



Inspect and Perform Maintenance On Tube Sealers

OI#####

Operator Instruction

Issue: 02

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Date: 27/08/2013	Date: dd/mm/yyyy	Date: dd/mm/yyyy
Title: <insert>	Title: <insert>	Title: <insert>
<electronic signature will appear here>		Effective Date: 01/09/2013

Purpose

This Operator Instruction (OI) provides the instructions for inspecting and maintaining Tube Sealers used by the

This OI must be read in conjunction with **SOP ##### Tube Sealers**.

Before You Begin

Tube Sealers use heat to aseptically seal blood bags and tubes. To ensure these units operate in an effective manner, has determined that maintenance should be performed in the event of equipment breakdown and annually as recommended by the manufacturer.

Overview

This OI consists of three parts:

- Part 1: Inspect Tube Sealer
- Part 2: Perform Annual Maintenance on Tube Sealer
- Part 3: Return Tube Sealer to Use

Instructions

NOTES!	<ul style="list-style-type: none"> • For JMS Tube Sealers, it is recommended that spare batteries are available in the event that battery replacement is required • Ongoing checks of Tube Sealers are not required due to 100% visual and physical inspection of seals by staff during quality checks. • If the red T-SEAL II error LED is lit (see unit top front) refer to the Operating Manual.
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Part 1: Inspect Tube Sealer

Complete the following steps to inspect Tube Sealer.

Step	Action										
1	If not already present, attach an "Out of Service" tag to the unit. Refer to OI #####: Tag Out Equipment.										
2	Record inspection of Tube Sealer in unit specific Equipment Maintenance Record folder.										
3	Determine the reason for Tube Sealer inspection. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If Tube Sealer is...</th> <th style="width: 50%;">Then...</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> not sealing adequately not turning on or heating </td> <td>consult Service Manual specific to unit.</td> </tr> <tr> <td>missing an electrical tag on power cord</td> <td>complete electrical test as per SOP #####: Electrical Safety Procedure.</td> </tr> <tr> <td>physically broken</td> <td>contact vendor for assessment of unit</td> </tr> <tr> <td>due for annual inspection (as indicated by Service Sticker Due Date)</td> <td>proceed to Part 2.</td> </tr> </tbody> </table>	If Tube Sealer is...	Then...	<ul style="list-style-type: none"> not sealing adequately not turning on or heating 	consult Service Manual specific to unit.	missing an electrical tag on power cord	complete electrical test as per SOP #####: Electrical Safety Procedure.	physically broken	contact vendor for assessment of unit	due for annual inspection (as indicated by Service Sticker Due Date)	proceed to Part 2.
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4	Determine if Tube Sealer can be repaired. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">If Tube Sealer...</th> <th style="width: 50%;">Then...</th> </tr> </thead> <tbody> <tr> <td>cannot be repaired</td> <td>remove from service. Refer to SOP #####: Decommission Site Equipment.</td> </tr> <tr> <td>can be repaired</td> <td>proceed to Part 3.</td> </tr> </tbody> </table>	If Tube Sealer...	Then...	cannot be repaired	remove from service. Refer to SOP #####: Decommission Site Equipment.	can be repaired	proceed to Part 3.				
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Part 2: Perform Annual Maintenance on Tube Sealer

Complete the following steps to perform annual maintenance on Tube Sealer.

Step	Action						
1	Complete electrical test as per SOP #####: Electrical Safety Procedure.						
2	Determine make and model of Tube Sealer. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Where Tube Sealer is a...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td> Terumo AND one of the following models: <ul style="list-style-type: none"> • T Seal II (bench top tube sealer) • LM100E (hand held tube sealer) • ACS152 (bench top tube sealer) • AC155 (bench top tube sealer) • XS1010 (bench top tube sealer) • CompoSeal Universal (bench top tube sealer) • Mobilea (hand held tube sealer) </td> <td>there is no annual maintenance requirement</td> </tr> <tr> <td>any other model of Tube Sealer</td> <td>send Tube Sealer to approved service provider. Refer to Form ###: Approved Service Providers.</td> </tr> </tbody> </table>	Where Tube Sealer is a...	Then...	Terumo AND one of the following models: <ul style="list-style-type: none"> • T Seal II (bench top tube sealer) • LM100E (hand held tube sealer) • ACS152 (bench top tube sealer) • AC155 (bench top tube sealer) • XS1010 (bench top tube sealer) • CompoSeal Universal (bench top tube sealer) • Mobilea (hand held tube sealer) 	there is no annual maintenance requirement	any other model of Tube Sealer	send Tube Sealer to approved service provider. Refer to Form ###: Approved Service Providers.
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any other model of Tube Sealer	send Tube Sealer to approved service provider. Refer to Form ###: Approved Service Providers.						

Part 3: Return Tube Sealer to Use

Complete the following steps to return Tube Sealer to use.

Step	Action						
1	Examine external service report. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>If service report indicates...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>unit has been serviced</td> <td>sign report and forward to Functional Area Manager or delegate for approval.</td> </tr> <tr> <td>unit is faulty</td> <td>note details in unit specific Equipment Maintenance Log and inform the Functional Area Manager. Proceed to Part 1, Step 4.</td> </tr> </tbody> </table>	If service report indicates...	Then...	unit has been serviced	sign report and forward to Functional Area Manager or delegate for approval.	unit is faulty	note details in unit specific Equipment Maintenance Log and inform the Functional Area Manager. Proceed to Part 1, Step 4.
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Step	Action
2	When approved service report is returned by Functional Area Manager, file in unit specific Equipment Maintenance Record folder.
3	Affix label to Tube Sealer indicating service date and date next inspection is due (12 months from service date).
4	Return Tube Sealer to service

DOCUMENT END



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Change History

Issue Number	Date	Description of Change
02	August 2013	<ul style="list-style-type: none">• Document process mapped and reformatted with if/then tables.• Standardised 'heat sealer' and 'tube sealer' terminology.• Broke document into 3 parts – inspection, maintenance, and return to service.• Document assumes when annual service determines unit is faulty, it cannot be repaired.• Corrected formatting errors
01	Not Applicable	First Issue.