**AED CHECKLIST – MONTHLY CHECKS**

(Weekly check – see overleaf)

To be completed every month and when taken out for an event. For each item, please tick or cross the box and sign at the bottom.

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| **Date** (Month & Year) |  |  |  |  |  |  |  |  |  |  |  |  |
| Check AED is on standby mode – green flashing light |  |  |  |  |  |  |  |  |  |  |  |  |
| Check pads are in date |  |  |  |  |  |  |  |  |  |  |  |  |
| Check paper towel present |  |  |  |  |  |  |  |  |  |  |  |  |
| Check razor present |  |  |  |  |  |  |  |  |  |  |  |  |
| Check scissors present |  |  |  |  |  |  |  |  |  |  |  |  |
| Check disposable gloves present |  |  |  |  |  |  |  |  |  |  |  |  |
| Check face shield present |  |  |  |  |  |  |  |  |  |  |  |  |
| Check 2 events report forms available with University incident report form |  |  |  |  |  |  |  |  |  |  |  |  |
| **Signed** |  |  |  |  |  |  |  |  |  |  |  |  |

Any problems or missing items must be reported to the Safety Office, ext. 13401 or [bb-safety-office@exmail.nottingham.ac.uk](mailto:bb-safety-office@exmail.nottingham.ac.uk). All spares are kept at the Safety Office.

If the AED shows a fault, remove from service and report immediately to the Safety Office, 13401.

**AED CHECKLIST – WEEKLY CHECKS**

(Monthly check – see overleaf)

**Check AED is in correct position with green light flashing.**

If AED missing or green light not flashing, report to Safety Office, ext 13401 or [bb-safety-office@exmail.nottingham.ac.uk](mailto:bb-safety-office@exmail.nottingham.ac.uk)

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| **Date of check** | **OK or Not OK and initial** |  | **Date of check** | **OK or Not OK and initial** |  | **Date of check** | **OK or Not OK and initial** |  | **Date of check** | **OK or Not OK and initial** |
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