Procedure for Preparation of Design Specifications for Equipment

Procedure No. 010

	Print Name	Title	Date
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INTRODUCTION

An equipment design specification is required when tendering for equipment.

This specification details the technical and performance requirements of a specific item of equipment thus ensuring an even playing field for prospective suppliers.

Scope

The Procedure applies to the Procurement of both clinical and non-clinical equipment for which tenders are sought.

Responsibility

It is the responsibility of the client, the Health Service Executive, who will prepare the specification with the appointed design team.

PROCEDURE GENERAL

1.0 User Request:- Once a requirement for an item of equipment has been established a technical specification is drafted.

Project Database

- The Project database is explored for previous used specifications for similar equipment.
- A search is undertaken to explore latest technological advances on similar equipment.
- This information is submitted to the requesting body for their amendments and comments.
- In the case of biomedical/clinical equipment the amended specification is issued to the Department of Clinical Engineering for scrutiny and to the Technical Services Department for all non clinical equipment.
- The Equipping officer scrutinised the final document to ensure adherence to Public Procurement Guidelines.
- The final amended specification is circulated for users sign off prior to issuing to tender.
- In situations where no previous specification exists either in the Project database or Health Service Executive National files a new specification is written based on the following criteria:-

Procedure

1. Check Project database for a relevant existing specification.
2. If one exists issue to Clinical Engineering and End Users for comments and amendments.
3. Consult best practice tools for ensuring compliance with latest technology e.g. health technology assessment, etc.
4. The amended specification is issued to End Users and Clinical Engineering for sing off prior to issuing to tender.
5. The final document is scrutinized to check for issues which may impact on the building e.g.
   - size
   - service requirements
   - safety requirements
   - positioning in final location e.g. door size, etc.