

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, ✓ or 'OK')

Status: ✓ = 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

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

✓ = Ok, X = Not Ok

	Jan	Feb	Mar	Apr	May	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												

Notes: