



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:12

Policy on preventive & breakdown maintenance for Engineering support services & Utility systems

Prepared date:11/11/2025

Reference: FMS.04. c. NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

1. POLICY

Preventive and breakdown maintenance of the hospital's equipments shall be done as per the documented procedure. The hospital is having a fulltime Chief engineer to take care of such breakdowns.

2. PURPOSE

The purpose of the policy is to provide for a mechanism for early detection of potential maintenance problems and preventive maintenance of all equipment in possession of Hospital.

3. SCOPE

The policy is relevant for all areas across the hospital

4. ABBREVIATION:

P.M – Preventive Maintenance

5. RESPONSIBILITY

Chief Engineer/Biomedical Engineer, End User

6. PROCESS

6.1 Description of process

Individuals who are qualified and available to do preventive maintenance must be identified. A list should be drawn up of personnel who are readily available. Once the personnel have been listed, specific responsibilities should be assigned, in the form of a work orders, giving clear instructions for the task. Each person should have a clear knowledge of his or her responsibilities. Job assignments must correspond to the training, experience and aptitude of the individual.

 Prepared by:	Verified by: 	 Approved by:
Ms.Chandrakala	Mrs.G..Lakshmi Lavanya	Dr.G.Rammohan
HOD of Biomedical Engineer	Accreditation Coordinator	Managing Director



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:12

Policy on preventive & breakdown maintenance for Engineering support services & Utility systems

Prepared date:11/11/2025

Reference: FMS.04. c. NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

6.2 Activity / Responsibility

S. No.	Procedural steps	Responsibility
1.	Receive call memo from any department which is possessing the equipment/service for its breakdown and maintenance	FMS Department
2.	If the movement of equipment is possible should be brought down to workshop shall be provided necessary preventive, maintenance, or rectification of breakdown can be done.	FMS Department
3.	If movement is not possible engineer shall visit and provide service there itself	FMS Department
4.	In problem solving equipment manual shall be used as a referral tool	FMS Department
5.	If any component is damaged check for availability of the component in the store	FMS Department
6.	Depending upon the availability of the component rectification/information to the purchase department shall be done	FMS Department
7.	The date and time of complaint solved shall be documented	FMS Department
8.	If correlated medical equipment problem arises inform to the related service centre and supervise the troubleshooting done by the service engineer	FMS Department
9.	Obtain the signature of the service provider and warrantee if any given to maintain the record	FMS Department
10.	Maintenance of Non medical equipments	FMS Department

 Prepared by:	Verified by: 	Approved by: 
Ms.Chandrakala	Mrs.G..Lakshmi Lavanya	Dr.G.Rammohan
HOD of Biomedical Engineer	Accreditation Coordinator	Managing Director



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:12

**Policy on preventive & breakdown maintenance
for Engineering support services & Utility
systems**

Prepared date:11/11/2025

Reference: FMS.04. c. NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

6.3 Schedule for Preventive maintenance:

S.NO	EQUIPMENTS	FREQUENCY OF P.M
Electrical		
1	Split A/C	Half - Yearly
2	DSA	Half - Yearly
4	D. G. Set	Half - Yearly
5	U.P.S	Half - Yearly
6	Stabilizer/Transformer	Yearly
7	Fridge	Half - Yearly
8	UPS	Half - Yearly
Water		
1	Water Cooler/Dispenser	Half - Yearly
2	Water Tank	Half Yearly
Pest Control		
1.	Pest Control	Once a Week
Gas Manifold		
1.	Air Compressor	Half - Yearly
2.	Vacuum Pump	Half - Yearly
3.	Gas Pipe Line	Half - Yearly

7. DISTRIBUTION:

Prepared by: 	Verified by: 	Approved by: 
Ms. Chandrakala	Mrs. G. Lakshmi Lavanya	Dr. G. Rammohan
HOD of Biomedical Engineer	Accreditation Coordinator	Managing Director



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:12

**Policy on preventive & breakdown maintenance
for Engineering support services & Utility
systems**

Prepared date:11/11/2025

Reference: FMS.04. c. NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

FMS & Biomedical department, across the hospital through the intranet quality systems portal

8. REFERENCE

Standard guidelines – FMS Dept

9. RECORDS: Breakdown register, Annual Maintenance Schedule

 Prepared by:	Verified by: 	Approved by: 
Ms.Chandrakala	Mrs.G..Lakshmi Lavanya	Dr.G.Rammohan
HOD of Biomedical Engineer	Accreditation Coordinator	Managing Director