

Equipment Maintenance Schedule

It is essential that practices have a schedule for the maintenance and monitoring of all their key clinical equipment. Equipment that requires calibration, or that is electric or battery powered, needs to be serviced regularly to ensure it is, and continues to be, in good working order.

RACGP 4th Edition Standards

5.2.1D *Our practice can demonstrate how we maintain our key equipment, according to a documented schedule.*

Assessment methods

- Document review of equipment maintenance schedule

Meeting the standards

The equipment maintenance schedule should include all key clinical equipment kept and used at the practice, the date the equipment is due to be checked, outcomes of the testing and the person's name and signature carrying out the check. It should also indicate the date the next review is to be conducted. Staff should be able to advise who is responsible at the practice for monitoring and ensuring the equipment maintenance schedule is adhered to.