

AED Weekly Inspection Record

Emergency-readiness checklist for UK workplaces, schools and public-access defibrillators
Complete weekly, after use, and whenever the device has been moved or its status has changed.

QUICK CHECK: A green/ready status is not enough on its own - also check access, pads, battery status, damage and associated equipment.

1 AED DETAILS

Location		Make / model	
Serial number		Responsible person / Guardian	
Primary pad expiry		Battery expiry / install-by	

2 WEEKLY READINESS CHECK

Use ✓ for satisfactory, X for a problem, or N/A where the item does not apply. Record any problem and action in section 3.

CHECK	WEEK 1 Date: _____	WEEK 2 Date: _____	WEEK 3 Date: _____	WEEK 4 Date: _____	WEEK 5 Date: _____
1. AED is present in its stated location and immediately accessible.					
2. Ready/status indicator shows normal operation for this model.					
3. No warning light, audible alert, fault symbol or error message is present.					
4. Device and carry case are clean, dry and free from obvious damage or signs of use.					
5. Primary electrode pads are sealed/connected as required by the manufacturer and are in date.					
6. Battery status is satisfactory; expiry/install-by date is acceptable where shown.					
7. Cabinet, wall bracket or storage point is secure, unobstructed and easy to open.					
8. Cabinet heater, light, power supply or alarm works correctly where fitted.					
9. AED signs/directions are visible and the device can be found quickly.					
10. Response/preparation kit is present and usable where one is provided.					
11. Spare or paediatric pads are present and in date where your device/site requires them.					
12. The Circuit record is still accurate; update it promptly if availability or readiness has changed.					
Inspector initials					
Overall status - READY / NOT READY					

3 PROBLEMS / CORRECTIVE ACTION

Date	Problem found / action taken	Resolved by	Date resolved

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AFTER USE, FAULTS & MAINTENANCE

If the AED has been used, is missing, has a fault, or has expired consumables: treat it as potentially not rescue-ready until the issue is corrected. Follow the manufacturer instructions and your organisation's local process. For public-access AEDs, update The Circuit if readiness or availability has changed.

4 AFTER-USE / FAULT RETURN-TO-SERVICE RECORD

RETURN-TO-SERVICE CHECK	DONE	NOTES
AED recovered and returned to the correct location.		
Used electrode pads replaced with compatible, in-date pads.		
Used or missing response-kit items replaced (for example gloves, razor, scissors or face shield, where provided).		
AED and case cleaned in accordance with the manufacturer instructions.		
Battery status checked and battery replaced if required by the manufacturer or following the event.		
Device self-test / readiness status confirmed in the normal manner for this model.		
Cabinet/storage point checked and restored to normal operation.		
The Circuit updated where applicable, including readiness and pad expiry information.		

Date / time of use or fault		Returned to service	
Checked by		Signature / initials	

5 GOOD PRACTICE FOR UK AED GUARDIANS

FOLLOW THE MANUAL AED models differ. Use the manufacturer instructions for self-tests, pad connection, battery replacement and any monthly or annual checks.	REGISTER ON THE CIRCUIT For public-access AEDs, keep location, readiness and pad-expiry information accurate.
AVOID UNNECESSARY SWITCH-ONS Many AEDs self-test automatically; switching a device on only to check it can use battery power. Follow the manual.	KEEP ACCESS SIMPLE Check signage, obstructions and cabinet access so the AED can be found and retrieved quickly.
CHECK EXPIRY DATES EARLY Order compatible pads and batteries early enough to avoid the AED becoming unavailable.	RESTORE READINESS AFTER USE Pads are single-use. Replace used supplies and confirm the device is available again once checks are complete.

IMPORTANT: This record is a practical inspection aid and does not replace the AED/cabinet manufacturer instructions, your first-aid needs assessment, local policy or risk assessment. The frequency and content of checks should reflect those requirements.