

# BME



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(CIN:U74999PN2012PTC143004)

Objective Elements	Point of Audits	Yes/No/NA	Remarks / Observations
	<b>Equipment Management</b>		
	Is there an updated Asset Register with details and location of all biomedical assets?		
FMS.5.B	Is all biomedical assets tagged with an unique id (sticker, stencil) - Verify samples 4-5 randomly at various patient care locations?		
FMS.5.B	Are biomedical assets categorized based on their value and significance?		
FMS.5.C	Are equipment files maintained for all critical and high value equipments - Installation Records, AMC, OEM Correspondence Copy, Warranties, Manuals, Equipment History Card, Service Reports, Spare Parts Details?		
	<b>Preventive Maintenance</b>		
FMS.1.D	Are annual preventive maintenance plans and monthly schedule available covering all the biomedical assets of the hospitals?		
FMS.	Are methods for PM indicated for each type / equipments - AMC/CMC, Internal, and Outsourced?		
FMS.1.C	In case of internal PM, are checklists / work lists been developed based on manufacturer recommendations?		
FMS.1.D	Are achievement of PM plan and monthly schedules monitored and corrective action taken on schedule slippages?		
	Are service reports maintained for PM done - AMC and internal? Are they filed chronologically in appropriate equipment files?		
FMS.5.B	Is updated PM status labeled on all equipments?		
	<b>Calibration</b>		
FMS.5.D	Are annual plans and monthly schedule available for calibration of biomedical equipments covering all the biomedical assets of the hospitals?		
FMS.5.D	For internal calibrations does the BME team maintain a set of master tools with valid external calibrations and traceability?		
FMS.5.D	In case of internal calibrations, are checklists / work lists been developed based on manufacturer recommendations?		
FMS.5.D	Are achievement of calibration plan and monthly schedules monitored and corrective action taken on schedule slippages?		
FMS.5.D	Are calibration reports available for all equipment under calibration - external and internal? Are they filed chronologically in appropriate equipment files?		
FMS.5.D	Is calibration status indicated using a label in all the equipments where applicable?		
	<b>Breakdown Maintenance</b>		

FMS.5.C	Is round the clock breakdown maintenance support available across the hospital?		
FMS.5.C	Is a log book / filing maintained for all breakdown reports received?		
FMS.5.C	Is user department provided a turnaround time for repairs / replacements and updates on progress?		
FMS.5.C	Is action taken for maintenance and time of completion recorded for each break down request? Are analyses of same done to ensure meeting of service standards of BME department?		
	<b>Condemnation</b>		
FMS.5.D	Is condemnation and disposal of obsolete and unusable medical equipment done regularly and as per procedure?		
	<b>General</b>		
FMS.5.	Does BME do an annual plans for equipment procurement to meet potential replacements and equipments failures and / or potential increase in services?		
	Is BME involved in feasibility analysis of new equipments procurements process? Review evidence like minutes of analysis reports?		
	Is there a process of maintaining adequate spare parts / back up equipments to meet to ensure continuity of services in breakdown or contingencies?		
<b>AUDITOR COMMENTS:</b> ..... ..... .....			