CALAMBA WATER DISTRICT

TITLE: OPERATION OF WISECLAVE® DIGITAL AUTOCLAVE

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	NAME	SIGNATURE
AUTHOR	Ethel O. Paderes	
REVIEWED BY:	Engr. Joselito A. Gillera	
APPROVED BY:	Engr. Restituto B. Sumanga Sr.	

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1.0 PURPOSE

1.1 The objective of this documented information is to provide standard instruction for the operation Wiseclave® Digital Autoclave

1.2 To determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements.

1.3 To ensure that the resources provided:

a) are suitable for the specific type of monitoring and measurement activities being undertaken;

b) are maintained to ensure continuing fitness for their purpose.

1.4 Retain appropriate documented information as evidence of fitness for purpose of the monitoring and measurement resources.

2.0 SCOPE

2.1 The scope applies to the safe operation of the autoclave by the authorized laboratory personnel.

2.2 Measurement traceability. When measurement traceability is a requirement, or is considered by **CWD** to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be:

a) calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be retained as documented information;

b) identified in order to determine their status;

c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results.

2.3 To determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary.

3.0 RESPONSIBILITY

3.1 The Headof the Laboratory shall manage the administrative and technical operations of the laboratory.

3.2 The Laboratory Analyst must control and maintain the equipment.

4.0 DEFINITIONS

4.1 Sterilization - destruction or removal of all viable organisms from an object or from a particular environment

4.2 Autoclave - is a pressure cooker that sterilizes, or kills all microorganisms and their spores

5.0 PROCESS FLOW STEPS

STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
		1. PREPARATION		
		START		
1	Media Preparation Logbook/ Equipment Monitoring Form	Fill the pressure vessel with distilled water up to the level of the heating coil		Laboratory Personnel
2		Ensure that the drain valve is closed prior to operation		Laboratory Personnel
3		Check the locking levers on the lid, it must be moved all the way into the locking ring		Laboratory Personnel
		END		
		2. PROGRAM SETTING		
		START		
1		Press the MODE button		Laboratory Personnel
2		Change the position of the cursor by pressing the shift button		Laboratory Personnel
3		Change the minute setting using INC button		Laboratory Personnel
4		Press the MODE button to return to the main menu		Laboratory Personnel
5		Press Start / Stop button		Laboratory Personnel
		END		

STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
1		**3. AFTER STERILIZATION** **4.** START → Open the autoclave after the pressure gauge has reach zero → END	Media Preparation Logbook/ Equipment	Laboratory Personnel

6.0 PROCESS DETAILS:

6.1 Preparation

Fill the pressure vessel with distilled water up to the level of the heating coil	
Ensure that the drain valve is closed prior to operation	
Check the locking levers on the lid, it must be moved all the way into the locking ring	

6.2 Program Setting

Press the MODE button	

Change the position of the cursor by pressing the shift button	
Change the minute setting using INC button	
Press the MODE button to return to the main menu	
Press Start / Stop button	

6.3 After sterilization

Open the autoclave after the pressure gauge has reach zero	

6.4 HEALTH AND SAFETY

6.4.1 Personal Protective Equipment (Apron, Goggles and Heat resistant gloves) must worn when removing the sterilized items

6.4.2 The handle should only be gripped at the experiment end and step back when opening the sterilizer

6.4.3 Autoclavable bags should be partially opened to prevent it from bursting.

6.4.4 Do not sterilize pressure – sealed vessels

7.0 RECORDS RETENTION

7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy/Controlled Copy.

7.2 Inactive/Archival Retention – shall be kept for active three (3) years or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Copy".

8.0 REFERENCE DOCUMENTS

8.1 ISO 9001:2015 QMS Standard
8.2 QMS Manual
8.3 Statutory and Regulatory Requirements
8.4 WiseClave® Digital Autoclave Operation Manual
8.5 WHO Biosafety Manual 2004

9.0 ATTACHMENTS

9.1 Media Preparation Logbook
9.2 Equipment Monitoring Form

10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

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