



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Biomedical Department		
Document:	Departmental Policy and Procedure		
Title:	Tagging of Medical Equipment		
Applies To:	All Biomedical Staff		
Preparation Date:	January 05, 2025	Index No:	BIO-DPP-009
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1. PURPOSE:

- 1.1 To provide safe and proper use of medical equipment used in patient care setting.
- 1.2 To assess and control the physical and clinical risks of all equipment used in the diagnosis, treatment, monitoring and care of our patients.

2. DEFINITIONS:

- 2.1 **Tagging of Medical Equipment** – are a necessary component of success for providing superior care and achieving patient satisfaction. Patients can be served more efficiently with the staff feeling at ease with an organized equipment labelling system in place.

3. POLICY:

- 3.1 The Clinical/Biomedical Engineering Departments within Maternity and Children Hospital, Hafer Al Batin will comply with practices for Inspection, Testing of Biomedical equipment.

4. PROCEDURE:

- 4.1 The hospital medical departments are classified with WHITE COLOR numbering for the ease of equipment identification.
- 4.2 A special Tag with a color GREEN is designed for the purpose of PM (next due date, signature, etc.).
- 4.3 A RED COLOR tagged for the defective medical equipment and should not be removed until finishing medical equipment repair or in case of removing equipment from service.
- 4.4 The inventory/ PM Tag is stacked in a visible place to enable the user or any inspector to access it easily.
- 4.5 Any new medical equipment should be tagged (Under Warranty), a BLUE COLOR is designed for that purpose, after being inspected prior to use.
- 4.6 A YELLOW COLOR tagged for medical equipment that must stay plugged in to maintain battery.
- 4.7 A PASSED sticker is tagged for medical equipment after electrical safety test performed.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 All Biomedical Staff

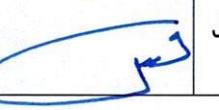
7. APPENDICES:

N/A

8. REFERENCES

- 8.1 Total Safety Quality Center for Training and Consultancy (TSQCTC)
- 8.2 Kingdom of Saudi Arabia, Ministry of Health, Bisha General Hospital

9. APPROVALS:

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