Automated External Defibrillator (AED) & First Aid Kit Inspection Checklist



WEEKLY CHECKS - Check the AED is in the correct position with the status indicator displayed (green icon/light, \checkmark or 'OK')

Status: \checkmark = Ready for use X = NOT ready for use

Date of Check	Status and initials	Date of Check	Status and initials	Date of Check	Status and initials	Date of Check	Status and initials
	<u> </u>					-	
Automated Ext	ernal Defibrillator (AED and F	First Aid Kit Checklist	Version: 1	Issue date:	November 2022	Review Date: I	lovember 2025

General Info		
Expiry Date of Battery:	Expiry Date of Pads:	

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.

MONTHLY CHECKS $\checkmark = Ok, X = Not Ok$	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Visual check of the device – no visible damage												
2. Battery check (Check expiry date of battery)												
3. Pads sealed												
4. Accessory equipment present: Towel, razor, scissors, gloves												
5. First Aid Kit(s): Present, no damage and all contents present												

Automated External Defibrillator (AED and First Aid Kit Che	Version: 1	Issue date: November 2022		Review Date: November 2025		
Approved by: Associate Director, Health, Safety and Wellbeing	Document C	wner: Health, Safety & Well	peing Manager	Once printed this document is uncontrol	led. Health Safety and Wellbeing Management System	