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Section: <b>Quality Control Manual</b>	Subject Title: <b>Equipment QC &amp; Maintenance</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 11, 2001	
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## **EQUIPMENT QC & MAINTENANCE**

### **A. Refrigerators, Freezers, Incubators, Heating Blocks, Centrifuges**

1. Temperature and CO<sub>2</sub> levels is checked and recorded daily by the wash-up technician. Report all out-of-range readings to the QA technologist for corrective action.
2. Maintenance such as cleaning and defrosting are done every 3 months or semi-annually. Record all maintenance performed on charts in Equipment Maintenance binder.

### **B. Instruments (eg. AxSym, BacT/Alert):**

See the appropriate sections of the manual for QC items. Record all results into the LIS.

### **C. Deionized Water:**

Resistivity reading is recorded daily by the wash-up technician.  
Culture for bacterial count are done weekly.  
Report all out-of-range readings to the QA technologist for corrective action.

### **D. Biosafety Cabinets**

Record readings of air flow pressure every time the cabinet is turned on.  
Record cleaning and disinfection of cabinet work area on chart as scheduled.

All biosafety cabinets are certified annually by CONTEST. Certificates are filed in the QA section in the store room.

### **E. Pipette Check**

Eppendorff pipettes are checked semiannually by an outside contractor. Records are kept in the Pipette Check folder in the QA section.

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**F. Isoplater**

Weekly  
Monthly

Records of all preventive maintenance and repair work performed by maintenance companies are filed in the QA section in the store room.