Introduction

This template has been designed to assist practices with the safe use of equipment, instruments, and products. It may be particularly useful when introducing new items. It is intended to provide a brief overview for practitioners and staff to assist them to quickly locate key information relating to operation and safe use.

This information should be available at the point of use.

An example has been provided below to assist practices.

ADA template – Equipment/instruments/product sheet

|  |  |
| --- | --- |
| Item name (and any other common names) |  |
| Any further identifying characteristics  (serial/re-ordering number) |  |
| Date equipment/ instrument/ product will begin  to be used in the clinic |  |
| Usual supplier |  |
| Supplier contact: in case of product faults or questions |  |
| TGA approval checked directly or verified with supplier <https://www.tga.gov.au/resources/artg> |  |
| Instructions For Use (IFU) access |  |
| Material Safety Data Sheet (MSDS) access |  |
| Cleaning / reprocessing procedure to be used |  |
| Maintenance procedures anticipated |  |
| Safe disposal/ waste management considerations |  |
| Other supporting information (references or photos to assist in training and use) |  |

Example – Equipment/instruments/product sheet

