



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-EQUIP-019 FRM1

DOCUMENT TITLE:

Sterile Welder Daily QC and Maintenance Log FRM1

DOCUMENT NOTES:

Document Information

Revision: 01

Vault: STCL-Equipment-rel

Status: Release

Document Type: STCL-Equipment

Date Information

Creation Date: 12 Dec 2012

Release Date: 01 Jan 2013

Effective Date: 01 Jan 2013

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: None

Change Number: STCL-CCR-092

STCL-EQUIP-019 FRM1 **Sterile Welder Daily QC and Maintenance Log**

Serial Number: _____

Place check (✓) in "Weld Made" row as weld is made. Place check (✓) in "Weld Tested" row after checking alignment/integrity of weld. Record only if used. Place initials in "Initial" row as tasks are completed. Decontaminate daily. Place check (✓) in "Daily Decontamination" row as task is completed. Place initials in "Initial" row as task is completed. Record problems/corrective action on reverse side. Use the following notations:

✓ = task is completed NIU = Not In Use NA = Not Applicable

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

Clean filter monthly (if applicable). Initial and date appropriate row.

Monthly Review Signature _____ Date _____

STCL-EQUIP-019 FRM1 Sterile Welder Daily QC and Maintenance Log
 Stem Cell Laboratory, DUMC
 Durham, NC

Instructions for Form

1. Use same initials every time.
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. If not used, record NIU (not in use) for that day.
6. Daily Decontamination must be completed daily but additional cleaning required as needed. Follow manufacturer's instructions. Initial.
7. Troubleshooting Log should be copied to backside of this form.
8. Weekly review is responsible for accuracy and clarity of documentation.
9. Monthly review must be performed by Supervisor or designee.

STCL-EQUIP-019 FRM1 Sterile Welder Daily QC and Maintenance Log
Instructions
Stem Cell Laboratory, DUMC
Durham, NC

Signature Manifest**Document Number:** STCL-EQUIP-019 FRM1**Revision:** 01**Title:** Sterile Welder Daily QC and Maintenance Log FRM1**STCL-EQUIP-019 FRM1 Sterile Welder Daily QC and Maintenance Log****Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Dec 2012, 04:03:30 PM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		19 Dec 2012, 04:03:53 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		19 Dec 2012, 04:25:10 PM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		19 Dec 2012, 04:29:09 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		21 Dec 2012, 10:40:44 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		21 Dec 2012, 10:40:44 AM	Email Sent
Sharon Hartis (SH259)		21 Dec 2012, 10:40:44 AM	Email Sent
Linda Sledge (SLEDG006)		21 Dec 2012, 10:40:44 AM	Email Sent
System Administrator (SYSADMIN)		21 Dec 2012, 10:40:44 AM	Email Sent