



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 288
VERSION: 1

SUBJECT: REPAIR OF ELECTRONIC EQUIPMENT

POLICY:

Facilities will identify and implement procedures for the repair of electronic equipment, as per Regulatory compliance, The Joint Commission, manufactures specifications and the Preventative Maintenance Program.

PURPOSE:

To ensure the safe and correct repairs of medical electronic equipment, to manufacturer’s specifications. This will be done, either through the Biomedical Department or an outside servicing agency.

PROCEDURE:

Upon receiving a trouble report or upon sight inspection of defective equipment, notify the department head of intention to remove equipment for repair.

- If equipment is repaired by in-house services, parts replaced will be of manufacturer’s specifications.
- If equipment is sent to an outside vendor for repair, the vendor may be asked to return the defective part with the repaired equipment.

Repaired equipment will be performance tested to the manufacturer’s specifications and electrical safety tested before being returned to the user department. This test will be performed by the biomedical Technician.

The department head will be immediately notified of returned equipment.

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