

# AED READINESS CHECKLIST

SaveU Safety Training, LLC | [saveuniversity.com](https://saveuniversity.com)

Use this checklist to verify your AED device, pads, battery, signage, and response plan are current and compliant. Complete a full review **every 30 days** and after any AED use or inspection.

## 1 | DEVICE CONDITION & STATUS

- ☐ AED unit is physically present and mounted in its designated location
- ☐ Exterior casing is free of cracks, damage, or visible wear
- ☐ AED cabinet/case is unlocked and accessible — not blocked by furniture or equipment
- ☐ Status indicator light is green or showing "Ready" (refer to manufacturer guide)
- ☐ Device has passed its most recent self-test (check unit log or indicator)

## 2 | ELECTRODE PADS

- ☐ Adult pads are present and sealed in their original packaging
- ☐ Pediatric pads (for children under 8 / under 55 lbs) are present, if applicable
- ☐ Pad expiration date has been checked — not expired  
*Note expiration date: \_\_\_\_\_*
- ☐ Pad connector is plugged into AED port (if pre-connected per manufacturer)
- ☐ Backup/spare set of pads is on hand or on order

## 3 | BATTERY

- ☐ Battery is installed in the unit
- ☐ Battery expiration or replacement date has been verified — not expired  
*Note expiration/replacement date: \_\_\_\_\_*
- ☐ Battery charge indicator (if present) shows adequate charge level
- ☐ Spare battery is available or sourced for replacement before expiration

#### 4 | SIGNAGE & VISIBILITY

- ☐ AED location sign is posted and clearly visible from 20+ feet away
- ☐ AED is listed on your facility map or emergency response floor plan
- ☐ AED cabinet is clearly labeled and easily distinguishable from surrounding wall or equipment
- ☐ If AED is inside a cabinet, the cabinet is labeled on the exterior
- ☐ All staff who work in the area know the exact AED location

#### 5 | ACCESSORIES & RESCUE KIT

- ☐ Rescue kit includes: disposable gloves, CPR face shield/mask
- ☐ Razor or scissors available to shave or clear chest hair if needed
- ☐ Absorbent cloth or towel available to dry wet chest before pad placement
- ☐ Trauma shears present to cut away clothing if needed for pad placement
- ☐ Rescue kit contents are within expiration and fully stocked

#### 6 | EMERGENCY ACTION PLAN (EAP)

- ☐ A written Emergency Action Plan (EAP) is in place and includes AED use protocols
- ☐ EAP designates who calls 911, who retrieves the AED, and who performs CPR
- ☐ EAP is posted near the AED and at key staff stations
- ☐ All staff have reviewed the EAP within the past 12 months  
*Date of last EAP review:* \_\_\_\_\_
- ☐ Post-incident reporting procedure is documented (AED use log, incident report)
- ☐ AED use has been reported to the manufacturer and EMS as required after any deployment

#### 7 | STAFF TRAINING & CERTIFICATION

- ☐ At least one staff member per shift is currently certified in CPR/AED
- ☐ Certifications are tracked and no staff member is past their renewal date
- ☐ New staff complete CPR/AED training within 30 days of hire
- ☐ Training AED (trainer unit) is available for practice — distinct from live device
- ☐ Annual CPR/AED skills refresher or renewal is scheduled  
*Next renewal date:* \_\_\_\_\_

## MONTHLY REVIEW LOG

| Date | Reviewed By | Issues Found | Resolved By | Initials |
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**Need CPR/AED training, AED equipment, or a full compliance audit?**

SaveU Safety Training, LLC | [saveuniversity.com](http://saveuniversity.com) | American Red Cross Licensed Training Provider

*This checklist is provided for informational purposes. It does not constitute legal or medical advice. Consult your AED manufacturer guidelines and applicable state law (Iowa Code §147A) for full compliance requirements.*