



Spotchem EZ Quality 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 Spotchem 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 669033 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
Empty/clean tip waste																															

Weekly Procedures	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Clean reagent table					
Clean rubber plate					
Clean centrifuge cover					
Clean black and white plates					

Annual Procedures	Date Performed
Clean optical window	
Clean nozzle	

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 and press option 1.**