



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **Procedure for the Renewal of Annual Maintenance and Medical Equipment Service Contracts (Tipperary)**

### **Procedure No. 116**

	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
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<b>Corporate Authorisation</b>	<b>Joe Hoare.</b>	<b>Estates Manager.</b>	<b>1<sup>st</sup> June 2010</b>

## **INTRODUCTION**

This procedure details the system in place for the Renewal of Annual Maintenance and Medical Equipment Service Contracts (Tipperary).

### **Scope**

Renewal of Annual Maintenance and Medical Equipment Service Contracts (Tipperary).

### **Responsibility**

Estates – Tipperary

## **Technical Services Department**

### **Tipperary North**

## **Procedure for the Renewal of Annual Maintenance and Medical Equipment Service Contracts**

Maintenance and Medical Service Contracts are renewed on an annual basis.

When due for renewal companies usually send a renewal proposal one month to six weeks in advance of renewal date.

If this is not forthcoming, we contact the company by telephone or email requesting a renewal proposal.

This is then checked to ensure that all equipment is included, as on the previous year's contract, and we make any additions or deletions as appropriate.

The cost of contract is also checked to ensure that any increase is in line with inflation, and if out of line this is queried with the company.

When satisfied with the contract proposal, it is signed by us, and returned to the company to be implemented.

A standard letter is sent to the company with the signed contract proposal. This letter requests that the contract proposal be signed by the company if not already signed. It also requests a schedule of planned service visits and copies of current Employers, Public and Products Liability Insurances and current Tax Clearance Certificate. Details of our Hygiene requirements are enclosed with the letter and a company Acceptance/Compliance Form is attached for completion. No payment will issue until these details are returned to us.

A template detailing service visits for the year is attached to the front of each company's file. This allows us to track services due, completed or not completed and enables us to take appropriate action each month. A computer template is also maintained.

We request that copies of all Service Reports are delivered either by hand or by post to us and these are filed when received.

Copies of all invoices relating to the contract are also kept on file.

**In the event of requesting a new Service Contract for equipment not previously under contract, we telephone, email or write to the company requesting a Service Contract proposal for the equipment outlined and then follow the same procedure.**