



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Facility Management and Safety		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Medical Gas – Ordering of Cylinders and Liquid Oxygen		
<b>Applies To:</b>	Hospital Wide		
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## 1. PURPOSE:

- 1.1 Primary purpose of this plan is to ensure the provision of safe and variable Medical Gas System and their efficient operation and use.
- 1.2 To comply and clarify procedures related to effective in Ordering of Medical Gas Cylinders and Refilling of liquid Oxygen in MCH.

## 2. DEFINITIONS:

- 2.1 N/A

## 3. POLICY:

- 3.1 MCH has so many different types of Medical Gases and Gas Mixtures, Tank sizes, Capacity (in Liters) stored in Medical Gas Room.
- 3.2 MCH has 2 Liquid Oxygen Tanks(1 X 7000 liters & 1 X 11000 liters) with manifold. Medical gas staff monitors 24 hours.
- 3.3 All Contractors engaged in supplying medical gas compiled with the international standards / ISO Certificates in Medical Gases.
- 3.4 The contractor must comply with the standard regulation for the "Hydrostatic Test" of all medical gas cylinders.
- 3.5 All types of Medical Gas Cylinders are painted in accordance of international standard color coding.
- 3.6 **Medical Gas refilling must have the following:**
  - 3.6.1 Date Refilled and Test Date
  - 3.6.2 Batch Number and Cylinder Number
  - 3.6.3 Classification and Quality Control Stamp
  - 3.6.4 Medical Gas Certificate
- 3.7 Maximum Time is 20 minutes to finish signing and deliver through fax.
- 3.8 Refilling form to be faxed before 24 Hours according to the Abdullah Hashim Industrial Gases Company & LINDE group.
- 3.9 During holidays, the approval of Refilling Request Order Form is done by MCH Head of Division for Maintenance of Medical Gas System on-call within 24 hours for urgent signing, and to inform the contractor Company On-call within 24 hours for delivery in the next day.
- 3.10 **Receiving of Gas Cylinders Delivery and any Notice of Cylinder Leaks / Valves:**
  - 3.10.1 Tank Rusty in form and gas tank cylinder wrong label, to be return right away by the delivery truck and replacement is made the next day of delivery.
  - 3.10.2 Cylinder test pressure to be done later before giving to hospital, and noticed of found of low pressure/ quantity, to be return to delivery truck for replacement.

**4. PROCEDURE:**

- 4.1 Prepares separately / segregate all type of empty gas cylinders.
- 4.2 **Fill up a Medical Gas Refilling Form by quantity of tanks cylinders and in Litres:**
  - 4.2.1 For liquid Oxygen if the Tank level reaches to 3500 litres.
- 4.3 Signs the Medial Gas Refilling Form.
- 4.4 Receives from the contractor Gas Supplier Company the delivery of the Refilled Empty Gas Cylinders in Full, and take Empty Cylinders for refilled upon completion of an "Empty Voucher Receipt".
- 4.5 **Receiving of Gas Cylinder and Refilling Liquid Oxygen Tanks:**
  - 4.5.1 Attend and record the Tank level / content before refilling.
  - 4.5.2 Check the gauge pressure of liquid oxygen tank , the liquid level of refilling must be about 6 bar.
  - 4.5.3 Record the tank level after refilling and compare the record of tank levels before refilling to have the amount of quantity of level.
- 4.6 Ensure all valves are normally open and normally close and observe for 15 minutes, and oxygen output gauge before leaving the area.

**5. MATERIAL AND EQUIPMENT:**

- 5.1 N/A

**6. RESPONSIBILITIES:**

- 6.1 Medical Gas Staff

**7. APPENDICES:**

- 7.1 Medical gas refilling form

**8. REFERENCES:**

- 8.1 ISO 7396-1 : Medical Gas Pipeline System. Pipelines for compressed Medical Gases and Vacuum.

**9. APPROVALS:**

	<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
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