**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 –SMAPPRAISAL – JM /TG | **Mar**#OHA audit due#Record keeping audit#fta auditAPPRAISAL - LS | **April**#CPR Re-Newal (8th April 2016 – 10:30) easter???? CheckRod macintoshCHECK DRUG EXPIRY DATES |
| **May** | **Jun**# Mercury Collection / amalgam = 6mthly#check autoclave report | **Jul**#Infection prevention control auditCheck nurses indeminity?APPRAISAL - NP | **Aug** |
| **Sept**\*Building Insurance? #check liability insurance certSurgery Insurance | **Oct**Roof inspection letterMusic 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 testingNCC online Safeguarding re-newals (x3Yrly)FEB 2017 – telephone leasing expires – NEED NEW TELPHONES!!!Waste Audit dueJULY 2017 – Oxygen tank | **2018**PAT testing (3yr) |  |