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| **Automated External Defibrillator (AED) Inspection Checklist**  **FACILITY NAME AED LOCATION** | | | | | |
| **Date: Time:** | | | | | **AED Model:** |
| **Inspector Name:** | | | | | **Inspector Signature:** |
| **#** | See note below | **n/a** | **Yes** | **Write line # and comments on the back for all “Needs Work” items** | |
| **1** |  |  |  | **Is the AED case accessible and highly visible?** There should be nothing that obstructs or obscures the AED from quickly finding and accessing it for use. | |
| **2** |  |  |  | **Does the AED case alarm properly?** Check that the case sounds the alarm if opened, and if provided, sends a signal to a monitoring location. | |
| **3** |  |  |  | **Is the AED intact and free of damage?** Inspect the overall condition of the AED. Pay particular attention to connector sockets. | |
| **4** |  |  |  | **Is the AED and case clean?** The outside of the AED can be cleaned with a soft cloth dampened with soapy water or a 10% bleach solution. Clean the case with soapy water. | |
| **5** |  |  |  | **Is the AED battery properly charged?** A properly charged battery will show a black hourglass symbol in the upper right-hand corner of the AED.  A flashing red X indicates a low charge but is sufficient to deliver a shock. Leave AED on-site but report immediately.  A solid red X or no symbol indicates a completely drained battery. First, remove the battery and then replace it. If a red X still appears, replace it with a new battery and return to service. If a new battery is not available, remove AED from the site. | |
| **6** |  |  |  | **Is the green Ready light blinking?** The AED runs daily self-tests. A blinking green light indicates the use passed its last self-test. A steady green Ready light indicates the AED is running a self-test or is in use. If the Ready light is off, see the troubleshooting guide in the Owner’s Manual. | |
| **7** |  |  |  | **Are the AED pads and a spare set present, in good condition, and unexpired?**  Adult pads: # of packages \_\_\_\_\_, expiration date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pediatric pads: # of packages \_\_\_\_\_\_, expiration date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Packages must be sealed. Visible wires and connections are in good condition. | |
| **8** |  |  |  | **Is a spare and unexpired battery present?** Philips recommends a spare battery be kept in the AED case. If it is present, note the expiration date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **9** |  |  |  | **Are 2 pairs of rubber gloves, 1 barrier facepiece, scissors, a razor, and cloth/gauze pad present?** | |
| **10** |  |  |  | **Are the Quick Reference Guide present and all labels legible?** The Quick Reference Guide should be visible in the clear window of the case. Check that all warnings and informational labels are legible. | |

**Comments/Actions Taken:**