KEIT DAY HOSPITAL

Anesthesia Machine and Medical Device Inspection Protocol

Official Manual of Clinical, Care and Organizational Protocols

Document Code	KEIT-SOP-14	**Version**	2.0
Revision	02	**Status**	Official
Issue Date	28/03/2026	**Next Review**	28/03/2027
Prepared by	Medical Directorate / Quality	**Approved by**	_____
Signature and Date	_____	**Distribution**	Controlled - Internal Use

Purpose of the document. To officially define the scope, responsibilities, operating procedure, KEIT standards, records and protocol review criteria.

1. Document Control Information

Application	All clinical, nursing, technical and organizational personnel involved in the described process.
Archiving	KEIT internal document management system and controlled copy in the relevant areas.
Review	At least annually or earlier in the event of regulatory, organizational or technological updates.

1. Scope of Application

Applicabile a macchine di anestesia, monitor multiparametrici, pompe infusionali, ventilatori, defibrillatori, aspiratori e altri dispositivi critici.

2.Responsibilities

- Anesthesiologist and anesthesia nurse: completion of the pre-use inspection before each case.
- Technical Service/Clinical Engineering: preventive maintenance, technical testing and traceability of interventions.
- Medical Directorate: verification of documentation compliance.

3. Operating Procedure

- Perform a pre-use inspection of the anesthesia machine before each case, including the breathing circuit, ventilation system, suction system, alarms, power supply, monitors and backup devices.
- Verify the availability and battery charge of portable devices and emergency equipment.
- Label and segregate any non-compliant or defective device, preventing its clinical use.
- Schedule preventive maintenance and periodic functional inspections by a qualified technician.
- Retain intervention reports, technical test certificates and the non-conformity register.
- Immediately activate the replacement plan when a critical device is unavailable.

4. KEIT Operational Standards

- KEIT performs scheduled periodic technical inspections, including monthly interventions by engineers from the supplier company to conduct a complete inspection of critical equipment.
- Pre-use checklists form part of the operating room safety pathway.
- Every malfunction or anomaly is recorded and managed before the device is returned to clinical use.

5. Records and Documentation

- Pre-use checklist.
- Maintenance and technical testing register.
- Malfunction and corrective action register.

6. Review and Updates

Review of the maintenance plan at least annually and immediately following any significant malfunction.

Implementation Note

This document is an internal operational draft. Before final adoption, review by the Medical Directorate, Clinical Directorate, Legal Advisor and the relevant department managers is recommended.

6. Related Attachments and Forms

- Operational checklists, recording forms, audit sheets and maintenance registers applicable to this protocol.
- Any department-specific or equipment-specific technical attachments are referenced in the relevant local operating instructions.

7. Final Approval

Position	Name and Signature	Date
Medical Directorate	_____	_____