

KINESIOTHERAPY MAINTENANCE COMMITTEE

Purpose: To facilitate the exchange of information regarding maintenance, regulatory compliance and equipment performance through the exchange of best

Practices among its committee members, faculty, staff, equipment Manufacturers, suppliers and maintenance contract agencies.

Scope: This SOP applies to the constitution of the Kinesiotherapy maintenance Committee, roles and responsibilities of members of the Kinesiotherapy Maintenance committee and maintenance of all activities and documents applicable to all Kinesiotherapy Equipment in the teaching and treatment section of the college.

Procedure:

Receiving New Equipment :

1. Committee member will maintain entries of all kinesiotherapy equipment in the stock register once issued by the purchase committee after purchase.
2. The warranty card of the equipment will be filed in the file and stored in Administration section.

Equipment Storage:

1. The Equipment after entry will either be retained by the committee as Inventory in Kinesiotherapy lab or issued to the respective departments as per requirements.
2. During issue of any equipment the same will be noted in the stock register duly signed by the department in charge and the member of the Committee Equipment Issue:
 1. Equipment will be issued by the committee member everyday from 9:00 am to 10:00 am to various clinical departments with due entry in the register.

2. Return of equipment from 3:00 pm to 4:00 pm. At return the working status will be checked by the committee member and the same will be noted in the register with sign.
3. Equipment for research projects will be issued on receiving an Application form the student duly signed by the student, guide and Principal.
4. Long term issue of equipment will be done against deposit money which will have to be submitted in administration section.
5. Deposit amount will vary according to the equipment to be issued.
6. On return of the equipment, if found to be damaged the individual responsible for the issue will have to bear the expenses of either replacing or repair of the equipment.
7. Equipment like K tape, rigid Tape, etc will be issued to individual departments as per requirement.
8. Individual department in charge will be responsible for maintaining the record of its use (K tape, rigid Tape, etc.) and billing process.

Equipment Stock taking:

1. Individual department in charge will be responsible for maintaining the list of all kinesiotherapy equipment in the department in the register and Google drive folder.
2. Individual department in charge will be responsible to conduct monthly Stock taking and maintenance checks in their respective departments and update the same in the register, Google drive on or before 5th of each following month.
3. Report of any equipment damage, needing repairs, lost or not found during stock taking should be reported to the committee member and note of the same to be recorded in the register and individual department equipment list on Google drive.
4. Twice a year stock taking of kinesiotherapy equipment of all departments (Clinical & teaching) will be done by the committee member.

Equipment Maintenance:

1. The equipment not working or damage in any department should be entered in the kinesiotherapy equipment complaint

register kept in admin section by individual department in charge and signed by the committee member.

2. Once not working or damage of equipment is recorded call for its repair will be sent by the committee member.

3. Expense for repair of the equipment will be notified to the administration committee and Principal.

4. Following approval of the budget for repair from administration committee and Principal, the equipment will be sent for repairs as needed.

5. Along with the committee member department incharge of the damaged equipment will be responsible towards following up with the repairs and maintenance.

6. After the equipment is received post repairs along with the committee member department incharge of the repaired equipment will be responsible towards checking proper functioning of the equipment to its pre damaged status.

7. In case of AMC given for any kinesiotherapy equipment, kinesiotherapy committee will be responsible for the periodic follow up of the same. Individual department in charge will be responsible to inform the Kinesiotherapy committee, and update the Kinesiotherapy monthly maintenance stock spread sheet(which will be shared with the respective departments) . Each department has to maintain their equipments record file, which has to be updated on monthly basis. 8. In case any equipment under AMC need repairs beyond AMC terms and conditions should be entered in the kinesiotherapy complaint register by the individual department in charge and signed by the committee member.

9. The repair of the equipment under AMC will be as point 3 to 6.

Equipment to be Condemned :

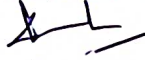
1. Any Equipment beyond the scope of repairs as reported by the company/AMC firm/ Repair Firm will be condemned with after approval from administration committee and Principal.

2. Note of same will be made in stock register by the committee member.

Responsibility:

- Dr. Swati Nerkar (PT) Faculty
- Dr. Dipali Suvarna (PT) Faculty
- Dr. Isha Tajane (PT) Faculty
- Mr. Shailesh Shinde (Staff)

Principal: Dr. Shweta Manwadkar (PT)



Principal

K.J. Somaiya College Of Physiotherapy
Somaiya Ayurvihar Complex, Eastern Express Highway,
Sion (East), Mumbai - 400 022.