



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP)	
		<input type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Medical Equipment Discontinuation Policy		MMC – FMS – 12 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER		NO. OF PAGES	
N/A		03	
APPLIES TO		RESPONSIBILITY	
FMS		All staff	

1. Purpose

This policy aims to establish a standardized process for discontinuing medical equipment, temporarily or permanently, to ensure safety and compliance with regulatory requirements.

2. Scope

This policy applies to all medical equipment within the healthcare center including diagnostic, therapeutic, laboratory, dental, and radiology devices.

3. Definitions

Medical Equipment Discontinuation: Removing equipment from service due to malfunction, safety risk, recall, or end-of-life.

Device Recall: Official notice from manufacturer or authority requiring removal due to defects or risks.

4. Reasons for Equipment Discontinuation

- Irreparable technical malfunction
- Failure to pass maintenance or calibration
- End-of-life based on manufacturer standards



- Safety hazards
- Official recalls
- Deterioration or reduced reliability
- Lack of spare parts

5. Procedure

5.1 Reporting:

- Staff report malfunction to Biomedical Engineering.
- Fill the Failure Report Form.

5.2 Evaluation:

- Technical assessment by engineer/vendor.
- Written report with feasibility and cost.

5.3 Decision:

- Based on technical report, safety risk, and approval.

5.4 Documentation:

- Device details, reason, report, date, signatures.

5.5 Labeling:

- Mark device 'OUT OF SERVICE'.

5.6 Disposal/Return:

- Return to vendor, dispose safely, or store in decommissioned area.

6. Records

- Failure reports
- Technical evaluations
- Discontinuation approvals
- Recall notices
- Disposal certificates

7. Responsibilities

Administration:

- Approves decisions and ensures compliance.

Biomedical Engineering:

- Evaluates, labels, and coordinates repairs/disposal.

KINGDOM OF SAUDI ARABIA

Ministry Of Health

General directorate of Health Affairs AL-Baha

Mayyara General Medical Complex



المملكة العربية السعودية
وزارة الصحة
المديرية العامة للشئون الصحية بمنطقة الباحة
مجمع ميARA الطبي العام

Clinical Staff:

- Report malfunctions and avoid using discontinued equipment.

APPROVALS & REVIEWS:			
Prepared By	Title	Date	Signature
Khalid Jamman Alghamdi	FMS Coordinator	02-08-2025	
Reviewed By			
Dr. Mostafa Mohammed Osman	Quality Director	02-08-2025	
Approved By			
Dr. Abdulmajeed Abdullah Saleh	Medical Director	02-08-2025	
Eng. Meshaal Hussein Alghamdi	Executive Director	02-08-2025	