**Yearly Diary Dates JAN 2016 – Dec 2017**

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| **Jan**  Xray Machine (engineer) due 2017  #health safety audit due  # Autoclave service (SDE)  #compressor check (SDE)  #chair service & checks (SDE)  # xray check (SDE) | **Feb**  #Radiology audit –SM  APPRAISAL – JM /TG | **Mar**  #OHA audit due  #Record keeping audit  #fta audit  APPRAISAL - LS | **April**  #CPR Re-Newal  (8th April 2016 – 10:30)  easter???? Check  Rod macintosh  CHECK DRUG EXPIRY DATES |
| **May** | **Jun**  # Mercury Collection / amalgam = 6mthly  #check autoclave report | **Jul**  #Infection prevention control audit  Check nurses indeminity?  APPRAISAL - NP | **Aug** |
| **Sept**  \*Building Insurance?    #check liability insurance cert  Surgery Insurance | **Oct**  Roof inspection letter  Music Licence due (x2)  Waste collection renewal | **Nov**  MHF Audit due | **Dec**  #Disability audit  #First aider refresher course?  NP / SM  #amalgam collection (6mth) |
| **2016**  **Telephone leasing? – dec??**  **Apr 2016 – do NHS superann??** | **2017**  Jan 2017 Xray testing  NCC online Safeguarding  re-newals (x3Yrly)  FEB 2017 – telephone leasing expires – NEED NEW TELPHONES!!!  Waste Audit due  JULY 2017 – Oxygen tank | **2018**  PAT testing (3yr) |  |