 <p><b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b></p>	<p><b>MEDICAL GAS PIPELINE SYSTEMS - GAS OUTLET CONTROL PROCEDURE</b></p>	<p><b>Policy 5.1.3 Protocol 2</b></p>
<p><b>MEDICAL GAS PIPELINE SYSTEMS PROTOCOL</b></p>		

**OBJECTIVE**

To specify the requirements for controlling and identifying “Approved Medical Gas Outlets” as a result of new installations, or the modification to existing Bay of Plenty District Health Board (BOPDHB) medical gas systems, in order to ensure the safe and efficient delivery of medical gases.

In order to support the safe delivery of medical gases it is necessary to control and manage the delivery systems and outlets with respect to installation / modification and provide the users with clear identification of approved outlets.

**STANDARDS TO BE MET**

1. Once a medical gas system is installed or modified and all relevant testing is completed and verified in accordance with BOPDHB policy 5.1.3 protocol 1 Medical Gas Pipeline Systems - Testing Procedures, the system is handed over to the BOPDHB from the approved contractor and this protocol applies.
2. Before a system is used medical staff must confirm that the medical gas outlet is approved for use by having a signed [Approved Medical Gas Outlet Sticker clearly visible at the delivery point – refer Appendix 1.](#)
3. The Approved Medical Gas Outlet Sticker is the responsibility of the Property Services Authorised Person (BOPDHB Authorised Person) and control and issuing of stickers is strictly in accordance with this protocol to maintain the integrity of the system.

The BOPDHB Authorised Person will collate all testing documentation into a file and issue an Approved Medical Gas Outlet Sticker for the individual outlets affected. The sticker will be attached to the outlet and a replica kept with the test records with a unique sequential number captured in a register of approved outlets.

4. The sticker can only be signed by the BOPDHB Authorised Person and the sticker remains current until the outlet is modified and / or re-tested in accordance with BOPDHB policy 5.1.3 protocol 1 Medical Gas Pipeline Systems - Testing Procedures.

Stickers are not to be removed under any circumstances except by the BOPDHB Authorised Person.


**5. Roles and Responsibilities**

Contact Details	Role	Responsibility
BOPDHB Site Engineer, Building Services, and Facilities Manager Whakatane	BOPDHB Authorised Person	<ul style="list-style-type: none"> <li>• Signs the Approved Medical Gas outlet Sticker on behalf of BOPDHB</li> <li>• Responsible for the control of the Approved Outlet register</li> </ul>

**6. Records**

All electronic records will be stored in the Property Services shared drive and hard copies kept in the vital records file in the Property Services department. Records will be kept for a period of seven (7) years from the date of last action then destroyed in accordance with General Disposal Authority 20.10.

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<p>Protocol Steward: Site Engineer Building Services</p>	<p>Authorised by: GM Property Services</p>	

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**REFERENCES**

- Health Technical Memorandum (HTM) 0201, Piped medical gases, medical compressed air and medical vacuum installations
- District Health Boards General Disposal Authority 20.10

**ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 5.1.3 Medical Gas Pipeline Systems Testing
- Bay of Plenty District Health Board policy 5.1.3 protocol 1 Medical Gas Pipeline Systems – Testing Procedure
- Bay of Plenty District Health Board policy 2.4.5 Records Management
- Medical Gas Pipeline Systems – Testing & Responsibility Schedule
- Medical Gas Pipeline Summary of Tests Form B0
- Medical Gas Pipeline Carcass – Labelling / Marking, Sleeving / Supports and Leakage Test Form B1
- Medical Gas Pipeline Carcass – Cross Connection Test Form B2
- Medical Gas Pipeline System – Leakage Test Form B3
- Medical Gas Pipeline System – Vacuum Leakage Test Form B4
- Medical Gas Pipeline System – AVSUs – Closure & Zoning Tests Form B5B
- Medical Gas Pipeline System – Cross Connection Test Form B6
- Medical Gas Pipeline System – Functional Test of Terminal Units Form B7A
- Medical Gas Pipeline System – Functional Tests of NIST Connectors Form B7B
- Medical Gas Pipeline System – Design Flow Performance Test Form B8
- Medical Gas Pipeline System – Functional Test of Supply System Form B9
- Medical Gas Pipeline System – Pressure Safety Valves Form B10
- Medical Gas Pipeline System – Warning Systems Form B11
- Medical Gas Pipeline System – Verification of Drawings Form B12
- Medical Gas Pipeline System – Purging and Filling Form B13
- Medical Gas Pipeline System – Quality Form B14
- Medical Gas Pipeline System – Gas Identification Form B15
- Medical Gas Pipeline System – Certificate of Completion Form B16

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**Appendix 1 – Approved Medical Gas Outlet Sticker**


**APPROVED MEDICAL GAS OUTLET**

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Tested in accordance with BOPDHB Protocol 5.1.3

**Identification #** \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_



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