

# AED Maintenance Checklist

## Automated External Defibrillator

Inspection performed by \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

All equipment maintenance shall be performed according to AED manufacturers user manual and operating instructions

Criteria	Status	Corrective Action/Comments
AED placement visible, unobstructed, near phone		
Verify battery installation		
Check the status/service indicator light		
Note absence of visual/audible service alarm		
Inspect exterior components and sockets for cracks		
Supplies	Status	Corrective Action/Comments
Two sets of AED pads in sealed package		
Check expiration date on pad packages		
Pocket mask with one-way valve		
Examination gloves		
Razors		
Absorbent gauze or hand towel		

After monthly AED checks the inspector should initial the Semi-Annual Report adjacent to the proper month. The Semi-Annual Report should be forwarded to EMSTAR by the required dates listed on the Semi-Annual Report for distribution to the Healthcare Provider.