OpsAuditHub opsaudithub.com	DOC ID: **SAF-0372**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **AHA Guidelines / OSHA 29 CFR 1910.151 / State Department of Education Mandates**	AUDIT FREQUENCY: **Daily Visual Check & Monthly Comprehensive Audit**

Automated External Defibrillator Aed Monthly Check Daily Log Sheet

Operational Scope: Establishes a rigorous daily and monthly verification process for all school-site Automated External Defibrillators to guarantee instantaneous operational readiness during cardiac emergencies. Mitigates the risk of device failure and ensures strict compliance with institutional health and safety mandates.

MANDATORY PPE:	Nitrile Gloves (ASTM D6319), Safety Glasses (ANSI Z87.1), High-Visibility Safety Vest, Closed-Toe Footwear
PREREQUISITES:	Verify AED cabinet or wall mount is unobstructed and accessible to staff and emergency responders. | Ensure inspection pen and log sheet clipboard are sanitized and ready for documentation.

VISUAL INSPECTION & STATUS INDICATOR

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Cabinet / Wall Enclosure**	Enclosure is clean, undamaged, clearly labeled with signage, and door opens without obstruction.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Ready-For-Use Indicator**	Status indicator window displays flashing green check or operational symbol (no red X or audible chirp).	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Tamper Seal**	Anti-tamper seal is intact and unbroken on the main compartment or carry case.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

PAD & BATTERY EXPIRATION AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Adult Electrode Pads**	Pad package is sealed, undamaged, and expiration date printed on package is at least 30 days past current date.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Pediatric Electrode Pads (If Applicable)**	Pediatric pads are present, sealed, and within valid expiration date window.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Lithium Battery Pack**	Battery is securely seated and expiration date/install date meets manufacturer compliance window.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

EMERGENCY RESCUE ACCESSORY KIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Prep Kit Contents (Razor & Scissors)**	Kit includes operational medical shears, disposable razor for chest hair removal, and antiseptic wipes.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Barrier Device & Towel**	CPR pocket face mask with one-way valve and a dry absorbent towel are present inside the pouch.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Log Sheet Documentation**	Daily verification sign-off sheet is securely attached inside cabinet and previous entries are up to date.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified School Safety Inspector / Nurse Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
District Operations Manager / Safety Officer Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. **Start Free Mobile Audit →**