

COMMANDER'S MEDICAL EQUIPMENT MAINTENANCE CHECKLIST

Maintenance POC: Reviewer:	INSPECTION RATING		
	SAT	UNSAT	N/A
<p>1. Reference: AR 40-61, AR 220-1, AR 700-138, AR 710-2, AR 750-1, AR 750-43, AR 735-5, DA PAM 710-2-1, DA PAM 710-2-2, DA PAM 738-750, DA PAM 750-35, JA PAM 40-18, TB MED 7, TB MED 521, TB MED 750-1, TB 38-750-1, TB 38-750-2, TB 43-180, TM 8-6500-001-10, Current SB Series, SB 700-20, SC 5180-8-A10, SC 5180-8-A14, NFPA 99, SERVICE LITERATURE</p> <p>2. Maintenance: Questions for Unit Commanders to evaluate the medical equipment maintenance procedures.</p> <p>a. Are TM's or operator and service manuals on hand for all medical equipment? AR 40-61</p> <p>b. Is all MTOE medical equipment requiring PMCS listed in the ULLS or TAMMIS computer?</p> <p>c. Is there a valid Equipment Maintenance and Inspection Worksheet (5988-E for ULLS) and/or DA 2404 on hand reflecting the most recent maintenance service?</p> <p>d. Are scheduled maintenance services and calibrations being conducted IAW TM's and/or manufacturer's literature?</p> <p>e. Do all equipment requiring calibration services have a DD Form 2163 annotated with a valid date and affixed on the equipment item? AR 40-61.</p> <p>f. Are DA Form 2407s (Maintenance Request) being maintained on non-operational equipment and turn-ins? TB MED 750-1, DA PAM 738-750</p> <p>g. Does the defibrillator equipment have a DA Label 175 annotated with valid data and is there a current and completed DA Form 5624-R on file in the maintenance shop? TB MED 750-1, TB 38-750-1</p> <p>h. Are safety tests being conducted on all medical equipment that has been repaired and is it reflected on the DA Form 2407? AR 40-61, TB MED 750-1</p> <p>i. Does unit have an Operator Maintenance Program? AR 750-1, TB MED 750-1</p> <p>j. Is there a valid Equipment Maintenance and Inspection Worksheet, DA 2404 on hand reflecting the most recent operator PMCS?</p> <p>k. Are the results of the operator PM's being utilized and work orders submitted to Medical Maintenance within 3 working days? AR 750-1</p> <p>l. What organization provides your next level of maintenance support?</p>			

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<p>3. Maintenance Management:</p> <ul style="list-style-type: none"> a. Does the maintenance section have an internal SOP? AR 750-1, TB MED 750-1 b. Does the section SOP cover all the individual subjects evaluated in this checklist? c. Are the SOP and its annexes written in sufficient detail to enable new personnel to comply with the procedures? d. Has the SOP been updated within the last 18 months? TB MED 750-1 e. Has the Commander published a maintenance directive delineating supervisor responsibility and is sufficient emphasis placed on equipment and operator maintenance per AR 750-1 and TB MED 750-1? f. Is the Customer Assistance Guide comprehensive enough to describe all customer services to include procedures for units to request assistance? g. Are DA Form 2406s reviewed monthly to monitor readiness and actions taken to assist units when necessary? AR 220-1, AR 700-138 <p>4. TMDE: Questions to ask for proper use and maintenance of TMDE</p> <ul style="list-style-type: none"> a. Is there an assigned TMDE coordinator in the maintenance section? TB MED 750-1 b. Is sufficient and modern TMDE available to ensure calibration and verification of medical equipment? AR 750-43 c. Does all TMDE have a DA Label 80 with current calibration dates? TB 43-180 d. Is there a training program to ensure maintainers are familiar with the proper use of TMDE? TB MED 750-1 e. Are maintenance personnel familiar with the theater TMDE support structure? f. The point of contact for TMDE-SP calibration support is MMOD, Tracy (Nellie Perton) (209) 839-4557; DSN 462 <p>5. Tool Control</p> <ul style="list-style-type: none"> a. Have individual tool kits been sub-hand receipted to repair personnel? 			

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<p>b. Is a shortage annex maintained in the toolboxes and on file?</p> <p>c. Have the tool kits been recently inventoried and being inventoried on a semiannual basis?</p> <p>d. Have replacement tools been ordered for damaged or lost tools?</p> <p>e. Has a tool room/crib custodian been appointed in writing? TB MED 750-1</p> <p>f. Has the activity initiated and maintained DA Form 5519-R (Tool sign-in and out-register). TB MED 750-1</p>			