

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم		
	POLICY		
	MONITORING AND MAINTENANCE OF MEDICAL, ELECTRICAL AND MECHANICAL EQUIPMENT		
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Purpose/Scope: To maintain smooth operation of a machine equipment on periodically

Policy statement:

Steps:

- School Nurse to maintain the record of periodic preventive maintenance (PPM) for each equipment.
- Weighing Machine – The PPM to be done by the external company and certificate to be obtained from the company certifying the process
- Glucometer Calibration –School Nurse to calibrate with the control solution for every week and recording.
- Medical Refrigeration Temperature – School Nurse to monitor the temperature by the thermometer placed inside the refrigerator, to be maintained between 2-8 °C (normal). In case of a variation, it has to be notified to the company and to be rectified.
- Pressure Gauge: Checking pressure gauge of the medical oxygen cylinder – hydrostatic pressure to be done in every 5 years by an external company and certificate to be obtained from the company certifying the process
 - i. Oxygen level to be checked by the school nurse daily and record.
- Medical Bed – PPM of the medical bed should be reviewed and monitored annually.
- Automated External Defibrillator (AED): PPM of the AED machine to be done annually and recorded. Periodic or time based maintenance to be done so that the equipment failure can be predicted overtime

			
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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	23 Feb 2021	Director
01	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
02	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM & IT Documents.	16 September 2024	Director