AED USER'S CHECKLIST

HeartSaver
AED | FIRST AID | MEDIC | TRAINING

Unit serial number:	
Department/location:	

Battery expiry date:							
Pad expiry date:							

SUGGESTED FORTNIGHTLY CHECK:

1. **Visual check – is there any damage?**
   Check for: missing parts, cracks, chips out of the case or dents.
   Remedy: If it 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

2. **The status indicator.**
   Check the unit has a "Ready" or "OK" status to indicate it is ready for use.
   Remedy: Refer to your user manual to discern why and how to remedy your particular model.

3. **Other lights.**
   Are warning lights showing?
   Remedy: Refer to your user manual to discern what the light means and how to remedy your particular model.

ACTION	DATE	INITIALS	REMEDY	REMEDY COMPLETE

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SUGGESTED MONTHLY CHECK:

1. **Electrode pads.**
   Check the expiry dates – do you need new ones? Are they all there? Have you got both adult and pediatric versions? Have they been opened? Have they been used?
   Remedy: Age and air can both effect the sticky-ness of electrode pads. Replace pads (you can buy online from www.heartsaver.co.nz). Please note: pads can only be used once.

2. **Battery.**
   Has it expired? Is the "Battery" or "Charge" light glowing?
   Remedy: Replace battery.

3. **Other equipment.**
   Is it all there and in working order ie wax strip, the carry bag?
   Remedy: Replace all missing or broken items.

4. **The AED case.**
   Does it have foreign substances on it, like dust?
   Remedy: Clean with a damp (but not dripping wet) cloth.

5. **The AED**
   Is your unit making any noises, such as a chirp? Does it have any weird lights flashing that you're not sure about?
   Remedy: Check your user manual to see what this means for your particular model and fix it.

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, which make it easy to see at a glance if your machine has been checked that month and when it is due its yearly service.
You can buy those online at www.heartsaver.co.nz

Heart Saver offers a yearly AED verification check, where we use a defibrillator analyser to undertake a machine-stimulated 'live shock' test. The output is measured to ensure your unit meets the required standards and specifications set down by your AED manufacturer. To be put on our routine-check list where we remind you every year when it is due email info@heartsaver.co.nz