

DATE:-

Objective Elements	Point of Audits	Yes/No/NA	Remarks / Observations
	Assets & Plans		
	Is there an updated Asset Register with details and location of all FMS assets?		
FMS.5.B	Is all FMS assets tagged with an unique id (sticker, stencil) - Verify samples 4-5 randomly at various patient care locations? Should include fixtures like Fans, HVAC (AHU, FCU etc), TVs, and Refrigerators etc?		
	Are assets categorized based on their value and significance?		
	Are equipment files maintained for all critical and high value assets - Installation Records, AMC, OEM Correspondence Copy, Warranties, Manuals, Equipment History Card, Service Reports, and Spare Parts Details?		
	Utility Services Planning & Running		
FMS.4.C	Are As-Built and up to date versions of Civil and MEP drawing of the hospitals maintained at the FMS department for easy reference - Civil, Electrical, HVAC, MGPS, Water and Waste Water, Fire, IT & Communications, Lifts, Pneumatic System, Nurse Call etc		
	Electrical Supply		
FMS.2.E	Is back up electricity planned for in case of failures - DG set, UPS (OT, Procedure Areas & Critical Care)		
FMS.2.E	Has back up load testing done periodically - quarterly,10 min, full planned load		
FMS.3 FMS.7	Are safety devices and safety matting provided in all areas - Panel Room, DG Set, Transformer Rooms, Distribution Panel Areas		
	Are all areas maintained clean, without debris and fire hazards?		
	Are safety inspection certificates annual from EI available for HT installations, Lifts?		
FMS.7.D	Is emission testing for DG stack done and records maintained?		
FMS.7.D	Are log books maintained for DG sets, Panel Readings etc?		
	Water Supply		
FMS.2.D	Is source well water tested annually and report maintained?		
FMS.2.E	Are details of alternate supplies available - municipal, Water tankers? Are arrangements for same evidenced in case of primary source failure?		

FMS.2	Are records of water treatment plant available - TDS testing log, filter maintenance and change log book?		
FMS.2.F	Is plan and records for cleaning water storage tanks available? Are these tanks labeled with date of cleaning and next cleaning due dates?		
FMS.2	Is a maintenance record - back wash, filter changes record available for RO water plant?		
FMS.2.D	Is water testing report monthly available for RO water including endotoxins?		
FMS.2	Is the primary source - well cleaned and maintained on an annual basis?		
	HVAC		
FMS.4.C	Are maintenance records available for both high side and low side systems - Cooling towers, Chiller Plants, Pumps, AHU, FCU etc? Should include rescaling of chiller plants?		
FMS.4	Are filter cleaning records available for all AHUs?		
FMS.4	Is filter cleaning records monthly available for all OT, Procedure Rooms and other high risk areas as per HIC protocols?		
FMS.4	Are HEPA filter efficiency checks done annually and records maintained?		
FMS.4	Is independent validation of OT AC parameters done annually and report maintained?		
	MGPS		
FMS.6.4	Are gas cylinders chained at all locations and storage precautions ensured?		
FMS.6.B	All gas pipeline alarms panels and gauges checked regularly and calibrated where indicated?		
FMS.6.B	Is a maintenance record for vacuum and compressor pumps available?		
FMS.6	Is stock registers available for O2 and NO cylinders with details of their batch numbers?		
FMS.6	Is filling log books of Liquid O2 Plant maintained with details of batch numbers?		
FMS.6	Is oxygen purity testing report for Liquid and cylinders received from suppliers and verified?		
FMS.6	Is purity testing done for compressed gas quality annually?		
FMS.6.B	Is maintenance and checking schedule available for all MG adaptors at all locations in the hospital - annually?		
FMS .6.C	Is leakage tests done sector wise for all gas pipelines to ensure safety?		
FMS.6	Whenever gas pipeline maintenance or work done is nitrogen flushing and pressure testing done on that segment / sector and records maintained?		

FMS.6	Is daily checking done and logs maintained for all backup cylinders used in all patient care areas?		
	Waste Water / Effluent Treatment		
	Are points provided in all patient care areas for disposal of liquid biomedical waste connected to the effluent treatment system? Are these points identified in all floors with access to staff? Does all staff aware about these points?		
FMS.2.G	Is maintenance records available for STP / ETP? - Equipment, Sludge Removal, Bacterial loads and inputs		
FMS.2.E	Are output water testing done and records maintenance done as per statutory requirements?		
FMS.2.G	Is treated water output used for non-potable purpose - gardening, fire fighting, flushing lines etc to promote water conservation?		
	Fire Fighting		
FMS.7.D	Is maintenance records available for fire pumps?		
FMS.7.D	Is list of fire extinguishers with their locations and serial nos available along with due date for maintenance and refilling?		
FMS 7.D	Are yard hydrants and wet risers tested annually/Quarterly?		
FMS.7.D	Is fire detection devices, fire alarms and panels checked and maintained annually?		
	Pneumatic System		
FMS.4	Is annual maintenance of the system done and record maintained?		
FMS.4	Is all components checked and maintained annually - Networks, WiFi Routers, Nurse Call Systems, PA System components, EPABX		
	Preventive Maintenance		
FMS.4.C FMS.5.C	Are annual preventive maintenance plans and monthly schedule available covering all the engineering assets of the hospitals?		
FMS	Are methods for PM indicated for each type / equipments, plants - AMC/CMC, Internal, Outsourced?		
FMS.5.B	In case of internal PM, are checklists / work lists been developed based on manufacturer recommendations?		
FMS	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?		
	Is updated PM status labelled on all equipments / Plants?		
	/ Plans		
FMS.4.D	Are annual plans and monthly schedule available for calibration of FMS equipments / Plants as applicable?		

FMS.4.D	For internal calibrations does the engineering team maintain a set of master tools with valid external calibrations and traceability?		
	Incase of internal calibrations, are checklists / work lists been developed based on manufacturer recommendations?		
	Are achievement of calibration plan and monthly schedules monitored and corrective action taken on schedule slippages?		
FMS.1	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?		
	Breakdown Maintenance		
FMS.4.F	Is round the clock breakdown maintenance support available across the hospital?		
FMS.4.G	Is a log book / filing maintained for all breakdown reports received?		
FMS.4 FMS.5	Is user department provided a turn around time for repairs / replacements and updates on progress?		
FMS.4	Is action taken for maintenance and time of completion recorded for each break down request? Are analysis of same done to ensure meeting of service standards of BME department?		
	Condemnation		
FMS.5.F	Is condemnation and disposal of obsolete and unusable equipments / plants done regularly and as per procedure?		
AUDITOR COMMENTS:			