



## STEM CELL LABORATORY (STCL)



**DOCUMENT NUMBER:** STCL-FORM-018

**DOCUMENT TITLE:**

Sterile Docker Daily QC and Maintenance Log

**DOCUMENT NOTES:**

8B.612

### Document Information

**Revision:** 05

**Vault:** STCL-Form-rel

**Status:** Release

**Document Type:** STCL FORM

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### Control Information

**Author:** WATE02

**Owner:** WATE02

**Previous Number:** STCL-FORM-018 Rev 04

**Change Number:** QSU-CCR-105

Equipment: \_\_\_\_\_  
 SN \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Stem Cell Laboratory

### STERILE DOCKER MAINTENANCE LOG

Record only if used

NIU = Instrument not in use

✓ as task is completed

NA- Not Applicable

Place Initial in Initial block as tasks are completed

Record problem/corrective action on reverse side

Place check (✓) in Weld Made column, as weld is made. Place check (✓) in Weld Tested column after checking alignment and integrity of weld.

Month/Year _____ / _____																															
Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Weld Made																															
Weld Tested																															
Initial																															
Daily Decontamination																															
Initial																															
Weekly Review																															
Initial																															
Monthly Cleaning of Air Filter																															
Initial/Date																															

Decontaminate daily and if bloody or spill occurs.

Monthly clean filter, Initial/Date

Monthly Review    Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Instructions for Form**

1. Daily Decontamination must be completed at the end of the day's processing. Follow manufacturer's instructions. Initial.
2. All recordings must be clear and legible.
3. Use only blue or black ink.
4. Use only abbreviations that are referenced in legend.
5. Record only for days in use.
6. If not used, record NIU (not in use) for that day.
7. Weekly review is responsible for accuracy and clarity of documentation.
8. Any problems must be recorded on the problem/corrective log.
9. The problem/corrective log must be reviewed on a weekly basis.
10. Use same initials every time.

Equipment: Terumo 1  
 SN 123456  
 Location: Processing  
 Stem Cell Laboratory

**STERILE DOCKER MAINTENANCE LOG****EXAMPLE**

Record only if used

✓ as task is completed

Place Initial in Initial block as tasks are completed

NIU = Instrument not in use

NA- Not Applicable

Record problem/corrective action on reverse side

Place check (✓) in Weld Made column, as weld is made. Place check (✓) in Weld Tested column after checking alignment and integrity of weld

Month/Year <u>January</u> / <u>2008</u>																															
Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Weld Made	✓	✓	✓																												
Weld Tested	✓	✓	✓																												
Initial	jc	jc	jc																												
Daily Decontamination	✓	✓	✓																												
Initial	jc	kl	rg																												
Weekly Review Initial			kl																												
Monthly Cleaning of Air Filter Initial/Date	Rg 01/03/08																														

Decontaminate daily and if bloody or spill occurs.

Monthly clean filter, Initial/Date

Monthly Review    Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature Manifest****Document Number:** STCL-FORM-018**Revision:** 05**Title:** Sterile Docker Daily QC and Maintenance Log**STCL-FORM-018 Sterile Docker QC****Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Jun 2013, 01:11:42 PM	Approved

**Medical Director Approval**

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		19 Jun 2013, 03:03:45 PM	Approved

**QA Approval**

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		20 Jun 2013, 08:25:35 AM	Approved

**Document Release**

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		01 Jul 2013, 09:52:47 AM	Approved

**Notification**

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		01 Jul 2013, 09:52:48 AM	Email Sent
Sharon Hartis (SH259)		01 Jul 2013, 09:52:48 AM	Email Sent
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