient restraint equipment so they are clearly visible. When a crew is completing a daily check [VDI] they will see the colour tag and will know if the equipment is in test or should be withdrawn from service. The Fleet department will rotate colours to coincide with their 6 monthly testing schedules.

Equipment with no tag, after a given date, should not be used by staff but should contact the local workshops for more specific advice.

Workshops staff would inspect equipment at safety checks as they do now and apply a tag to equipment which is serviceable (removing out of date tags). This would be aligned to MOT time and 6 monthly thereafter to satisfy the frequency. Workshop staff would also be presented periodically with equipment which operational staff have identified without a current valid tag which would be checked and tagged if serviceable.

Any unserviceable items will be withdrawn from service and operations will have to source a new replacement for same.

Estates Department

The Estates Department have responsibility to ensure all portable electrical equipment is periodically assessed (PAT) in conformance with The Electricity at Work Regulations 1989, in addition to other statutory inspection requirements such as lift inspections under Lifting Operations and Lifting Equipment Regulations 1998

Purchasing

This is a key stage to the management of all equipment. The Service procurement policy and the guidance on specification guidance document should be referred to when procuring any equipment to ensure compliance with all relevant H&S Legislation.

Where Service wide purchases for equipment are being pursued the Procurement Department shall ensure that the maintenance costs of the various suppliers are taken into account during the bidding process. The Procurement Department/Estates (as appropriate) shall ensure that all suppliers provide information required to identify

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ongoing costs with equipment, this information is required by the Health and Safety at Work act and regulations enabled by it. Typical information that should be provided would include:

- In use and in maintenance risk assessments
- User instructions (including maintenance)
- Maintenance requirements
- Preventative maintenance requirements
- Spares lists
- Equipment calibration
- Trouble shooting guides
- Cleaning requirements
- Any additional employee training needs

Prior to purchase the Procurement Department shall ensure that all equipment is risk assessed and where appropriate trialled.

Prior to purchase all maintenance requirements including pre delivery inspection and certification (if required) shall be considered and a decision taken as to who will be responsible for the maintenance of the equipment.

If a “maintainer” is chosen who is not the original supplier then the Procurement Department/Estates (as appropriate) shall ensure that this provider is competent to maintain the equipment and that they have the means to identify any changes in the service or maintenance requirements as specified by the supplier.

The documentation of service and maintenance shall be agreed at the purchase stage, this will include who is responsible for maintaining the records and any equipment log books.

Newly Acquired Equipment

This section will define pre-use checks, inspection and/or formal examination and testing of equipment that is newly delivered to the service.

The objective of these tests is to:

1. Ensure the correct product has been delivered, complete with manuals and all accessories and that the product is in good condition and working order
2. Ensure that re-usable devices are: recorded onto the equipment database, appropriate maintenance protocols are put in place, first use is documented which evidences good practice.
3. The pre-use Risk Assessment will ensure that the introduction of new devices to the Service is managed and that :

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- a. All training requirements are identified
- b. All maintenance activities (on condition or planned preventative) are identified
- c. Sources of technical support are identified

What tests and or inspections are required?

This is dependent on the type of equipment being delivered. Regular deliveries of the same or similar products (e.g., gloves, dressings etc) require only basic checks whilst electrical and mechanical equipment will require a bit more. Complex electrical equipment (e.g. Defibrillators) may require testing by a specialist test house.

For delivery of all ambulance and station consumables ordered through the PECOS system the person booking the product as received shall ensure that the following checks have been completed. The PECOS system will be set up with an electronic reminder to those booking in the equipment:

1. Delivery note checks with order
2. Outer packaging undamaged
3. Delivery note checks with contents

If the product is not correct or is damaged then the delivery shall be refused.

For basic mechanical; or electrical devices the checks and examinations are more complex and the form "Delivery inspection of mechanical or electrical devices" must be completed prior to booking the delivery as received. The form requires no specialist knowledge but relies on visual examination. Once the form is completed it should be retained at station / department level for the life of the equipment. If the equipment is electrical then a copy of the form should be forwarded to the Estates Department for inclusion in the PAT test logs.

For complex electrical equipment (particularly equipment with the potential to harm the patient if it is faulty) (CE class III) additional tests will be required at or before the delivery stage. The Procurement Department, during the purchasing phase will specify the additional testing.

What if a device needs installation or commissioning?

If this is the case the Procurement team, Fleet or Estates (as appropriate) will arrange this via the supplier or accredited third party installer. The Procurement team, Fleet or Estates (as appropriate) will ensure that the equipment is installed and tested in line with the manufacturer's instructions and guidance, and that this is documented.

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Existing Equipment

This section of this document sets out the management and repair processes for equipment within the Scottish Ambulance Service, it sets a “good practice” standard.

Provision and Use of Work Equipment 1998 Regulations requires equipment suppliers to provide end users with information about the safe use and maintenance of equipment. In some cases information about maintenance can be withheld if the equipment can only be serviced or repaired by the supplier. The information provided should be available to those who carry out the servicing and/or repair. If this information is not available then the “department owner” of the equipment must ensure that the supplier provides it and that it is made available to those carrying out the servicing or repair prior to the commencement of said service or repair.

The selection of the maintainer or servicing agent is critical to the continued safe use of the work equipment, those specifying maintenance or service contracts must ensure that the organisations or individuals carrying out the maintenance are competent so to do, and that they have means of ensuring they are servicing to the latest manufacturers guidelines (including testing frequency etc). Some examples of service periodicity are detailed in Appendix 1.

The maintenance of servicing, repairs or maintenance records is essential to the organisation’s ability to show good management practice. As such the equipment owner shall ensure that all maintenance records are maintained in a retrievable format. Where the maintenance agreement is a national agreement the procurement department shall specify in the contract where such documentation is to be stored.

Where the maintainers of equipment are in house the relevant department shall ensure that the person or people are competent to carry out the work, examples would include:

- Estates department ensuring that those carrying out PAT tests are competent
- Fleet department ensuring that vehicle mechanics are competent to maintain the vehicle being serviced
- IT department ensuring the equipment installers are competent

Documentary evidence of such competence shall be maintained. In addition to the competency records the relevant department will ensure that all installation, servicing and repair work is appropriately risk assessed to ensure that all hazards are identified and adequately controlled.

All spare parts used in maintenance shall be as specified by the original supplier, where this is not possible or not financially prudent the relevant manager shall ensure that spares used are at least as good as those specified by the manufacturer.

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If necessary a Risk Assessment should be completed to demonstrate that the alternative is appropriate.

All equipment sent for maintenance should be accompanied by a Decontamination Certificate as detailed in HS003 Infection Control Policy.

Compliance Audit Questions

Criteria	Yes	No	N/A	Comments
Who is responsible for ensuring equipment is maintained and inspected				
What checks should be made on items ordered through PECOS				
How often should extraction equipment be checked				
Who should you inform if you purchase new electrical or mechanical equipment				

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Appendix 1: Example service periodicity

Description	Periodicity	Dept Responsible
Dust, fume or environmental extraction equipment		
In use checks	Daily	Dept in which equipment situated
Statutory examination	Annual	Estates
Lifting Equipment (cranes, lifts, hoists, jacks)*		
In use checks	Daily	Div / Dept
Statutory examination	Annual	Estates or Fleet
Lifting equipment for people (e.g. lifts, patient hoists)*		
In use checks	Daily	Div / Dept
Statutory examination	6 month	Div / Dept
Lifting Equipment (On Ambulance – trolleys, tail lifts, carry chairs, lbex, winches etc patient restraint devices)*		
In use checks	Daily	Div / Dept
Statutory examination	6 month	Fleet
Portable electrical Appliances		
In use inspections	Daily	Div / Dept
Static equipment (e.g. PC's, faxes)	3 years	Estates
Workshop equipment and mobile equipment	Annual	Estates
Pressure Systems (e.g. air receivers)*		
Inspected and tested in accordance with written scheme of examination	As defined	Estates
Buildings		
¼rly inspections	3 months	Div / Dept
Visual inspection of property	20% of estate each year	Estates
Checks on fire evacuation routes and fire exits	3 Months	Div / Dept
Medical Devices		
As specified by MDA or supplier	As specified	National Contracts
This list is not exhaustive, if the item of equipment is not on this list appropriate servicing and or maintenance schedules should be available from the supplier. If in doubt seek additional advice from the H&S dept.		
All periodicities are minimum requirements and where a manufacturer or other competent person specifies additional testing this must be complied with		
* all these items require a written scheme of examination. This is a formal document written by a competent person and must be complied with		

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Delivery inspection of mechanical or electrical devices

Description of Equipment:		
Date Delivered		
Delivery note checks with order and goods check with delivery note	Yes	No
Model type		
Serial No		
Mains voltage	Yes	No
Leads Supplied	Yes	No
Accessories Supplied	Yes	No
Manual Supplied (instructions, maintenance etc)	Yes	No
Warranty documents supplied	Yes	No
Final test certificate supplied	Yes	No
Visual Inspection		
Packaging undamaged	Yes	No
Product undamaged	Yes	No
Functional Check (plug in and turn on following instructions)		
Indicator lamps functioning	Yes	No
Display as described in manual	Yes	No
Passes self test (if applicable)	Yes	No
All moving parts function correctly	Yes	No
All knobs and switches function correctly	Yes	No
Electrical Safety		
Moulded plugs and connectors	Yes	No
No cores or bare wires visible	Yes	No
Outer insulation undamaged	Yes	No
Fuse holder secure and correct fuse fitted	Yes	No

Note: 1: If electrical equipment pass this form to the estates department for inclusion on the PAT log. Estates should then ensure this equipment is PAT tested as soon as reasonably practical after delivery

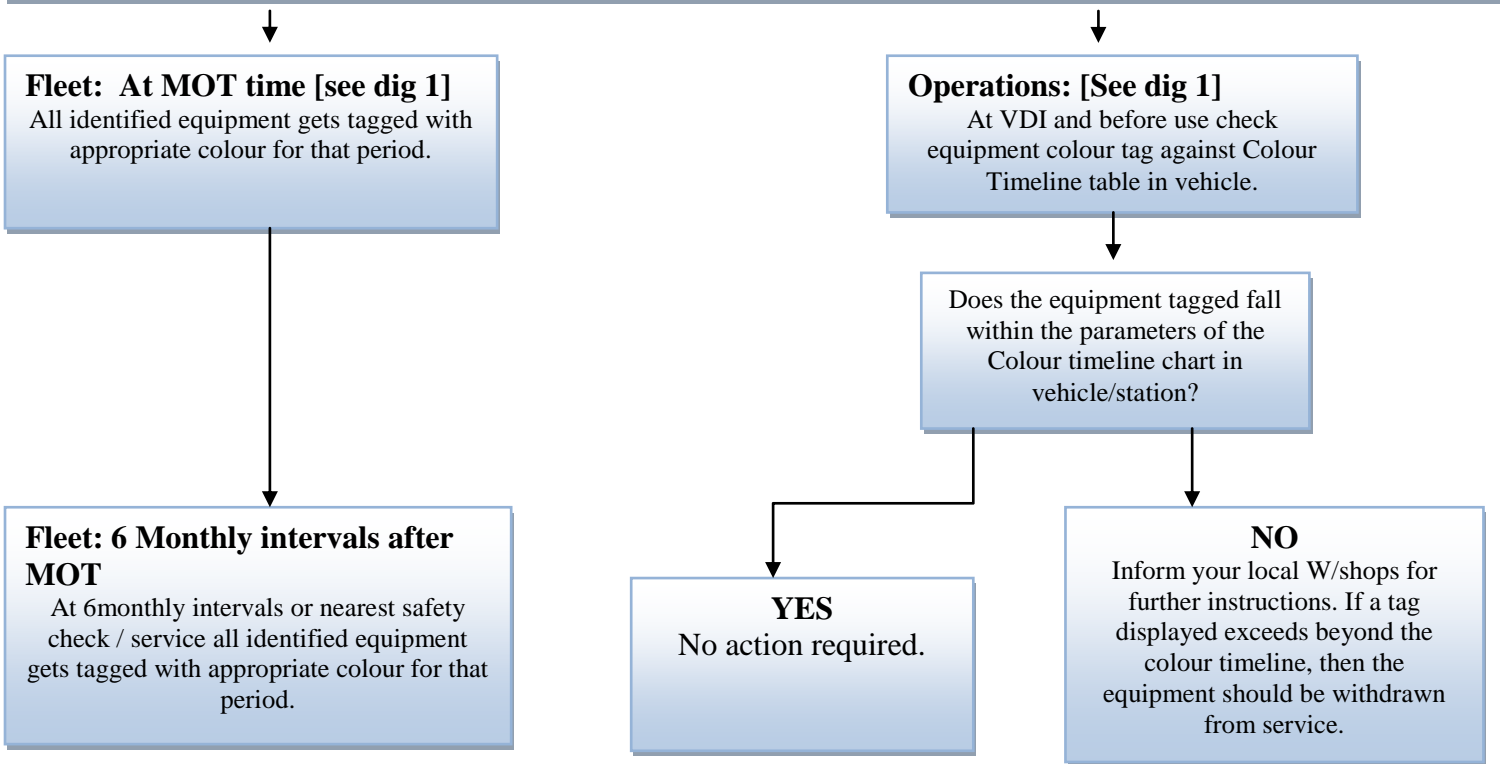
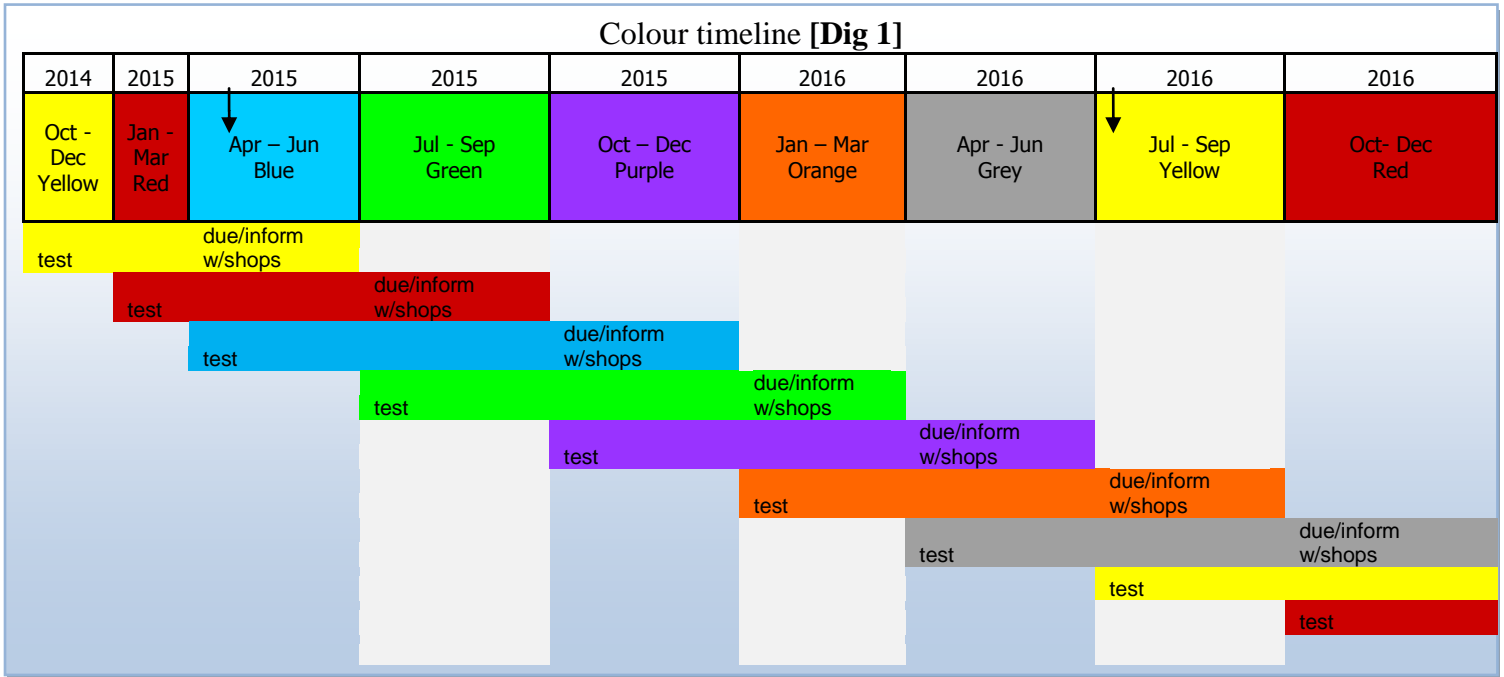
2: If mechanical equipment retain the original at station level

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Appendix 2

**Scottish Ambulance Service
Equipment Tagging System**



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Review History

Issue No	Reason for review and brief description of changes made	Effective Date
1	Initial Issue	23/08/04
2	Reviewed H&S Comm Aug 09 – no changes, except formatting	12/10/09
3	Minor clarifications added.	Dec 11
4	Additional updated information added ref Fleet tagging system	Jun 15

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