

General Service Checklist- 24 point check



Below is a list of minimum checks that a Henderson Biomedical engineer will perform during a service visit. This list is intended as a guide and is not exhaustive. Indeed, there may be other checks that the engineer carries out. Please note that some of the checks listed below cannot be performed on every type of equipment.

Visual inspection of the instrument and accessories

General inspection of the instrument

Check for signs of damage to the casing and abnormal noises

Initial checks

Ensure that the instrument has been properly decontaminated before work begins

This can be carried out by the engineer if the user has not done so already.

Check the display screen (LED, LCD, touch screen) is clear and free from any faults (if applicable)

Take a note of the user program settings for later reference (if applicable)

Check the equipment is located correctly

Check the instrument has been appropriately sited, e.g. not on the edge of a work bench or squeezed between other equipment

Functional checks

Verify the operation of the equipment

Does it start? Does it operate as expected?

Visual inspection of the motor (if applicable)

Check for signs of wear and tear, loose cables and corrosion

Verify locks, hinges and lids are all in a good condition (if applicable)

Electrical

Visual inspection of electronics including the PCB

Check for loose wires and/or connectors. Check the instrument is properly earthed

Do any of the components or cables show signs of burning?

Electrical safety checks carried out using a Portable Appliance Test (PAT)

Check panel indicators and switches are functional

Verify integrity of the mains cable and plug

Check all the buttons and/or knobs are working

Ensure cooling fan is functional and clean if necessary (if applicable)

General housekeeping

Ensure moving parts are cleaned and lubricated

Ensure all nuts and bolts are properly secured

Clean instrument

Remove all expired and unnecessary labels. Remove adhesive deposits using label remover

Ensure that Henderson Biomedical Service and Support sticker is placed somewhere visible on the instrument

Complete service/calibration label sticker with date, serial number and engineer's initials

Leave instrument with original programmed settings set by the user

Inform the user of any remedial work and/or potential future problems (if any)

Offer advice and/or tips on prolonging the life of the instrument