HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER
MATERNITY AND CHILDREN HOSPITAL

Department:	Biomedical Department		
Document:	Departmental Policy and Procedure		
Title:	Medical Equipment Inspection Plan		
Applies To:	All Biomedical Staff		
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1. PURPOSE:

1.1 The purpose of this plan is to insure that all medical equipment is properly inspected, tagged and documented prior to its final acceptance

2. DEFINITIONS:

2.1 **Acceptance of New Medical Equipment** – shall mean the process of receiving, inspecting, tagging and completing relevant documentation of any new medical equipment after inspection and clearance by the User Department.

3. POLICY:

3.1 Medical Device Establishment License certificate (MDELS) must be submitted by the supplier.
3.2 Medical Device Marketing Authorization certificate (MDMA) must be submitted by the supplier
3.3 New medical equipment specifications must be initially inspected, compared with order and accepted by the User Department prior to any Biomedical Engineering incoming inspection.
3.4 All new medical equipment will be inspected by the Biomedical Engineering Department prior to clinical use.
3.5 The new medical equipment will be commissioned and tested by the supplier engineer accompanied by a biomedical engineer from the hospital staff.

4. PROCEDURE:

4.1 The new medical equipment supplied to the hospital is to be inspected initially by the department of procurement together with biomedical hospital staff.
4.2 The new medical equipment should match the ordered equipment and should match also some conditions such as the selected place, the mains voltage of the hospital and the available systems in the hospital such as the power plugs, gas outlets, and steam supply and so on.
4.3 The new equipment then transferred to the concerned department under the supervision of supplier.
4.4 The supplier engineer is to test and make the proper commissioning of the equipment to put it in the proper working condition in the presence and help of the biomedical engineer from the hospital staff.
4.5 A training of the medical staff (physician and nurses) in the department is to be performed by the supplier demonstrator.
4.6 An installation report of the new equipment is made which indicates the date of installation, the signatures of the head of concerned department, the inventory responsible person, the hospital biomedical engineer and the medical store concerned person.
4.7 The mentioned installation report is to be approved by the hospital director.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

6.1 All Biomedical Staff

7. APPENDICES:

N/A

8. REFERENCES

8.1 Kingdom of Saudi Arabia, ministry of Health, Bisha General Hospital

9. APPROVALS:

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