



## INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:11

### Policy On Maintenance Plan Heating, Ventilation And Air-Conditioning

Prepared date: 05/09/2023

Reference: FMS.4.c. NABH Standards – 5<sup>th</sup> Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

#### 1.0 PURPOSE:

To provide guidelines for obtaining maintenance and repair services for biomedical equipment across the hospital

#### 2.0 POLICY:

Equipment used by INODAYA Hospital Kakinada for the provision of patient care shall be maintained by:

- FMS & Biomedical Engineering Dept.

The FMS & Biomedical Engineering Dept. shall coordinate the following processes:

1. The Annual Maintenance Contract with respective biomedical equipment service vendors
2. Internal Preventive Maintenance
  - This Biomedical equipment maintenance policy shall ensure that clinical equipment is properly maintained so that it functions as intended, and that services for maintenance and repair are obtained in a cost effective manner
  - Biomedical Engineering department shall determine if a service contract is required
  - Biomedical Engineering shall serve, as a resource for department managers in evaluating service needs, reviewing contract specifications and answering questions regarding the Annual Maintenance Contract
  - Materials department personnel shall prepare contract proposals
  - Department managers shall send a copy of all documentation of services obtained by contract or purchase order by their department to biomedical engineering upon completion of the service call. Biomedical Engineering and Maintenance Department shall be responsible for documenting the service on equipment for which they are responsible. The annual maintenance contractor shall be responsible for service and documentation of all equipment covered by that contract.

 Prepared by:	Verified by: 	Approved by: 
Ms. Chandrakala	Mrs. G..Lakshmi Lavanya	Dr. D.N.S. Prakash
HOD of Biomedical Engineer	Accreditation Coordinator	Medical Director



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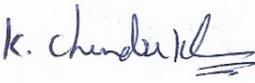
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Documentation shall include a minimum of the following information:

- Equipment description (manufacturer, model and serial #)
- Location
- Hospital number
- Description of repairs
- Description of maintenance and preventive maintenance
- Each entity responsible for service documentation shall be responsible for compliance with standards and regulations governing the performance of equipment and shall be able to provide documentation of compliance.
- There shall be an equipment recall system in place and adhered to

#### 2.1 Equipment on contract:

- The responsibility of Preventive Maintenance and Calibration of the equipment purchased on contract shall lie with the original supplier. However, Preventive Maintenance of such equipment shall be counterchecked by the Biomedical Department.

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