



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:04

Policy On Condemnation And Disposal

Prepared date: 05/09/2023

Reference: FMS.03.d.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

1.0 Purpose:

For condemning and disposing in a systematic manner the material which is not in usage as non functioning items, excess unwanted material, general waste, scrap material.

2.0 Scope:

All departments

3.0 Policies:

3.1 Condemnation Process:

1. HOD / Area In-charge would propose departmental items to be condemned with appropriate justification.

2. He/she would call technical head as under:

- HOD Biomedical: for any biomedical equipment/accessories/instruments etc.
- HOD Engineering & Maintenance: for any furniture items, non-biomedical equipment & machinery.
- HOD IT: for computers, printers, scanners or other IT related items.

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| Maintenance Incharge | Chief Executive Officer | Medical Director |



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- Facility Manager: for general use items and those items which are not being actively used or in excess stock.

3. Technical head would physically visit the area and check the items for condemnation. Area in-charge would remain present on site and shall justify the demand for condemnation.

4. Accounts Department would accompany the technical head during such visits to verify depreciation, cost impact etc. In case of requirement, technical head would call Purchase dept for materials to check the procurement records, asset registers and to confirm data for finance.

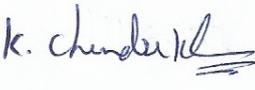
5. Disposable/scrap item list to be presented to Scarp committee meeting

5. Based on joint opinion, technical head would declare either condemnation or retrieval or repair of the items. HOD would make a condemnation note in a specified format and take signatures of technical head and finance representative. Items which are declared as condemned will be sent to condemnation area by House Keeping staff, under supervision of area in-charge.

3.2 Disposal Process:

1. Once scrap items are brought to condemnation area, Facility Manager would call and contact disposal agency (presently WOW) to take away the condemned items.

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2. He would ensure proper weighing and counting of items and collect the cheque, which shall be submitted to Finance Dept immediately.
3. All documents pertaining to condemnation process and subsequent disposal will be put up to Unit Head for perusal and will remain in finance dept for record.
4. Details of scrap items and its data will be discussed in the Scarp Committee meeting.
5. Scarp committee will be conducted/scheduled once in 6 months/ when ever required.

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