

# AED Maintenance Checklist



**Hato Hone  
St John**

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

**AED Location**

**AED Make/Model**

**AED Serial #**

**Date Battery Installed**

**Date Pads Expire**

If you use your defibrillator you will need to replace your defibrillator pads or your pads and battery cartridge, dependant on which defibrillator model you have.

If you need further advice, please email: [aed@stjohn.org.nz](mailto:aed@stjohn.org.nz)

- › We recommend checking the First Aid status ready button every time you walk past the Defibrillator.
- › Defibrillator maintenance should be regular to ensure it's ready to be used in an emergency.
- › While most Defibrillators perform routine self-testing, it is critical to visually inspect your unit regularly.
- › Please complete our online AED information form and we'll remind you when you need to replace your pads and batteries. [cloud.comms.stjohn.org.nz/aed](https://cloud.comms.stjohn.org.nz/aed)

**Date of inspection** (month)

**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 – face shield, scissors, gloves, razor.

## 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

**Need to order replacement batteries or pads? Order yours online at:**  
[buy.stjohn.org.nz/firstaid/aed-retail](https://buy.stjohn.org.nz/firstaid/aed-retail) or email us at [AED@stjohn.org.nz](mailto:AED@stjohn.org.nz)