



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 265
VERSION: 1

SUBJECT: CALIBRATION AND REPAIR BY AN OUTSIDE VENDOR

POLICY:

Facilities will arrange calibration and repairs for medical equipment by outside vendors, as per Regulatory compliance, The Joint Commission and the Preventative Maintenance Program.

PURPOSE:

Facilities will ensure the safe and proper operation of medical equipment.

PROCEDURE:

The technician will prepare the equipment for shipment to the outside vendor by, affixing a shipping information form on the equipment and it will be taken to Supply Chain Operations.

1. The shipping information form will contain the following:
 - a. Description of equipment, with B.E.C. number
 - b. Vendor’s name and phone number
 - c. A brief description of the work to be performed
2. Upon return of the equipment to the bio-med/maintenance department, the corresponding paperwork will be filed under the B.E.C. number in the file located in the Facilities office.
3. An electrical safety check will be performed before returning the equipment to the user department.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 10/31/2013	Original Date: 01/04/1994
Reviewed: 04/12/2016	Next Review Date: 04/12/2017
Supersedes:	