

*VALLEYCARE*  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 571**  
**VERSION: 1**

**SUBJECT/TITLE: EQUIPMENT INVENTORY CONTROL**

**PURPOSE:** To outline the procedure for testing and establishing an inventory of equipment that is not County owed

**PROCEDURE:**

**POLICY:**

1. Materials Management notifies the Bio-Medical Shop that Loan, Rental, Demonstration Equipment (L.R.D.) has been received in the Materials Management Warehouse.
2. It is the responsibility of the Ward Supervisor to notify the Bio-Medical Shop when equipment is brought directly to the Ward by the vendor.
3. The Bio-Medical Shop Supervisor is to obtain a copy of the agreement between the hospital and the equipment vendor. From this agreement he determines how long the equipment will be at this facility.
4. Equipment that will be here for less than six (6) months is not given an EMS control number.
5. Equipment that will be here for longer than six (6) months and would be checked on a semi-annual basis is assigned a control number.
6. Equipment that will be here longer than one year and would be checked on an annual basis is assigned a control number.
7. Equipment not assigned a control number will be inspected as follows:
  - a. The craftsman completes the Incoming Inspection Form.
  - b. The equipment serial number will be used for inventory control and to identify the equipment.
  - c. The Incoming Inspection Form is filed in the craft section office in a special folder. The vendor card is attached if available and he is notified if the equipment is found to be in the area longer than the evaluation time.
8. Rental, Loan, or Demonstration equipment assigned a control number will be treated the same as County equipment with respect to scheduled inspections.
9. If the equipment fails to pass the operational or electrical safety test, the craft supervisor will inform Materials Management or the vendor that the equipment will be held until the necessary corrections are made.
10. Any equipment found to be operating in the facility that does not have a current inspection tag for safety and has not been identified to Facilities management for inventory and inspection will be removed from use until

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scheduled inspections may be performed on said equipment or devices. The equipment must meet the safety criteria for electrically operated equipment.

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**DEFINITIONS:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: <b>07/12/2015</b>	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	