

Equipment Policy

It is the aim of the practice that all equipment is:

- Suitable for its purpose
- Available if required
- Properly maintained
- Used correctly and safely, with training provided if required
- Validated, tested and inspected as required

The practice owner, Ahmed Aleshaiker is the Equipment Manager and has an overall responsibility to select and purchase suitable equipment when required. During the selection process the Equipment Manager will check that the new equipment is fit for purpose, meets the requirements of current legislation and guidance and will implement procedures for decontamination, operation and maintenance.

The Equipment Manager will take into account:

- Any equipment life-cycle limitations specified by the manufacturer
- Commissioning and validation requirements
- Ongoing costs
- The service response in the event of a breakdown
- Training requirements for the equipment use
- Specific decontamination requirements such as:
 - Ease of cleaning
 - Need for dismantling before cleaning
 - The method of cleaning e.g. washer-disinfector or ultrasonic
 - Recommended cleaning agents and their COSHH risk assessment
 - Any sterilization requirements

The Equipment Manager will consider single-use items as an alternative to purchasing reusable items where appropriate. For reusable items, the practice team will follow the manufacturer's decontamination instructions.

All dental equipment is listed on the Equipment Log (M 271A), with an Individual Equipment Record (M 271B) for each piece of equipment that includes commissioning, repair, validation, inspection and testing certificates and information.

Staff Induction (M 225) includes training on equipment and the Staff Training Record (M 222E) contains relevant forms to maintain full training records for each member of staff.

Regular staff training in equipment use and in-surgery is carried out throughout the year and at iComply Practice Meeting 4.