BBQC 1.0-Monthly Maintenance and Quality Control Documentation

1. Principle

Maintenance and quality control of Blood bank equipment and tasks are required by manufacturer instructions. Tasks that are required on a monthly basis are divided up to be performed in different months or every month. This procedure to is correlate the schedule of activities with the documentation of completion.

# General Policies

* 1. All blood bank personnel are responsible for completion of monthly tasks as outlined on form BBF 4.0-Quality Control and Preventive Maintenance Schedule.
	2. Tasks must be completed between the first and the last day of the month to be considered completed in prescribed month.

# Specimen Collection and Preparation

N/A

# Equipment

N/A

# Supplies

N/A

# Reagents

N/A

## Quality Control

N/A

## Safety

Refer to Chemical Hygiene and Blood Borne Pathogen Plan for Memorial Hospital Laboratory.

## Procedure

* 1. Obtain current month’s maintenance form.
	2. Each month has tasks assigned according to BBF 4.0-Quality Control and Preventive Maintenance Schedule form.
	3. Documentation of completed tasks each month will be documented on designated form unless otherwise indicated.
	4. The following tasks will be documented on separate forms according to separate SOP for task.
		1. Thermometer QC
		2. Multi-timer QC
		3. Alarm Checks
		4. Centrifuge tach and time check
		5. Electronic Balance QC
		6. Electronic Balance Calibration
		7. Transporter Temp QC
		8. Cell Washer Spin Time Calibration
		9. Instrumentation/Method Correlation

## Reporting Results

* 1. Once monthly tasks have been completed, monthly maintenance form and any associated forms for that month will be placed for review.

## References

* 1. Standards for Blood Banks and Transfusion Services, AABB, 26th Edition, 2009, Std. 4.3 & 5.1.7, Bethesda, MD.
	2. Technical Manual, AABB, 16th Edition, 2008, pg. 297, Bethesda, MD.

# PROCEDURE AND FORM CHANGE CONTROL

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| **Date** | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** | **Reason for Revision** |
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Out of use:

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