

Automated External Defibrillator (AED) Checklist

DAILY CHECK

- Visually check the AED is in the correct position with the status indicator displaying ready (green icon/light, ✓ or 'OK')



MONTHLY CHECKS

- ✓ = Ok, X = Not Ok,
- please add initials to check

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Is the status indicator displaying ready? (green icon/light, ✓ or 'OK')												
2. Visual check of the device – no visible damage												
3. Battery check – Battery is not out of date*												
4. Pads are sealed and not out of date*												
5. Accessory equipment present: Towel, razor, scissors, gloves												

*if the battery or pads are within three months of their expiry date, you need to order replacements now

General Info

Expiry Date of Battery:

Generally, defibrillation pads are on the inside of the lid and have an expiration date printed on the packaging or on the pads themselves as indicated in the picture



Expiry Date of Pads:

Expiration dates can usually be found on the back of the AED battery.

Check the manufacturer's label: Look for a label or sticker on the AED unit that provides information about the battery, including its expiry date. The label is usually located on the back, bottom, or inside the battery compartment.



NB: On average, pads should be replaced every two years and batteries every four years, but this can vary by model so please check your user manual. Remember to always follow the manufacturer's replacement guidelines.