



TOOLKIT 28 · MEDICAL EQUIPMENT · TOOL 2 OF 4

Preventive Maintenance — Annual Schedule and Work Record

From the inventory: which device is due in which month, who does it, what was done, what it cost. Faults fixed are recorded on the same sheet

Facility · year · maintenance lead · contractors (name, contract expiry) for:
 imaging _____ · sterilisers _____ · anaesthesia/ventilators _____

Device (asset no.)	Risk	Interval	J	F	M	A	M	J	J	A	S	O	N	D	Done ✓

Work record

Date	Asset no. · device	PM ☐ / repair ☐	Fault reported (by, date)	Work done · parts	Performed by	Safety / function test passed ☐	Returned to service (date)	Downtime (days)	Cost
		☐ ☐				☐			
		☐ ☐				☐			

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		☐ ☐				☐			
Quarterly: PM completed on time ____ % (target ≥ 90 % high-risk, ≥ 80 % all) · mean downtime high-risk devices ____ days · devices out of service > 30 days: _____									

ASF standards: Standard 3 — equipment maintenance (means of verification: planner, work records, completion rate)