HEALTHCARE MEDICAL EQUIPMENT INSPECTION TEMPLATE

Medical Equipment Inspection Checklist

Inspect medical equipment for identification, condition, safety, performance, alarms, calibration, maintenance status, power readiness, defects, quarantine, repair, and verified return to service.

FACILITY / DEPARTMENT	INSPECTION DATE	INSPECTOR	APPROVER

Use this checklist with current manufacturer instructions, approved inspection procedures, local requirements, and the facility medical equipment management program. Equipment-specific limits and competent-person requirements take precedence.

1. Audit setup, inventory, risk, and governance

1 **Confirm the facility, department, inspection date, inspector, biomedical or clinical engineering contact, equipment owner, and escalation contacts.** EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Confirm responsibility and the inspection procedure before testing equipment.

2 **Define the equipment population and locations included, including life-support, diagnostic, therapeutic, monitoring, laboratory, and mobile devices.** EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Include high-risk and life-support devices in the sample and inventory review.

3 **Verify each sampled item is included in the current medical equipment inventory with a unique asset identifier and assigned risk category where applicable.** EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use repeat faults and overdue work to focus the inspection on higher-risk equipment.

4 **Review previous inspection failures, repairs, adverse events, recalls, user complaints, downtime, and overdue corrective actions for the sampled equipment.** CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Check the current approved procedure and manufacturer instructions before applying acceptance limits.

5 **Confirm current manufacturer instructions, service manuals or approved procedures, inspection intervals, acceptance criteria, and escalation rules are available to authorized staff.** CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Do not rely only on a visible service sticker; reconcile it with the maintenance record.

6 **Capture the inspection start time, equipment location, asset ID, model, serial number, and an approved reference photo without unnecessary patient information.** CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Avoid including patient-identifying information in routine inspection photographs.

2. Equipment identity, labels, records, and service status

7 Match the equipment make, model, serial number, asset ID, department, and assigned location with the inventory or CMMS record. EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Resolve identity mismatches before recording inspection results against the asset.

8 Verify equipment labels, warning labels, operating instructions, electrical ratings, and identification marks are present, legible, and securely attached where required. EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Replace unreadable safety or identification labels before release where they are required for safe use.

9 Confirm the inspection, preventive-maintenance, calibration, or service-status label is current and consistent with the maintenance record. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Investigate any mismatch between the physical status label and CMMS or service record.

10 Verify any accessories, probes, sensors, leads, cables, hoses, modules, or detachable parts are correctly identified and compatible with the equipment. EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Confirm accessories belong to the sampled device and have not been mixed between incompatible models.

11 Check the equipment has not been modified, substituted, or configured outside an approved change-control or service process. EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Escalate non-approved modifications or repairs before further clinical use.

12 Confirm newly received, transferred, leased, or returned equipment has completed required incoming or acceptance checks before clinical use. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Document acceptance testing or incoming inspection before new or transferred equipment enters service.

3. Physical condition, cleanliness, accessories, and installation

13 **Inspect the enclosure, housing, frame, wheels, brakes, casters, handles, mounts, stands, drawers, and covers for cracks, looseness, corrosion, impact damage, or missing parts.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Look for damage that can affect stability, enclosure integrity, or safe transport.

14 **Check power cords, plugs, strain reliefs, connectors, sockets, leads, hoses, and cables for cuts, exposed conductors, bent pins, wear, contamination, or unsafe repairs.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Inspect cords and connectors along their full length, including strain-relief points.

15 **Verify patient-contact parts, reusable accessories, and external surfaces are visibly clean, dry, intact, and released for use according to the applicable cleaning or reprocessing process.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Do not release contaminated equipment merely because its technical function is acceptable.

16 **Confirm required accessories, consumables, probes, batteries, cables, filters, adapters, and emergency attachments are available and in usable condition.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use the equipment-specific accessory list or approved setup standard.

17 **Check the equipment is installed or positioned securely with adequate clearance, ventilation, drainage, stability, and access for safe operation and servicing.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Check installation conditions that can affect cooling, stability, gas flow, or safe access.

18 **Verify storage or parking conditions protect the equipment from moisture, heat, dust, impact, unauthorized access, cable damage, and obstruction of clinical pathways.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Keep mobile equipment parked so cables, wheels, and access routes remain protected.

4. Electrical, mechanical, and environmental safety

19 **Verify required electrical-safety testing is current and that the equipment has no unresolved electrical-safety failure or restriction.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use trained personnel and approved electrical-safety test equipment where such testing is required.

20 **Check protective earth, insulation, leakage-current, polarity, grounding, or other applicable electrical-safety results against the approved test procedure and limits.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Record actual test values and acceptance limits where the procedure requires measured results.

21 **Inspect mechanical safety features such as brakes, locks, latches, guards, rails, moving assemblies, lifting points, and pressure or vacuum connections for safe operation.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Test brakes, locks, guards, and moving parts under realistic but safe conditions.

22 **Confirm fuses, protective covers, interlocks, guards, emergency stops, and other safety devices are present, intact, and not bypassed.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Never bypass an interlock or safety device to make equipment pass inspection.

23 **Verify the equipment is used within required environmental conditions such as temperature, humidity, ventilation, magnetic-field, gas, electrical-supply, or radiation-control requirements where applicable.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Consider environmental limits specified for the device and the clinical area.

24 **Confirm fixed or portable equipment moved between sites or after major repair, upgrade, impact, or relocation has completed the required safety and operational checks before return to use.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** After major repair, upgrade, or transport, complete the checks required before release.

5. Functional performance, controls, indicators, and alarms

25 **Power on the equipment using the approved procedure and confirm it completes startup, self-test, and initialization without unresolved error messages.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Record startup errors, self-test codes, and any workaround needed to obtain normal operation.

26 **Verify key controls, switches, touchscreens, knobs, displays, indicators, pedals, remote controls, and user inputs respond correctly and are readable.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Check all controls that are necessary for the device's intended clinical use.

27 **Test representative clinical functions and operating modes against manufacturer specifications or the approved functional inspection procedure.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use approved simulators or reference loads where functional testing requires them.

28 **Verify visual, audible, and remote alarms activate at the intended conditions, are perceptible, and cannot be inappropriately silenced or disabled.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Confirm alarm audibility and visibility under the conditions in which the device is actually used.

29 **Confirm alarm limits, defaults, volume, delays, escalation routes, and user-adjustable settings are appropriate for the equipment and approved clinical use.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Do not normalize unsafe alarm settings simply because the equipment can technically operate.

30 **Check output, measurement, flow, pressure, temperature, speed, energy, timing, or other performance parameters remain within the approved acceptance limits for the sampled device.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use device-specific tolerances rather than one generic performance limit.

6. Calibration, accuracy, inspection, and preventive maintenance

31 Verify calibration or performance-verification records are current for equipment that measures or delivers clinically significant values or energy.

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Prioritize calibration for devices whose measurements or outputs directly affect diagnosis or therapy.

32 Confirm the reference test equipment used for inspection or calibration is itself within calibration and traceable under the facility's approved process.

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Verify the reference instrument's calibration status before relying on its readings.

33 Compare sampled equipment readings or outputs with an appropriate reference and document actual result, expected result, tolerance, and disposition.

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Document expected, actual, tolerance, and pass/fail result for quantitative checks.

34 Verify scheduled inspection and preventive-maintenance tasks were completed at the required interval using manufacturer instructions or the facility's approved maintenance strategy.

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Match maintenance tasks and intervals to approved instructions or written maintenance strategy.

35 Confirm replaced parts, lubrication, filters, seals, batteries, firmware, consumables, adjustments, and other preventive-maintenance work are documented where applicable.

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Record parts and adjustments that can influence future reliability or traceability.

36 Check overdue, deferred, inaccessible, or incomplete maintenance is documented with risk assessment, interim controls, responsible owner, and follow-up date.

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Do not hide overdue work; document the risk, interim control, and follow-up owner.

7. Power, battery, connectivity, software, and data readiness

37 **Verify mains power, adapters, power supplies, charging systems, and approved extension or isolation devices are intact, compatible, and correctly connected.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Inspect approved power supplies and adapters as part of the equipment system.

38 **Test battery condition, charge status, runtime, charging, low-battery warning, and battery replacement status where equipment depends on battery operation.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Where practical, test battery operation under load rather than checking only the charge icon.

39 **Confirm backup power, emergency power, UPS, or alternate power arrangements are available and tested for equipment that requires continuity of operation.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Confirm emergency power arrangements are appropriate for the equipment's clinical role.

40 **Verify network, interface, time synchronization, data transfer, printer, scanner, or peripheral connections required for clinical use are functioning as intended.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Check communication faults that could prevent alarms, orders, results, or monitoring data from reaching the intended system.

41 **Confirm software or firmware version, approved configuration, user access, date/time, patient-data settings, and cybersecurity-related controls follow the facility's approved device-management process.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Record configuration or software issues through the approved device-management process.

42 **Check locally stored or transmitted test data, logs, alarms, and configuration records are protected from unintended loss or unauthorized change and can be retrieved when needed.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Follow the facility's privacy and cybersecurity procedures when checking connected equipment.

8. High-risk and life-support equipment readiness

43 **Confirm high-risk and life-support equipment is clearly identified in the inventory and receives the inspection, testing, and maintenance priority required by the facility.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use the facility's risk classification rather than inventing a separate inspector-only category.

44 **Verify emergency-use equipment is immediately accessible, powered or charged, complete, and ready for use in its designated clinical area.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Check emergency equipment at the actual point of use, not only in storage or CMMS records.

45 **Test representative fail-safe, backup, alarm, battery, self-test, and emergency functions without compromising patient care or equipment safety.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Test fail-safe and backup functions without creating risk to patients or disrupting active care.

46 **Confirm critical accessories and consumables required to operate the device are available, compatible, within expiry where relevant, and stored with the equipment or at the defined point of use.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Verify required accessories and consumables are ready when the device is urgently needed.

47 **Verify users can identify equipment status, complete required pre-use checks, recognize abnormal operation, stop unsafe use, and summon technical support.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use a practical user scenario to confirm staff know when and how to stop unsafe use.

48 **Confirm contingency arrangements exist for equipment failure, including alternate equipment, transfer, backup modality, emergency response, and escalation.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Confirm an alternate device or clinical contingency is realistic and accessible.

9. Defects, quarantine, repair, recalls, and return to service

49 **Immediately identify and remove from clinical service any sampled equipment with a safety, performance, cleanliness, calibration, labeling, or integrity failure that could create unacceptable risk.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** When safety is uncertain, control the device first and investigate second.

50 **Apply a clear out-of-service or quarantine status and prevent unintended reuse while the defect, owner, location, date, and required action are recorded.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use a status label or system control that prevents accidental return to patient care.

51 **Verify repair or corrective maintenance is performed by authorized personnel using approved procedures, parts, tools, and service documentation.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Record who performed the repair, what was changed, and the evidence supporting the work.

52 **Confirm equipment affected by a manufacturer safety notice, field action, recall, or regulatory communication is identified, located, and managed according to the approved response plan.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Search inventory records broadly enough to locate all units potentially affected by a safety notice.

53 **Review repair history for repeated faults, excessive downtime, unavailable parts, recurrent user damage, or performance drift that may require escalation or replacement assessment.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Repeated faults may indicate a broader reliability, training, environment, or replacement issue.

54 **Before return to clinical use, verify the equipment passes required safety, functional, calibration, cleaning, documentation, and release checks and that restrictions are removed by an authorized person.**

CRITICAL | EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Return to service only after all required post-repair checks and approvals are complete.

10. Findings, corrective actions, verification, and sign-off

55 Calculate the overall inspection result and summarize critical failures, overdue maintenance, repeated defects, affected equipment, and clinical-service impact. EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Separate immediate patient-safety risk from longer-term reliability or process improvements.

56 Create immediate containment for every critical safety, performance, electrical, calibration, cleanliness, alarm, or readiness failure. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Record the temporary control that protects users while permanent correction is pending.

57 Assign each finding an owner, priority, due date, root-cause requirement where appropriate, corrective action, and objective closure-evidence rule. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Use objective closure evidence instead of relying only on a written owner comment.

58 Escalate overdue, repeated, high-risk, life-support, recall-related, or patient-safety-related equipment actions to the required management and clinical engineering level. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Escalate unresolved high-risk equipment issues before they become routine overdue work.

59 Verify closure through repeat inspection, electrical-safety results, calibration evidence, functional testing, repair records, cleaning evidence, user verification, or follow-up audit. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Repeat the relevant technical test when the failure involved safety, performance, or calibration.

60 Record the final inspection decision, equipment restrictions or release status, next review date, inspector, approver, date, time, and sign-off. CRITICAL EQUIPMENT CHECK

Ready / compliant | Needs attention | Remove / critical | N/A

◇ **Execution tip:** Keep equipment restricted until every defined release condition has been met.