



# DPP

DPP-HTM-013-V5

Policy Title	Effective Date	Revision Date	Applies To
Medical Equipment Tagging	23 August 2022	22 August 2025	All Healthcare Technology Management (HTM) Staff

## 1. Purpose:

- 1.1 To define the tagging process of medical equipment managed by HTM Staff.
- 1.2 To identify the device on the equipment inventory, track its service history, and enable HTM to locate the associated equipment.

## 2. Operational Definition(s):

**2.1 KSMC:** King Saud Medical City.

**2.2 HTM:** Healthcare Technology Management.

**2.3 HTMA:** Healthcare Technology Maintenance Administration.

**2.4 CMMS:** Computerized Maintenance Management System.

**Medical equipment:** Any patient care-related maintainable electrically or non-electrically operated equipment.

**2.5 HTM asset number tag:** It is a label with a unique identification control number that is permanently affixed to all medical equipment. Asset number is a unique number that refers to a unique piece of equipment in KSMC inventory.

**2.6 PPM (Periodic Preventive Maintenance) tags:** They are labels that are temporarily placed on equipment following each inspection to show that it has been inspected and is ready to use. Periodic preventive maintenance tags are helpful to quickly identify equipment requiring inspection and determine overdue equipment during quality assurance inspection rounds.

**Preventive Maintenance (PM):** It is a routine program in which HTMA staff inspect, change kit (if recommended), clean, calibrate, and perform safety checks on medical equipment to prevent potential breakdowns and failures and ensure both patient and user safety.

**PPM tags:** They show the testing date, the due date of the next test, and the safety check signed by the engineer who did the PPM or the KSMC assigned engineer.

**2.7 Recall tag:** It is a tag used with the machine that must not be used or recalled from regulatory institutions and agencies including SFDA.

**2.8 Out-of-order tag:** It is a tag that is used with the machine, which is not working in a good condition to indicate waiting for spare parts, agent visit, or repairs.

**2.9 Scrapped equipment tag:** It is a tag used with machines that will be condemned.

**2.10 Demonstration tag:** It is a tag used for machines under loan or demonstration.

**2.11 Transfer tag:** It is a tag used for machines needed to be transferred to another location.

**2.12 Ready to use tag:** It is a tag used for the machine after repair to indicate that it is working in a good condition

**2.13 Do not use tag:** A tag that is used for machines that need service inspection.

**2.14 Under installation tag:** A tag that is used for machines that have been received from the vendor and waited for the complete approval process.

**2.15 Battery tag:** A tag that is used for all machines containing built-in batteries.

## 3. Equipment/Material/Form(S):

3.1 PPM tag.

3.2 Asset number tag.

3.3 Recall tag.

3.4 Investigation tag.

3.5 Out-of-order tag.

3.6 Scrapped equipment tag.

3.7 Demonstration tag.

3.8 Transfer tag.



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- 3.9 Ready to use tag.
- 3.10 Do not use tag.
- 3.11 Under installation tag.
- 3.12 Battery tag (keep me contacted with AC).
- 3.13 Under investigation tag.

#### 4. Policy Statement:

**The tags enable staff to know the status of the equipment:**

- 4.1 HTMA staff has the sole authority to place or remove tags for medical equipment upon appropriate inspection, testing, PPM, and safety checks.
- 4.2 HTM staff must implement and manage an equipment tagging standardized process for equipment identification and inspection processes.
- 4.3 HTM staff shall be contacted if tags are missing on any medical equipment or in case of a tag that is required for non-functioning equipment. All tags shall be clearly labelled and must be visible; they should be placed on the right side of the medical equipment, if possible.
- 4.4 Equipment must not be used/operated if a "Do not use, out of order, recall, under investigation tag" is affixed. Users must ensure that equipment with such tags is immediately removed from service.
- 4.5 Privately owned equipment is not allowed in KSMC.
- 4.6 Preventive maintenance that is conducted by the company should be written on the PPM tag (Submitted by: Engineer Name).
- 4.7 The program shall be designed to meet regulatory and international standards, especially those required by the CBAHI.

#### 5. Procedures:

##### 5.1 PPM and asset number tag

###### 5.1.1 HTM asset number tag:

- a) CMMS will be responsible for generating asset numbers. HTM staff shall be responsible for affixing the HTM asset number tag.
- b) The label will be affixed on the right side if possible, in a prominent and readable position. It must be affixed to a location that is difficult to tamper with. A unique number will be used for each piece of equipment and attached to each of its modules or major components.

###### 5.1.2 PPM tag:

- A) Following preventive maintenance and incoming inspection, HTMA staff must be responsible for affixing a PPM tag on the equipment to show that it has been inspected.
- B) The label should be placed in a prominent area on the device for clear visibility. The label should include the inspection date and the next due date. The presence of this label will signify a complete PPM.
- C) The end-user should notify HTMA staff if a piece of equipment does not have a PPM tag, or if the tag is outdated while performing routine work. The end-user should check that the PPM tag & battery tag fit for equipment that has a built-in battery.
- D) An outdated PPM tag is not an indication that the device is unsafe for use or that it should be removed from service. A device may not be inspected by the date on the tag for various reasons. Depending on the risk classification, a device may fall behind its schedule within an acceptable period of two weeks without posing any appreciable risk or hazard to the patient or user.

###### 5.2 Out-of-order tag:

HTMA staff shall be responsible for affixing an "out-of-order tag" on every piece of equipment that is removed from service due to breakdown (waiting for spare parts or request service from the agent or



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still under inspection). The tag enables staff to know the status of the equipment awaiting attention at any time and informs anyone attempting to use the equipment that it is out of order.

### 5.3 Do not use tag:

**5.3.1** HTMA staff is responsible for ensuring that the tags are available in each department/section /unit.

**5.3.2** Nursing staff, charge nurse, or head nurse shall be responsible for affixing a "do not use tag" to every piece of equipment that is malfunctioned or has any problems. They are responsible for informing the HTMA. This tag should be affixed to the equipment while waiting for HTMA staff to respond to the call and assess the problem.

### 5.4 Recall tag:

HTMA staff shall be responsible for affixing a "recall tag" on every piece of equipment that is under recall until contact with the vendor to check and fix the equipment is achieved. In this case, the SFDA report that contains the machine name highlighted in yellow colour must give us a clear indication that the machine is safe to use.

### 5.5 Demonstration tag:

HTMA staff shall be responsible for affixing a demonstration tag to all equipment in KSMC for loan or demonstration. Any demonstration equipment shall be recorded in a list; this tag is used to clarify the status of the machine during the time that it is in KSMC.

### 5.6 Under investigation tag:

HTMA staff shall be responsible for affixing the investigation tag on the medical device after an incident resulting in death, serious injury, or serious illness had taken place.

### 5.7 Scrapped equipment tag:

HTMA staff shall be responsible for affixing a "scrapped equipment tag" after finishing the technical report and taking the decision to scrap the equipment. This tag is used to clarify the status of the machine until the end-user finishes processing the paperwork to remove the scrapped equipment from the department and forward it to the warehouse.

### 5.8 Transfer tag:

End-user shall be responsible for affixing for "transfer tag" after deciding to transfer the equipment to another department or another hospital related to MOH. This tag is used to clarify the status of the machine until the end-user finishes processing the paperwork to remove the equipment from its area to the new place or MOH warehouse.

### 5.9 Ready to use tag:

**5.9.1** Nursing staff "end-user" shall be responsible for affixing a "ready to use tag" when a machine is functioning well but kept in the store at the standby mood.

**5.9.2** Nursing staff "end-user" shall be responsible for affixing a "ready to use tag" when a machine comes back to service after repair, recall, investigation, or any other reason.

**5.9.3** We prepare this tag because some areas do not have equipment stores, so this tag is designed to help staff to know which machine is ready to use after repairing and cleaning.

### 5.10 Under installation tag:

HTMA staff shall be responsible for affixing "under installation tag" when a machine is delivered to KSMC and it is still under installation from the vendor side or because of incompatibility standards, or missing accessories or papers.

### 5.11 Battery tag:

HTMA staff shall be responsible for affixing a "battery tag" to all machines with built-in batteries.

## 6. RESPONSIBILITIES:

**6.1** HTMA staff is responsible for affixing all the tags related to them.



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- 6.2 CMMS admin is responsible for monitoring and ensuring that there is always availability of stock from stickers).
- 6.3 The end-user are responsible for affixing:
- 6.3.1 "Do not use tag" in case of machine malfunctioning.
- 6.3.2 "Ready to use tag" in case that the machine is in the standby mood or comes back to service.
- 6.3.3 "Transfer tag tag"

## 7. REFERENCES:

- 7.1 Departmental Policies & Procedure.



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## 8. APPROVAL TABLE

### Preparation, Review, and Approval

	Name	Job Title	Signature	Date
Prepared by:	MS. Nada Alnafisah	Quality officer		1/8/2022
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Reviewed by:	Eng. Abdulmajeed Almushiti	Head of Improvement and Monitoring		3/8/2022
	Mr. Soud S. Alsayari	Head of P&P section / QMPA		4/8/2022
	Eng. Turki Alshadoukhi	Director of Healthcare Technology Development and Integration		4/8/2022
	Mr. Ali Al Asmar	QMPA Director		7/8/2022
Approved by:	Eng. Abdullah Aldhalia	Associate Executive Director of Healthcare Technology Management		9/8/2022



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## 9. POLICY and Procedure History:

Initial PP: Version 1 DPP-BMD-013-V1	Dated: 15 Jan 2011
Replaced by: Version 2 DPP-BMD-013-V2	Dated: 03 April 2014
Replaced by: Version 3 DPP-BMD-013-V3	Dated: 14 Sep 2015
Replaced by: Version 4 DPP-BMD-013-V4	Dated: 02 April 2019
Replaced by: <b>Version 5 DPP-HTM-013-V5</b>	Dated: <b>23 August 2022</b>
Deleted Date:	