



STEM CELL LABORATORY (STCL)



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DOCUMENT TITLE:

Balances Daily QC and Monthly Maintenance

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Control Information

Author: WATE02

Owner: WATE02

Previous Number: STCL-FORM-003 Rev 03

Change Number: QSU-CCR-105

Stem Cell Laboratory

Equipment: _____

SN _____

Location: _____

Month/Year: _____

BALANCE DAILY QC and MONTHLY MAINTENANCE

√ = OK or function performed
 NIU = Not in use.

Record the actual weight displayed on scale when performing the weight check.
 Record problem and corrective action on reverse side

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAILY:																															
Balancing Bubble Centered																															
Instrument set to Zero (0)																															
Internal Calibration Check																															
Weight check																															
50 gm (±2)																															
200 gm (±5)																															
600 gm (±5)																															
1000 gm (± 10)																															
Initials:																															
MONTHLY:																															
Clean balance																															
Initials:																															

Weekly Review: (Initials/Date) Wk1 _____ Wk2 _____ Wk3 _____ Wk4 _____ Wk5 _____

Monthly Review (Date/Initial): _____

Stem Cell Laboratory

Month/Year: November/2009**BALANCE DAILY QC and MONTHLY MAINTENANCE (EXAMPLE)**

√ = OK or function performed
NIU = Not in use

Record the actual weight displayed on the scale when performing the weight check.
Record problem and corrective action on reverse side

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAILY:																															
Balancing Bubble Centered	√																														
Instrument set to Zero (0)	√																														
Internal Calibration Check	√																														
Weight check																															
50 gm (±2)	50																														
200 gm (±5)	200																														
600 gm (±5)	600																														
1000 gm (± 10)	1005																														
Initials:	jc																														
MONTHLY:																															
Clean balance	√																														
Initials:	jc																														

Weekly Review: (Initials/Date) Wk1 _____ Wk2 _____ Wk3 _____ Wk4 _____ Wk5 _____

Monthly Review (Date/Initial): _____

Signature Manifest**Document Number:** STCL-FORM-003**Revision:** 04**Title:** Balances Daily QC and Monthly Maintenance**STCL-FORM-003 Balances Daily QC****Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Jun 2013, 01:00:08 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		19 Jun 2013, 03:03:31 PM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		20 Jun 2013, 08:24:16 AM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		01 Jul 2013, 09:48:48 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		01 Jul 2013, 09:48:49 AM	Email Sent
Sharon Hartis (SH259)		01 Jul 2013, 09:48:49 AM	Email Sent
Betsy Jordan (BJ42)		01 Jul 2013, 09:48:49 AM	Email Sent
Barbara Waters-Pick (WATE02)		01 Jul 2013, 09:48:49 AM	Email Sent