



AED USER CHECKLIST

Unit serial number	
Department / Location	

Battery expiry date						
Pad expiry date						

Suggested Fortnightly Check:

1 VISUAL CHECK	
<ul style="list-style-type: none"> Is there any visible damage? Are there any missing parts, cracks, chips in the case, or dents? <p>If YES, please see remedy ></p>	<p>Remedy: If the AED has been dropped (or there are signs pointing to this being the case), it is important you get the unit checked by a professional company like Heart Saver</p>

2 STATUS INDICATOR	
<p>Check the unit has a "Ready" or "OK" status to indicate it is ready for use.</p> <p>If NO, please see remedy ></p>	<p>Remedy: Refer to your user manual to discern why and how to remedy your particular model.</p>

3 LIGHTS	
<p>Are any warning lights showing?</p> <p>If YES, please see remedy ></p>	<p>Remedy: Refer to your user manual to discern what the light means and how to remedy your particular model.</p>

Record:

ACTION	DATE	INITIALS	REMEDY	REMEDY COMPLETE



Suggested Monthly Check:

1 ELECTRODE PADS	
<ul style="list-style-type: none"> Check the expiry dates. Do you need new ones? Are any missing? Have they been opened? Have they been used? Are you missing either adult and pediatric versions (if you need both)? <p>If YES, please see remedy ></p>	<p>Remedy: Age and air can both effect the stickiness of electrode pads. Replace pads (you can buy online from www.heartsaver.co.nz). Please note: pads can only be used once.</p>
2 BATTERY	
<p>Has it expired? Is the "Battery" or "Charge" light glowing? If YES, please see remedy ></p>	<p>Remedy: Replace battery.</p>
3 ACCESSORIES	
<p>Is it all there and in working order ie. wax strip, carry bag? If NO, please see remedy ></p>	<p>Remedy: Replace all missing or broken items.</p>
4 THE AED CASE	
<p>Does it have foreign substances on it, like dust? If YES, please see remedy ></p>	<p>Remedy: Clean with a damp (but not dripping wet) cloth.</p>
5 THE AED	
<p>Is your unit making any noises, such as a chirp? Are any weird lights flashing that you're not sure about? If YES, please see remedy ></p>	<p>Remedy: Check your user manual to see what this means for your particular model and fix it.</p>

Record:

ACTION	DATE	INITIALS	REMEDY	REMEDY COMPLETE

NB: On average, pads should be replaced every two years and batteries every four years, but this can vary by model so please check your user manual. Remember to always follow the manufacturer's replacement guidelines. We also offer **Safety Check Tags** to make it easy to see at a glance if your machine has been checked that month. Yearly **AED verification tests** ensure your unit is ready and able to deliver a shock at the required levels.

[Visit the Heart Saver website for more information.](http://www.heartsaver.co.nz)