



Adopted	January 16, 2013
Last Revised	January 16, 2013
Review Date	January, 2018

AUTOMATED ELECTRONIC DEFIBRILLATORS (AED) MONTHLY INSPECTION

Once every year the main batteries must be removed and reinserted to force a full self-check of the unit. Inspection sheets should be posted in the box of the AED unit. Inspection logs must be kept on site for 1 (one) calendar year.

Daily Visual Check:

The A.E.D. will automatically do a diagnostic self-check on a monthly basis. Look on the front of the unit top right hand corner for the blinking green Ready light showing that the unit is ready to use. Ensure unit is clean and no damage is noted. If the Ready light is solid: The unit is in use or running a self-test.

If any one of the following is noted

- ✓The Ready light is off, the unit is chirping, and the i-button is flashing
- ✓The Ready light is off but the unit is not chirping and the i-button is not flashing

This deficiency must be reported to the building Administrator immediately and your immediate supervisor. The unit must be removed from service.

Monthly Inspections:

- ✓Check the defibrillation unit to ensure it is clean, the case is intact and the electrode pads are intact
- ✓Ensure the cables are connected securely and in good condition
- ✓Ensure supplies are available, sealed and in good condition
- ✓Very power supply Green flashing light
- ✓Inspect storage cabinet to ensure it is clean, in good condition and the door alarm is functional
- ✓Ensure under 55 lb. (child) key is in case
- ✓ Check Fast Response kit contents and ensure that it is attached to the AED (barrier gloves, mask, paper towels, scissors, razor)
- ✓Press "I" button to check readiness of unit

Any deficiency must be reported to Administration immediately and your immediate supervisor for follow-up. The unit must be removed from service.