AED Inspection Checklist

Departments and administrative units that acquire an AED are responsible for operating and maintaining the device in conformance to the Iowa State University AED Policy. AED owners must:

- Designate an individual who will be responsible for the management of the AED program for the department or unit.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- Purchase and replace batteries, pads and other supplies as needed.
- Provide or arrange for CPR/AED training and refresher training that meets the standards of the American Heart Association or the American Red Cross for staff. Units should make an effort to train sufficient staff in order to have at least one trained staff person on site during normal business hours.
- Maintain on-site records as listed in the “Required Site Records” section of the AED Policy.
  - Guidelines for use.
  - Manufacturer’s instructions.
  - Written self-inspection records.
  - Training records, including a description of the training program.
  - The identity of the department’s responsible person.
  - AED Incident Report.
- Notify the AED program coordinator within 24 hours of an incident.

AED Location (Building/Room):

Department/Unit Name: ____________________________

AED Program Manager: ____________________________

Program Manager Phone: ___________ Email: ________________

Alternate Contact: ____________________________

Alternate Contact Phone: ___________ Email: ________________

CPR/AED Training Provider/Method: ____________________________

Number of staff trained: ___________ Training expiration date: ________________

AED used past 12 months: ___________ Required records on site: ________________

Expiration Dates:  
- Battery in unit: ______________  Spare battery: ______________

Expiration Dates:  
- Pads connected to unit: ___________ Spare pads: ______________

Date of last monthly maintenance check: ________________

Cabinet check:  
- Batteries in cabinet: ______________  Alarm to DPS: (call 515-294-4428 prior to activation)

Inspected by:

Signature: ______________ Date: ______________

Printed Name: ____________________________

Comments: ____________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If there are questions or problems, please contact the AED Program Coordinator, Angie Jewett at 294-8090 or asjewett@iastate.edu.