QUALITY CONTROL AND PREVENTIVE MAINTENANCE SCHEDULE

| **TASK** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Thermometer QC |  |  |  |  |  |  |  |  |  | **X** |  |  |
| Multi-Timer QC |  |  |  |  | **X** |  |  |  |  |  | **X** |  |
| Change 10% Glycerol - Refrigerators | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  |
| Add 10% Glycerol |  | **X** | **X** |  | **X** | **X** |  | **X** | **X** |  | **X** | **X** |
| Change Ethylene Glycol - Freezers |  | **X** |  |  |  |  |  |  |  |  |  |  |
| Alarm Checks – Refrigerator, Freezer, Incubator, QuickThaw |  |  |  | **X** |  |  |  | **X** |  |  |  | **X** |
| Centrifuge tach & timer check |  |  | **X** |  |  |  |  |  | **X** |  |  |  |
| Check Donor Cart Supplies |  |  | **X** |  |  |  |  |  | **X** |  |  |  |
| Waterbath Cleaning –Precision | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Helmer Quick Thaw cleaning | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Document Storage | **X** |  |  |  |  |  |  |  |  |  |  |  |
| Check Filters – Refrigerators, Freezer, Incubator | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  |
| Battery Check – Temp. Recorder, Alarm Recorder, Data loggers, digital Thermometers |  |  | **X** |  |  | **X** |  |  | **X** |  |  | **X** |
| Bally walk-in maintenance | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  |
| Electronic Balance QC |  |  |  |  | **X** |  |  |  |  |  | **X** |  |
| Electronic Balance Calibration |  |  |  |  |  |  |  |  |  |  | **X** |  |
| Transporter Temp QC |  |  |  |  |  |  | **X** |  |  |  |  |  |
| CO2 Tank Inventory | **X** |  | **X** |  | **X** |  | **X** |  | **X** |  | **X** |  |
| Cell Washer Spin Time Calibration |  | **X** |  |  |  |  |  |  |  |  |  |  |
| Cleaning – Refrigerator, Freezer, Incubator | **BBR1**  **Helm** |  |  |  | **BBR2** |  | **BBR4** |  |  | **BBF1** | **BBF3** |  |
| Cell Washer tubing check |  |  |  |  | **X** |  |  |  |  |  | **X** |  |
| UltraLow Freezer Door Gasket | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Relocate future incomplete files to current month | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Clean out stored specimens – FSH slides | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Review all product inventory | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Change StatSpin tube holders | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Internal Testing Assessment | **X** |  |  |  |  | **X** |  |  |  |  |  |  |

# PROCEDURE AND FORM CHANGE CONTROL

| **Title: Quality Control and Preventive Maintenance Schedule** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Written** | | **Validated** | | **Path Review** | | **Review** | | **Effective** | |  |
| **Date** | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** | **Reason for Revision** |
| 8/20/96 | MRJ |  |  | 8/21/96 | LAT |  |  |  |  |  |
| Revised: Date |  |  |  |  |  |  |  |  |  |  |
| 1/5/97 | MRJ |  |  |  |  |  |  |  |  |  |
| 10/23/02 | GJM |  |  |  |  |  |  |  |  |  |
| 2/20/04 | MRJ | 3/1/04 | GJM | 3/5/04 | ESB | 3/4/04 | MRJ | 3/9/04 | MRJ | Update with 2004 Quality Indicators AABB |
| 5/29/04 | MRJ |  |  |  |  |  |  |  |  | Update: Add Hettich EBA Centrifuge. Remove Astel |
| 9/21/04 | MRJ |  |  |  |  |  |  |  |  | Delete Fetal Hgb |
|  |  |  |  |  |  | 12/15/05 | MRJ |  |  |  |
| 6/22/06 | MRJ | 6/23/06 | GJM | 6/26/06 | ESB | 6/27/06 | MRJ | 6/29/06 | MRJ | Removal of RC3C+, removal of CICBC hub for shipping QC |
| 10/30/06 | GJM |  |  |  |  |  |  |  |  | Add UPS battery change |
| 1/3/07 | GJM | 5/2/07 | MRJ | 5/3/07 | ESB | 5/2/07 | MRJ | 5/10/07 | MRJ | Added Blood Bank Refrigerator Cleaning, and Checking for Decontamination Spills |
| 8/31/07 | GJM | 9/19/07 | MRJ | 9/20/07 | ESB | 9/19/07 | MRJ | 10/2/07 | MRJ | Added – Forma door gasket and replacing towel under OR transporters |
|  |  |  |  |  |  | 10/1/07 | KTS |  |  |  |
| 10/10/07 | MRJ |  |  |  |  |  |  |  |  | Change 10% glycerol 4 times per year because of mold; same time as refrigerator cleaning |
|  |  |  |  |  |  | 1/27/08 | MRJ |  |  |  |
|  |  |  |  |  |  | 2/25/09 | MRJ |  |  | Revision pending |
| 3/27/09 | MRJ | 4/3/09 | GJM | 4/16/09 | ESB | 4/3/09 | MRJ | 4/24/09 | MRJ | Reduce redundancy |
| 1/2/10 | PAB | 1/5/10 | GJM |  |  |  |  | 1/10/10 | PAB | Reduce redundancy |
| 07/22/10 | gjm |  |  |  |  |  |  |  |  | Removed sonic waterbath from monthly cleaning |
| Revised: Date |  |  |  |  |  |  |  |  |  |  |
| 08/17/10 | GJM |  |  |  |  | 08/25/10 | Jap | 08/26/10 | pab | ADDED ELECTRONIC CALIBRATION |
| 09/15/10 | GJM |  |  |  |  |  |  |  |  | Removed tasks not being done anymore |
| 2/28/12 | PAB | 3/1/12 | GJM | 3/2/12 | ESB |  |  | 3/2/12 | PAB | Combined and removed tasks |
| 10/23/12 | PAB |  |  | 10/24/12 | ESB |  |  | 1/1/13 | PAB | Revised frequency |
| 8/6/13 | PAB |  |  | 8/7/13 | ESB |  |  | 8/8/13 | PAB | Removed Thermogenesis, working wash, PHESt |
| 1/7/14 | PAB |  |  |  |  |  |  |  |  | Added Helmer QuickThaw |
| 10/27/14 | JLH |  |  |  |  |  |  |  |  | Removed BBR3 from list. Assigned Form number and version. |

**Out of use:**

**Date: By: Reason:**