

AED & BLEEDING CONTROL KIT (BCK) Inspection & Maintenance Checklist

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Why this matters for your facility: An AED only saves a life if it works the moment it's needed. Manufacturers require regular inspection and maintenance, and for North Carolina schools, the **Smart Heart Act** requires a Cardiac Emergency Response Plan (CERP) — which includes keeping response equipment ready and documented. This checklist keeps your program inspection-ready and your equipment rescue-ready.

YOUR RESPONSIBILITY AS AN EQUIPMENT OWNER

As the owner/operator of life-safety equipment, best practice (and manufacturer guidance) calls on you to:

- Maintain equipment per manufacturer guidelines
- Ensure equipment is always operational and accessible
- Keep up-to-date inspection and maintenance records

Documented inspections protect your organization: they reduce liability exposure, satisfy insurers and auditors, and — for schools — support Smart Heart Act CERP compliance.

MONTHLY AED INSPECTION CHECKLIST

Applies to: Defibtech Lifeline, HeartSine 350/360P, ZOLL AED 3, Stryker/Physio-Control CR2, Philips OnSite, and similar models

Visual & Status Check

- ☐ Status indicator shows READY / OK (green light or check mark)
- ☐ No audible chirping or warning alerts
- ☐ AED is clean, dry, and undamaged

Pads & Battery

- ☐ Pads are connected and sealed
- ☐ Pad expiration date has been verified
- ☐ Battery is installed properly with no low-battery warning

Cabinet & Accessibility

- ☐ AED is in its designated, marked location
- ☐ Cabinet alarm (if applicable) is functional
- ☐ Unit is unobstructed and clearly visible
- ☐ Signage is present and visible

Keep AEDs conspicuously located, accessible, and clearly marked. For schools: placement should support a collapse-to-shock time under 3 minutes anywhere on campus.

MONTHLY BLEEDING CONTROL KIT (BCK) CHECKLIST — OPTIONAL & RECOMMENDED

A BCK is not required in most North Carolina facilities, but we strongly recommend one alongside every AED: severe bleeding is the most preventable cause of death after an injury. If your facility has a BCK:

- ☐ Kit is present, accessible, and unobstructed
- ☐ All required contents are present and intact:
 - Tourniquets (remove plastic wrap from tourniquets)
 - Gloves
 - Gauze / compression bandages
 - Trauma shears
- ☐ No items are damaged, missing, or opened
- ☐ All expired items have been replaced

AFTER ANY USE — AED OR BCK

If your AED or BCK is used in an emergency, complete these steps before returning it to service:

AED	Bleeding Control Kit (BCK)
• Replace pads immediately • Replace battery if prompted or required • Download event data (if applicable) • Verify unit returns to “READY” status	• Replace all used components • Re-stock kit to full readiness • Document the use and restock in your inspection log

Critical: If your AED is removed from service for any reason, arrange a loaner or replacement so your facility is never unprotected. Contact your service provider immediately.

INSPECTION LOG REQUIREMENT

Maintain a written or digital inspection log that records, for every inspection:

- Date of inspection
- Name of the person who performed the inspection
- Status of the AED and BCK
- Any notes, issues, or corrective actions taken

For schools, keep inspection logs with your CERP documentation — reviewers and drills will reference them. Incomplete records undermine an otherwise good program.

COMMON ISSUES WE FIND IN THE FIELD

- Expired pads or batteries
- Missing / incomplete BCK components, or tourniquets still wrapped in plastic
- Damaged or missing location signage
- No inspection log or incomplete records
- AED not showing “READY” status
- Equipment blocked or improperly located
- Missing “AED Equipped Facility” decals

- Cabinet alarm disabled, broken, or with a dead battery
- AED removed from cabinet without a loaner in place

GREENLIGHT AED™ — WE HANDLE ALL OF THIS FOR YOU

Every box on this checklist — every month, documented and inspection-ready — is exactly what the **GreenLight AED™ Readiness Program** does for our clients. Inspections, pad & battery tracking and replacement, medical direction, registration, signage, loaner AEDs, and complete compliance documentation.



Scan the QR code or visit rescuebeatspro.com/greenlight-aed to see plans and enroll your device in minutes.

Simple rule: If you don't have a documented inspection process in place, you are likely not compliant — and possibly not ready. We're happy to review your setup at no charge.

Call/Text: (919) 372-9657 • info@rescuebeatspro.com • rescuebeatspro.com

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