

Out-of-Use Tag Record

Form | EQP-FRM-001

Document type	Form
Title	Out-of-Use Tag Record
Document ID	{{facility.code}}-EQP-FRM-001
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2B, criterion 2B.4
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the attachment and release of an out-of-use tag on a faulty device.

1. How to complete

- Attach the tag to the device at once when a fault is found.
- Complete the fault details.
- Only the engineer completes the release section.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Device identified by ID and location	Yes [EC]	☐	☐	☐	Action and who to tell
2	Fault described	Yes [EC]	☐	☐	☐	Action and who to tell
3	Tag attached at once	Yes [EC]	☐	☐	☐	Action and who to tell
4	Engineer repaired and tested	Yes or N/A [EC]	☐	☐	☐	Action and who to tell
5	Release recorded by engineer	Yes or N/A [EC]	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee