

<b>Reference Number:</b> UHB 223	<b>Date of Next Review:</b> 31 <sup>st</sup> Mar 2026
<b>Version Number:</b> 5	<b>Previous Trust/LHB Reference Number:</b> N/A
<b>In-house Adaption, Modification, Manufacture and Repair of Medical Equipment Procedure</b>	
<b>Introduction and Aim</b>	
<p>The Cardiff and Vale UHB Medical Equipment Management Policy covers the management of all medical equipment in use in the Cardiff and Vale University Health Board irrespective of the source of funding for the equipment.</p> <p>The aim of this procedure is to provide clarity to those undertaking the management of medical equipment in order to ensure that the relevant legislation, standards, guidance and best practice are implemented, in particular, as set out in the <a href="#">Best-practice guidance for the in-house manufacture of medical devices and nonmedical devices, including software in both cases, for use within the same health institution (IPEM April 2024)</a><sup>1</sup> and <a href="#">Managing Medical Devices (MHRA 2021)</a><sup>2</sup>.</p>	
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>To ensure Cardiff and Vale UHB complies with <a href="#">NHS Wales Health and Care Quality Standards</a><sup>3</sup>.</li> </ul>	
<b>Scope</b>	
<p>This procedure applies to all of our staff in all locations including those with honorary contracts. It applies to all Medical Equipment used by Cardiff and Vale UHB services irrespective of whether the Medical Equipment is owned, loaned, leased or used by commissioned external service providers.</p>	
<b>Equality Health Impact Assessment</b>	An Equality Health Impact Assessment (EHIA) has not been completed as this procedure has been written to support the implementation the Cardiff and Vale UHB Medical Equipment Management Policy for which an assessment has been completed and found a positive impact.
<b>Documents to read alongside this Procedure</b>	Cardiff and Vale UHB Medical Equipment Management Policy
<b>Approved by</b>	Cardiff and Vale UHB Medical Equipment Group

Document Title: Repair etc. of Medical Equipment Procedure	2 of 5	Approval Date: 10 <sup>th</sup> Dec 2024
Reference Number: UHB 223		Next Review Date: 31 <sup>st</sup> Mar 2026
Version Number: 5		Date of Publication: 17.12.2024
Approved By: Medical Equipment Group		

<b>Accountable Executive or Clinical Board Director</b>	Executive Director of Therapies and Health Science
<b>Author(s)</b>	Head of Rehabilitation Engineering
<p><b>Disclaimer</b>  <b>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <a href="#">Governance Directorate</a>.</b></p>	

<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date of Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	01/04/2014	15/04/2014	New Document.
2	20/10/2017	12/12/2017	Updated terminology and references.
3	25/03/2020	15/03/2020	Update to take account of full implementation of MDR 2017 with effect from 26 <sup>th</sup> May 2020 pending publication of relevant MHRA Guidance.
4	17/03/2021	04/04/21	Update to take account of the changes in legislation as a result of Brexit and publication of the <a href="#">Best-practice guidance for the in-house manufacture of medical devices and nonmedical devices, including software in both cases, for use within the same health institution (IPEM January 2021)</a> <sup>1</sup> .
5	10/12/2024	17/12/2024	Review and interim update pending the outcome of the MHRA consultation on medical device regulation in the UK and subsequent introduction of new legislation.

Document Title: Repair etc. of Medical Equipment Procedure	3 of 5	Approval Date: 10 <sup>th</sup> Dec 2024
Reference Number: UHB 223		Next Review Date: 31 <sup>st</sup> Mar 2026
Version Number: 5		Date of Publication: 17.12.2024
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## CONTENTS

Section	Page
1 Background	3
2 Application	3
3 Responsibilities, Audit and Review	3
4 Procedure	3
5 Definitions of Terms	4
6 References	4

### 1.0 BACKGROUND

The Cardiff and Vale UHB Medical Equipment Management Policy covers the management of all medical equipment in use in the Cardiff and Vale University Health Board irrespective of the source of funding for the equipment. The Policy describes management of medical equipment as encompassing a range of activities including its use and repair. The Policy also states that, for equipment manufactured or modified in-house, appropriate Technical Files must have been created and approved and all documentation and approvals must be comply with the recommendations of the [Best-practice guidance for the in-house manufacture of medical devices and nonmedical devices, including software in both cases, for use within the same health institution \(IPEM April 2024\)](#)<sup>1</sup>.

The purpose of this procedure is to provide clarity to those undertaking the management of medical equipment in order to ensure that the relevant legislation, standards, guidance and best practice are implemented<sup>1,2,3,4</sup>.

### 2.0 APPLICATION

This procedure is to be followed upon the in-house adaptation, modification, manufacture or repair of any medical equipment covered by the Policy including stand-alone software (or 'apps') that supports clinical decision making which is classified as a medical device and therefore falls under the Medical Devices Regulations (please see [MHRA Guidance: Medical device stand-alone software including apps \(including IVDMDs\) - last updated 01 July 2023](#)<sup>4</sup>).

### 3.0 RESPONSIBILITES, AUDIT AND REVIEW

Document Title: Repair etc. of Medical Equipment Procedure	4 of 5	Approval Date: 10 <sup>th</sup> Dec 2024
Reference Number: UHB 223		Next Review Date: 31 <sup>st</sup> Mar 2026
Version Number: 3		Date of Publication: <b>TBC</b>
Approved By: Medical Equipment Group		

The Executive Director of Therapies and Health Science is the Executive Director with responsibility for medical equipment.

The Medical Equipment Group is responsible for this procedure and will keep it under regular review.

The Clinical Engineering Department and Rehabilitation Engineering Unit will monitor and audit the application and implementation of the policy.

#### 4.0 PROCEDURE

When undertaking the following:

1. Adaptation/modification/repair of a medical device or equipment as explicitly endorsed by the manufacturer (either via 'instructions for use' or a separate written agreement).

This activity does not fall within the scope of [IPEM April 2024](#)<sup>1</sup>. A formal record of the adaptation/modification/repair must be made as part of the ongoing management of that medical device or equipment.

2. Modification/repair of a medical device or equipment not explicitly endorsed in writing by the manufacturer but which does not change the intended purpose of the medical device or equipment.

As this activity may fall within the scope of [IPEM April 2024](#)<sup>1</sup> it will be considered to do so for the purposes of this Procedure (see below).

3. Modification of a medical device or equipment not explicitly endorsed in writing by the manufacturer which changes the intended purpose of the medical device.

This activity falls within the scope of [IPEM April 2024](#)<sup>1</sup> (see below).

4. Research/design/development/manufacture of new medical devices or equipment.

This activity falls within the scope of [IPEM April 2024](#)<sup>1</sup> (see below).

[IPEM April 2024](#)<sup>1</sup> recommends that an 'appropriate quality management' system (such as BS EN ISO 13485) be in place to assure the safety and effectiveness of medical devices put into service. For the purposes of this Procedure, activities 2, 3 and 4 above must be undertaken in line with the 'principles' of BS EN ISO 13485 (as demonstrated via documented processes although formal certification and external audit will not be required at this time) to ensure that their ongoing safety and effectiveness is regularly reviewed and remedial action taken as necessary. For the sake of clarification, those documented processes for undertaking activities 2, 3 and 4 above may already be covered by BS EN ISO 9001 certification or BS EN ISO 15189 accreditation in which case their content should be reviewed regularly by the local quality manager (or other nominated competent and senior

Document Title: Repair etc. of Medical Equipment Procedure	5 of 5	Approval Date: 10 <sup>th</sup> Dec 2024
Reference Number: UHB 223		Next Review Date: 31 <sup>st</sup> Mar 2026
Version Number: 3		Date of Publication: <b>TBC</b>
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person with equivalent responsibilities) to confirm that they continue to operate in line with the 'principles' of BS EN ISO 13485 for the purposes of this Procedure.

## 5. DEFINITION OF TERMS

Adaptation: Alteration or configuration, for example, in accordance with a prescription, but without making physical changes to the medical device or equipment.

Modification: Physical changes to an existing medical device or equipment.

## 6. REFERENCES

1. [Best-practice guidance for the in-house manufacture of medical devices and nonmedical devices, including software in both cases, for use within the same health institution \(IPEM April 2024\)](#)
2. [Managing Medical Devices \(MHRA 2021\)](#)
3. [Health and Care Quality Standards \(NHS Wales 2023\)](#)
4. [MHRA Guidance: Medical device stand-alone software including apps \(including IVDMDs\) - last updated 01 July 2023](#)