

Periodic Testing and Maintenance of Decontamination Equipment

1. Purpose

This procedure details the generic process for periodic testing and maintenance of endoscope decontamination equipment.

2. Responsibilities

The Endoscope Decontamination Unit (EDU) management (User) is responsible for ensuring the decontamination equipment is maintained and is satisfactorily tested periodically at the scheduled time and signed as fit for use.

Daily and weekly testing & maintenance is undertaken by EDU and estates staff trained in the testing & maintenance tasks of the decontamination equipment.

Authorised Persons (Decontamination) are responsible for the practical implementation and operation of procedures relating to the engineering aspects of decontamination equipment including the operation of the permit to-work system.

Competent Persons (Decontamination): CP(D)s, carry out periodic testing and maintenance.

Authorising Engineers (Decontamination): AE(D)s are responsible for conducting an annual review of EWD test reports, certifying the equipment as compliant, and review of equipment commissioning reports, including:

- Installation Qualification (IQ);
- Operational Qualification (OQ);
- Performance Qualification (PQ).

All staff shall adhere to Standard infection control precautions listed in **National Infection Prevention and Control Manual (NIPCM)** Health Protection Scotland www.nipcm.hps.scot.nhs.uk/

3. Procedure

- label equipment with ID clearly;
- compile a master list schedule of periodic testing and routine maintenance of the decontamination equipment – refer to record form PRO 179-530R;
- the master list will include equipment ID;

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- ensure the master list schedule identifies the staff required (EDU staff, AP(D), CP(D), AE(D) and others) to carry out the work including work identified in service contracts;
- ensure the master list is in accordance with current guidance, manufacturer's recommendations and local policy;
- ensure the work on the master list schedule is completed satisfactorily on time;
- keep the records of all decontamination equipment;
- inspect test reports and ensure the requirements have been met, prior to signing the report to indicate the equipment is fit for use;
- ensure all the requirements of any service contract and guidance have been met;
- contact an independent AE(D) to conduct an annual review of test reports;
- follow SOP (PRO 179-200) if non conformances are found.