



# DPP

DPP-BMD-001-V5

POLICY TITLE	EFFECTIVE DATE	REVISION DATE	APPLIES TO
Test Equipment	23 JAN 2022	22 JAN 2025	All HTM Staff

## 1. PURPOSE:

1.1 To maintain all test equipment and its calibration cycle updated for a better outcome.

## 2. OPERATIONAL DEFINITION(S):

2.1 **HTMA:** Healthcare Technology Management Administration

2.2 **Test equipment:** equipment used to calibrate, test, or evaluate the performance and safety of used medical equipment.

## 3. EQUIPMENT/MATERIAL/FORM(S):

3.1 Test equipment log

## 4. POLICY STATEMENT:

4.1 Ensure that all test equipment used to verify the proper functionality of medical equipment is calibrated by an authorized agent in accordance with manufacturers' and standard recommendations.

## 5. PROCEDURES:

5.1 Test equipment should be stored in a locked cabinet in the main workshop.

5.2 All HTMA staff intending to borrow test equipment shall inform the project manager or record it in the logbook.

5.3 The project manager or any staff assigned should monitor the test equipment inventory and verify the validity of calibration labels including calibration certification expiry.

5.4 Test equipment calibration should be requested at least three months prior to the expiration of the calibration certificate.

5.5 Project manager will send the test equipment for calibration as per manufacturer and international standards.

5.6 Certificates of calibration should be placed in the equipment folder.

## 6. RESPONSIBILITIES:

6.1 Project manager.

6.2 HTMA staff.

## 7. REFERENCES:

7.1 Manufacture recommendation relative to the manual for each piece of equipment.

7.2 National Hospital Standards, 3<sup>rd</sup> edition CBAHI 2016. FMS.26



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## 8. APPROVAL TABLE

### Preparation, Review, and Approval

	NAME	JOB TITLE	SIGNATURE	DATE
<b>Prepared by:</b>	Ms. Nada Alnafisah	Quality Officer		03 Jan 2022
	Eng. Mohammed Elkhoul	Biomedical Engineer & Quality Officer		03 Jan 2022
<b>Reviewed by:</b>	Mr. Soud Alsayari	QMPSA DCD Quality Specialist		05 Jan 2022
	Eng. Turki Alshadoukhi	Healthcare Technology Development and Integration Administration		05 Jan 2022
	Mr. Ali Al Asmar	QMPSA Director		05 Jan 2022
<b>Approved by:</b>	Eng. Abdullah Aldhalia	Associate Executive Director of Healthcare Technology Management		09 Jan 2022



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## 9. POLICY AND PROCEDURE HISTORY:

Initial PP: Version 1 DPP-BMD-003-V1	Dated: 15 January 2011
Replaced by: Version 2 DPP-BMD-003-V2	Dated - 03 April 2014
Replaced by: Version 3 DPP-BMD-003-V3	Dated:13 September 2015
Replaced by: Version 4 DPP-BMD-003-V4:	Dated:11 Dec 2018
Replaced by New code & Version 5 <b>DPP-BMD-001-V5</b>	Dated: 23 JAN 2022



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Kingdom of Saudi Arabia  
Ministry of Health  
King Saud Medical City  
Healthcare Technology  
Management.



المملكة العربية السعودية  
وزارة الصحة  
مدينة الملك سعود الطبية  
إدارة تكنولوجيا الرعاية الصحية

## Equipment Calibration and Test Log

NO	Date	Calibration/Test Equipment	Project Manager	ENG/TECH