

Department:	Laboratory and Blood Bank		
Document:	Internal Policy and Procedure		
Title:	General Equipment Monitoring and Maintenance		
Applies To:	All Blood Bank Staff		
Preparation Date:	January 06, 2025	Index No:	LB-IPP-253
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1. PURPOSE:

- 1.1 Establishing measures to ensure the integrity, accuracy and reliability of blood bank equipment.

2. DEFINITONS:

- 2.1 N/A

3. POLICY:

- 3.1 Equipment is used in accordance with the manufacturer's written instructions.
- 3.2 Equipment must have unique identification (serial number).
- 3.3 The routine maintenance, repairs, and testing are performed on an instrument from the time of receipt until the instrument is permanently removed from service.
- 3.4 Blood bank technicians/ specialists are trained to do corrective action in any equipment malfunctions, failures, or adverse events.
- 3.5 Weekly cleaning of machines and monthly cleaning of freezers (as applicable) are done with reagent not affecting the machine like 10 % chlorine.
- 3.6 Calibrations and/or adjustments are performed:
 - 3.6.1 Before use.
 - 3.6.2 After activities that may affect the calibration.
 - 3.6.3 At prescribed intervals (Preventive maintenance, every 6 month).

4. PROCEDURE:

- 4.1 Equipment are used, monitored and maintained in accordance with the manufacturer's written instructions.
- 4.2 Some equipments may require specific calibration.
- 4.3 Investigation and follow-up of equipment malfunctions, failures, or adverse events include:
 - 4.3.1 Call biomedical engineering for investigation of the malfunction, failure, or adverse event.
 - 4.3.2 Ensure that the equipment is removed from service. Fix label (out of service).
 - 4.3.3 Reporting the nature of the malfunction, failure, or adverse event to the manufacturer, when indicated.

5. MATERIALS AND EQUIPMENT:

- 5.1 N/A

6. RESPONSIBILITIES:

- 6.1 Blood Bank technicians/ specialists to follow the detailed procedures.
- 6.2 Supervisor of blood bank technicians or his deputy to follow the preventive maintenance and repair.

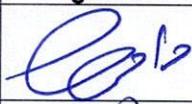
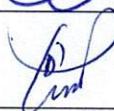
7. APPENDICES:

7.1 N/A

8. REFERENCES:

- 8.1 The Unified Practical Procedure Manual For Blood Banks In The Arab Countries, 1434-2013.
- 8.2 The Standard Policy For Blood Banks In The Kingdom Of Saudi Arabia, 1st edition, 1435-2014.
- 8.3 National Standards For Clinical laboratories and Blood Banks, 1st edition, 2015.
- 8.4 AABB Technical manual, 18th edition, 2014.
- 8.5 AABB Standards for Blood Banks and Transfusion Services, 30th edition, 2016.

9. APPROVALS:

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