

# AED Maintenance Checklist

This checklist is provided as general guidance for defibrillator maintenance. Each organisation should take reasonable steps to inform itself of its legal responsibilities for maintaining a defibrillator and check with the manufacturer for additional instructions.



AED Location:	
AED Make/Model:	
AED Serial #:	
Date Battery Installed:	
Date Pads Expire:	

Defibrillator maintenance should be regular to ensure it's ready to be used in an emergency.

While most Defibrillators perform routine self-testing, it is critical to visually inspect your unit regularly.

We recommend checking the First Aid status ready button every time you walk past the Defibrillator.

Each time after using your Defibrillator, you need to replace the pads with a new set and check the battery.

DATE OF INSPECTION	
CONDITION	Status ready indicator shows the unit is ready
	Battery is working and not expired
COMPONENTS	Unit is free of cracks, foreign substances, or other signs of damage
	Pads are sealed, unused and not expired
	Supporting materials are sealed and unused within expiration – face shield, scissors, gloves, razor, alcohol wipes.

Troubleshooting		
Item	Problem	Solution
AED	Signs of foreign substances	Clean according to manual
	Signs of damage	Contact manufacturer
	Chirping noise	Follow troubleshooting guidelines; check battery and pads
Status ready indicator	Status ready indicator is showing unit is not ready	Follow troubleshooting guidelines; contact manufacturer if no resolution
AED Battery	Date expired	Replace item
AED Pads	Date expired	Replace item

**Need to order replacement battery or pads? We can help [www.stjohnvic.com.au/defibs](http://www.stjohnvic.com.au/defibs)**