

# InSight DB Control & Maintenance Log

MONTH: .....

REVIEWED BY: .....

DATE: .....

## Quality Control

Weekly Procedures	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
QC tested by:					

**NOTE: Process a QC at least once a week, compare your results with results printed on the WML control data sheet.**

**In the event of a QC failure:**

1. Reprocess the sample
2. If still out of limits, repeat with a fresh QC
3. Inform your Woodley Sales Representative or Woodley Equipment Company Technical Support on 01204 695045 and press option 1.

## Maintenance

Daily Procedures	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
<b>Morning Duties</b>																																
Install refrigerated reagents																																
Replenish system water																																
Empty liquid waste																																
Run Initialisation																																
<b>Evening Duties</b>																																
Fill cuvettes with water																																
Remove reagents to fridge																																
Switch off analyser /PC																																
Remove condensation																																

Weekly Procedures	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Clean cuvettes					
Check cuvettes					
Perform air bleed					

Monthly Procedures	Date Performed

This maintenance log is not intended to indicate when a procedure should be undertaken; it is a record of when it has been undertaken. To confirm that a procedure has been completed please initial the appropriate box.

**If you require assistance with any of the above procedures, please contact your Woodley Equipment Company Sales Representative or Woodley Equipment Company Technical Support on 01204 669033 option 1**