ELECTROTHERAPY EQUIPMENT MAINTAINANCE COMMITTEE

**Purpose** : To facilitate the exchange of information regarding maintenance, regulatory compliance and equipment performance through the exchange of best practices among its committee members, faculty, staff, students.

**Scope** : This SOP applies to the constitution of the electrotherapy maintenance committee, roles and responsibilities of members of the electrotherapy maintenance committee and maintenance of all activities and documents. Applicable to all electrotherapy Equipment in the Clinical and Academic departments of the institute.

**Procedure :**

**Receiving New Equipment :**

1. Committee member will maintain entries of all electrotherapy equipment in the stock register once issued by the purchase committee after purchase.
2. The warranty card of the equipment will be filed in the file and stored in admin section.

**Equipment Storage :**

1. The Equipment after entry will either be retained by the committee as stock in electrotherapy lab or issued to the respective sections as per requirements.
2. During issue of any equipment the same will be noted in the stock register duly signed by the section in charge and the member of the committee.

**Equipment Issue :**

1. Equipment will be issued by the committee member everyday as and when required to various clinical sections with due entry in the register.
2. Return of equipments by 3.30 pm. At return the working status will be checked by the committee member and the same will be noted in the register with sign.
3. Equipment for research projects will be issued on receiving an application form the student duly signed by the student, guide and principal.
4. Long term issue of equipment will be done against deposit money which will have to be submitted in admin office.
5. Deposit amount will vary according to the equipment to be issued.
6. On return of the equipment, if found to be damaged, the individual responsible for the issue will have to bear the expenses of either replacing or repair of the equipment.

**Equipment Stock taking:**

1. Individual section in charge will be responsible for maintaining the list of all electrotherapy equipment in the section in the register and google drive folder.
2. Individual section in charge will be responsible to conduct monthly stock taking and maintenance checks in their respective sections and update the same in the register, google drive on or before 5th of each following month.
3. Report of any equipment damage, needing repairs, lost or not found during stock taking should be reported to the committee member and note of the same to be recorded in the register and individual section equipment list on google drive.
4. Twice a year stock taking of electrotherapy equipment of all sections (clinical & teaching) will be done by the committee member.

**Equipment Maintenance:**

[Regular maintenance with AMC- includes]

1. The equipment not working or damaged in any section should be entered in the kinesiotherapy equipment complaint register available in MSk 1 OPD and same should be entered on google drive by individual section incharge and signed by the committee member.
2. Once not working or damage of equipment is recorded call for its repair will be sent by the committee member.
3. Expense for repair of the equipment will be notified to the administration committee and Principal.
4. Following approval of the budget for repair from administration committee and Principal, the equipment will be sent for repairs as needed.
5. Along with the committee member section incharge of the damaged equipment will be responsible towards following up with the repairs and maintenance.
6. After the equipment is received post repairs along with the committee member section incharge of the repaired equipment will be responsible towards checking proper functioning of the equipment to its pre damaged status.
7. In case any equipment under AMC need repairs beyond AMC terms and conditions, it should be entered in the electrotherapy complaint register by the individual section incharge and signed by the committee members.
Equipment to be Condemned:

1. Any equipment beyond the scope of repairs as reported by the company/AMC firm/Repair Firm will be condemned after approval from administration committee and Principal.
2. Note of same will be made in stock register by the committee member.

Responsibility:

- Dr Supriya Dhumale (PT) (Faculty)
- Mr Pratik Patil (Non-teaching Staff)

Principal: Dr. Shweta Manwadkar (PT)