

**Partners Biomedical Engineering
Biomedical Equipment Inspection Labels**

**Category 1: Clinical Equipment, Owned by the Hospital
Life Support, High Risk or Normal Risk Devices
Requires Periodic Inspection / Scheduled Maintenance**

Inspected By BWH
BIOMEDICAL ENGINEERING
Date: _____ By _____ Due: _____
For Service Call: 617-732-8889

Inspected By MGH
BIOMEDICAL ENGINEERING
Date: _____ By _____ Due: _____
For Service Call: 617-724-1333

**Category 2: Clinical Equipment, Owned by the Hospital
Low Risk, No Periodic Inspection / Scheduled Maintenance Required**

BWH BIOMEDICAL ENGINEERING
This Device Requires Re-Inspection Only
After Service
For Service Call: 617-732-8889

MGH BIOMEDICAL ENGINEERING
This Device Requires Re-Inspection Only
After Service
For Service Call: 617-724-1333

**Category 3: Non-Hospital Owned Clinical Equipment (e.g., Rental, Eval, Loaner)
Requires Periodic Inspection / Scheduled Maintenance**

NON-HOSPITAL OWNED DEVICE
Inspected By BWH Biomedical Eng.
Date: _____ By _____ Due: _____
For Service Call: 617-732-8889

NON-HOSPITAL OWNED DEVICE
Inspected By MGH Biomedical Eng.
Date: _____ By _____ Due: _____
For Service Call: 617-724-1333

**Category 4: IRB / Clinical Trial Devices
Requires Periodic Inspection / Scheduled Maintenance**

IRB DEVICE
Inspected By BWH Biomedical Eng.
Date: _____ By _____ Due: _____
For Service: _____

IRB DEVICE
Inspected By MGH Biomedical Eng.
Date: _____ By _____ Due: _____
For Service: _____

**Category 5: Asset Management Equipment (Labeled for tracking only)
No Periodic Inspection / Scheduled Maintenance Required**

BWH BIOMEDICAL ENGINEERING
Asset Management Device
For Service Call: 617-732-8889

MGH BIOMEDICAL ENGINEERING
Asset Management Device
For Service Call: 617-724-1333

PBME Biomedical Engineering
Equipment Inspection Labels
Information for Biomedical Engineering Staff

What?

- **All** Biomedical Engineering Equipment
- Color Coded
 - More easily identified during normal operations, rounds, or inventory
- Five Label Categories
 - Encompasses risk class, equipment class, and ownership status
 - Special labels for IRB clinical trial devices and asset management equipment

How?

- AMM Work Order must be opened at the time a device is brought to the shop for service
 - Allows you to check inventory info (e.g., serial #, model, etc.), maintenance due date, battery due date, and service history while you have the device in front of you
- Attach new inspection label at the time of inventory/service
 - All new equipment upon incoming inspection
 - Existing equipment labeled at time of service (Repair or Maintenance), replace existing label on device
 - Inspection label should be placed in close proximity to the control number label whenever possible
- If inventory is due, AMM will prompt for inventory check at the time the work order is saved
 - You can also access the Inventory Module directly from the Equipment Menu
 - Equipment should receive an inventory label (round, **blue** INV label)
 - INV label should be placed on the face of the device in a visible location
- Reprint control number label if existing label is worn or faded
 - Readable by staff and barcode readers
 - Attach control number in a visible location on device (front, side), keeping in mind the location of the device (e.g., wall mounted, inside cabinet, etc.)
- If you need to change any fields that are not editable, see Stan or Tricia