

Automated External Defibrillator (AED) Monthly Inspection

FACILITY NAME _____

AED LOCATION _____

Date: _____

Time: _____

AED Model: _____

Serial #: _____

Inspector name: _____

Inspector Signature: _____

#	No See below	n/a	Yes	Write line # and comments on back for all “Needs Work” items
1				Is the AED case accessible and highly visible? There should be nothing that obstructs or obscures the AED from quickly finding and accessing it for use.
2				Does the AED case alarm properly? Check that the case sounds the alarm if opened, and if provided, sends a signal to a monitoring location.
3				Is the AED intact and free of damage? Inspect the overall condition of the AED. Pay particular attention to connector sockets. AED should be clean.
4				Is the AED and case clean? The outside of the AED can be cleaned with a soft cloth dampened with soapy water or 10% bleach solution. Clean case with soapy water.
5				Is the AED battery properly charged? Expiration date: _____ A properly charged battery will show a black hourglass symbol or a green check mark or blinking light. If other indicators (often red) or no indicators are visible, check Owner’s Manual. Remove AED until ready status can be confirmed.
6				Is the green Ready light blinking? A blinking green light indicates the AED passed its last self-test. A steady green Ready light indicates the AED is running a self-test or is in use. If the Ready light is off, see the troubleshooting guide in the Owner’s Manual.
7				Are the AED pads and a spare set present, in good condition, and unexpired? Adult pads: # of packages _____, expiration date(s) _____ Pediatric pads / key: # of packages _____, expiration date(s) _____ Packages must be sealed. Visible wires and connections are in good condition.
8				Is a spare battery present? Manufacturers often recommend a spare battery be kept in the AED case. If it is present, note the expiration date _____
9				Are 2 pairs of rubber gloves, 1 barrier face piece, scissors, razor, and cloth / gauze pad present?
10				Are the Quick Reference Guide present and all labels legible? The Quick Reference Guide should be visible in the clear window of the case. Check that all warning and informational labels are legible.

Comments / Actions taken: _____