



First aid fact sheet

AED maintenance checklist

This checklist is provided as general guide for AED maintenance. Each organisation should take reasonable steps to inform itself of its legal responsibilities for maintaining a AED and check with the manufacturer for additional instructions.

Need to order replacement battery or pads? Contact your State or Territory St John Ambulance office – 1300STJOHN

* Regularly check your AED to ensure it's ready to be used in an emergency.

* Each time after using your AED, you need to replace the pads with a new set and check the battery.



AED location

AED make/model

AED Serial #

Date battery installed

Date pads expire

Inspection

Date of inspection

Condition	Status ready indicator shows the unit is ready.				
	Battery is working and not expired.				
Components	Unit is free of cracks, foreign substances, or other signs of damage.				
	Pads are sealed, unused and not expired.				
	Supporting materials are sealed and unused within expiration date: face shield, scissors, gloves, razor, alcohol wipes.				

Troubleshooting

Item	Problem	Solution
AED	Signs of foreign substances	Clean according to manual
	Signs of damage	Contact manufacturer
	Chirping noise	Follow troubleshooting guidelines; check battery and pads
Status ready indicator	Status ready indicator is showing unit is not ready	Follow troubleshooting guidelines; contact manufacturer if no resolution
AED battery	Date expired	Replace item
AED pads	Date expired	Replace item