



Annual Equipment Checklist

It is recommended that daily checks are made of the product to ensure it is safe to use. Please ensure that the checks below are carried out.

No.	Actual Check	Completed?
1.	Check there are no signs of wear and tear, examples are: <ol style="list-style-type: none"> a. Visually check for fraying of material b. Visually check for holes in the material c. Feel and visually check for scorched or hardened material d. Visually check and test all buckles are in a good condition and working order e. Check that the plastic components are not cracked f. Check that any inner material such as stuffing and foam is not compacted g. Check that any inner fibre has not started to escape h. Check any foam products are not dented i. Check the elasticity of the products ensures a neat fit 	
2.	Check that product is clean and dry, examples that it would indicate it required cleaning are: <ol style="list-style-type: none"> a. Urine b. Faeces c. Water d. Any other fluids, foods or solids 	
3.	Check the product is free from any objects that could have embedded themselves in the product: <ol style="list-style-type: none"> a. Visually inspect the product b. Feel the product for any bumps, lumps or sharp edges 	
4.	Check zips and buckles: <ol style="list-style-type: none"> a. Are operational b. Check any metal parts of free running and not rusty c. Ensure any inner and outer zips are fastened on opposite sides to each to prevent the user accessing inner contents d. Ensure the zip is not exposed to the patient's skin e. Check all buckles fasten and unfasten correctly 	
5.	All parts of the product are present and correct	
6.	The product is assembled as per the manufacturer's guidance	
7.	If there has been a deterioration in the individual's health, check the system is still fit for use with the individual	
8.	Check any sleep diaries that are kept by the care giver	