

Vehicle maintenance, equipment calibration and medicines check register

Register | PTR-REG-002

Document type	Register
Title	Vehicle maintenance, equipment calibration and medicines check register
Document ID	{{facility.code}}-PTR-REG-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
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	System S6 (Patient transfers and referrals), criterion S6.18, S6.19, S6.20, S6.21
Evidence basis	E-006, 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 maintenance of each vehicle, the calibration of each piece of medical equipment, and the check of medicines carried.

1. How to complete

- Enter each service, calibration and medicines check when done.
- Flag anything overdue at the monthly review.
- Remove out-of-service items from use until fixed.

2. Record

Vehicle or equipment ID	Item	Last maintenance or calibration	Next due	Medicines checked (date, initials)	Safety equipment present (yes or no)	Status

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

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
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	Pending Expert Committee approval