Guideline for validation of manual cleaning and manual chemical disinfection of medical devices
All Aesculap workers know that the precision, functionality and handling of the surgical instruments they produce have an influence on surgical procedures that frequently save lives. And they share the sense of responsibility this brings. So it’s not surprising that manual craftsmanship and devotion to detail result in the creation of very special instruments.

Aesculap – a B. Braun company
Medical devices that should be sterile, or at most have only a low microbial count (disinfected), when used must be processed with validated procedures, while observing the manufacturer’s instructions, so as to ensure that the effectiveness of these processes is demonstrated and the safety and health of patients, users or third parties are not compromised. Apart from the automated cleaning and disinfection process, which should preferably be used, manual cleaning and chemical disinfection process steps are permitted in justified cases and must be validated as parts of the entire process.

Validation of processes, and corresponding standardization of process steps, will not be possible if there is no quality management system in place. Only through strict adherence to the individual standard operating procedures compiled by the operator and verification that all steps are duly implemented will it be possible to demonstrate quality assurance and reproducibility of the results. This is documented in the validation report.

To understand these interrelationships, both the staff entrusted with processing and the validation personnel need to have extensive knowledge and expertise, which are acquired through qualification (for example as set out in the Qualification Directive of the German Society for Sterile Supply – DGSV e. V.). Successful conduct of manual cleaning and disinfection was generally not verified in the past. Against that background, and in the light of experiences gained from compilation of guidelines for validation of automated cleaning and disinfection processes, the present Guideline for Validation of Manual Cleaning and Manual Chemical Disinfection has now been compiled. It gives operators/processors, for the first time, information and background legal explanations* on drafting standard operating procedures and their validation.

Authors of this Guideline (Coordination):
Anke Carter (DGSV1), Priv.-Doz. Dr. Holger Biering (AKI2), Dr. Jürgen Gebel (DGKH3)

Authors of this Guideline (Participation):
Josef Graf (DGSV), Helmi Henn (AKI), Adelheid Jones (DGSV), Dr. Wolfgang Kohnen (DGKH), Sigrid Krüger (DGKH), Dr. Maria-Theresia Linner (DGKH), Prof. Dr. Heike Martiny (DGKH), Dr. Winfried Michels (AKI), Ursel Oelrich (AKI), Klaus Roth (DGKH), Verona Schmidt (AKI), Klaus Wiese (DGSV)

*Note: Legal and normative background stated in this guideline are based on application in Germany, following German requirements. If this guideline is applied by processing units in other countries, respective national laws have to be observed.

1 DGSV: German Society for Sterile Supply
2 AKI: Working Group Instrument Preparation
3 DGKH: German Society for Hospital Hygiene
Guideline for Validation of Manual Cleaning and Manual Chemical Disinfection of Medical Devices

1 PRINCIPLES OF THE GUIDELINE
   1.1 Definitions
   1.2 List of abbreviations
   1.3 Using the Guideline

2 LEGAL AND NORMATIVE BACKGROUND
   2.1 Legal acts and regulations
   2.2 KRINKO Recommendations
   2.3 Standards
   2.4 Recommendations

3 SCOPE

4 REQUIREMENTS FOR PROCESSES
   4.1 Prerequisites for standardization
     4.1.1 Structural, technical and organizational prerequisites at operator’s premises
     4.1.2 Information to be provided by the manufacturers to the operator
     4.1.2.1 Information to be provided by the instruments manufacturers
     4.1.2.2 Information to be provided by process chemicals’ manufacturers
     4.1.3 Content of standard operating procedures
     4.2 Standardization of the process
     4.2.1 Tasks immediately after use
     4.2.2 Pre-cleaning
     4.2.3 Cleaning
     4.2.4 Intermediate rinse
     4.2.5 Draining off
     4.2.6 Inspection for cleanliness
     4.2.7 Disinfection
     4.2.8 Final rinse
     4.2.9 Drying
     4.2.10 Documentation and release

5 VALIDATION
   5.1 Prerequisites
   5.2 Tests as part of validation
     5.2.1 Installation qualification (IQ)
     5.2.2 Operational qualification (OQ)
     5.2.3 Performance qualification (PQ)
     5.2.3.1 Verification of cleaning
       5.2.3.1.1 Definition of test instruments
       5.2.3.1.2 Methods for verification of cleaning
         5.2.3.1.2.1 Instruments with everyday soils
         5.2.3.1.2.2 Process challenge devices
       5.2.3.1.3 Procedure
       5.2.3.1.4 Assessment
       5.2.3.2 Verification of disinfection
       5.2.3.3 Verification of drying
       5.2.3.4 Inspection for process chemical residues
     5.3 Overall assessment of results
     5.4 Documentation
     5.5 Performance requalification
       5.5.1 Performance requalification for no specific reason
       5.5.2 Performance requalification for a specific reason
     5.6 DEFINITION OF ROUTINE TESTS FOR CLEANING AND DISINFECTION PROCESSES

6 PROCUREMENT
   6.1 Ultrasound to supplement cleaning
   6.2 Steamers
   6.3 Cleaning accessories
   6.4 Compressed air pistols/water pistols
   6.5 Dosing equipment
   6.6 Process chemicals (including water)
   6.7 Drying cabinets

8 REFERENCES
Annexes

Annex 1  Content of EN ISO 17664  16
Annex 2  Workstation – example  17
Annex 3  Determination of a processing procedure  18
Annex 4  Flow chart: Group A instruments  19
Annex 5  Flow chart: Group B instruments with joints  20
Annex 6  Flow chart: Group B hollow instruments  21
Annex 7  Qualification needed by validation personnel  22
Annex 8  Verification of cleaning  24
Annex 9  Acceptance criteria for assessment of cleaning efficacies  26
Annex 10  Process chemicals  28
Annex 11  Chemical water quality  30
Annex 12  Ultrasound to supplement cleaning  31
Annex 13  Using water and compressed air pistols  34
Annex 14  Dosage equipment for disinfectants  34

Checklists

Checklist 1  Organizational prerequisites to be met by operator (Part A of installation qualification)  36
Checklist 2  Structural and technical prerequisites to be met by operator (Part B of installation qualification)  37
Checklist 3  Batch documentation  39
Checklist 4  Validation report cover page  40
Checklist 5  Operational qualification  41
Checklist 6  Performance qualification  43
Checklist 7  Daily routine checks of manual workstation  44

Test matrix

Test matrix  Validation of manual cleaning and disinfection processes  46
Guideline for Validation of Manual Cleaning and Manual Chemical Disinfection of Medical Devices

1 Principles of the Guideline

Quality assurance in medical device (MD) processing is not only a legal obligation, it also has important implications for economic efficiency. Prevention of healthcare-associated (nosocomial) infections is an interdisciplinary challenge for all parties involved. Expert medical device processing is an important component in this regard. The medical devices must be designed to withstand automated and/or manual processing. By assuring process safety, the procedure used must guarantee proper and reproducible processing. The personnel entrusted with processing must have the requisite knowledge and qualifications to ensure proper processing. This Guideline for Validation of Manual Cleaning and Manual Chemical Disinfection (called «manual cleaning and disinfection» in the following) of medical devices disinfected using an immersion method is intended for all establishments in which medical devices are processed for use on humans. The following principles apply for processing:

- The operator is responsible for setting up and maintaining a quality management system.
- The operator is responsible for ensuring that the personnel entrusted with processing have the requisite expertise.
- The operator is responsible for ensuring that validation, performance requalification and periodic routine tests are carried out.
- Preference must be given to automated cleaning and disinfection.
- The acceptance criteria for the efficacy of manual and automated processes are identical.
- «The use of manual processes, when automated processes are available, presupposes that proof of the equivalence of the efficacy of manual and automated processes will have been furnished» [KRINKO/BfArM Recommendation 2012]
- Effective cleaning is a prerequisite for effective disinfection and – if necessary – for subsequent sterilization.

The objectives of the Guideline are as follows:

- Provision of working materials to compile operator-specific standard operating procedures for manual cleaning and disinfection of medical devices tailored to the design of the respective medical device.
- Provision of methods and acceptance criteria for verification of operator-specific standard operating procedures with regard to the cleaning and disinfection results as well as for detection of chemical residues following manual cleaning and chemical disinfection.

1.1 Definitions

Alarm Value
A value which, if exceeded, requires implementation of measures to optimize the process/standard operating procedure, in order to attain/undershoot the guide value

Batch
Medical device or group of medical devices subjected at the same time to a processing procedure

Chemical Disinfection
Reduction of the number of microorganisms in or on an inanimate matrix attained through the irreversible effect of a product on their structure or metabolism to a degree deemed appropriate for a specific purpose (EN 14885)

Chemical Disinfectant
A mixture of one or several biocidal substances used for chemical disinfection

Cleaning
Removal of soils from an object to the extent needed for subsequent processing or the intended use (EN ISO 17664)

Detergent
A substance or mixture of substances that helps to clean medical devices by removing soils

Detergent Disinfectant
A mixture of substances containing detergent as well as disinfectant compounds

Expiry Date
A date on the medical device packaging specifying the date until which the device may be used, assuming it is stored as per the manufacturer’s instructions

Guide Value
A value that must not be exceeded in order to complete performance qualification

Gross/Rough Soiling
Visible contamination on medical devices which can be easily removed after using the medical devices. This includes e. g. tissue residues, bone splinters and dental cement

Hollow Cavity/Lumen in Medical Devices
Medical device which, because of its construction/design, has internal surfaces that do not permit complete visual inspection from the outside

Installation Qualification (IQ)
Process of obtaining and documenting evidence that the organizational, structural and technical prerequisites have been met
Limit Value
A value which, if exceeded, requires immediate process shutdown; the corresponding standard operating procedure must no longer be used.

Manual Chemical Disinfection
Chemical disinfection without using a washer-disinfector

Manual Cleaning
Cleaning without using a washer-disinfector (EN ISO 17664)

Manufacturer/Distributor
Organization or person responsible for construction, manufacture, packaging and labelling of a device before it is placed on the market under his own name, irrespective of whether these activities were conducted by this person himself or by an appointed third party (EN ISO 17664)

Operational Qualification (OQ)
Process of obtaining and documenting evidence that the installed equipment operates within predetermined limits when used in accordance with its operational procedures

Performance Qualification (PQ)
Process of obtaining and documenting evidence that processes were conducted in accordance with the standard operating procedures, thus yielding products that meet the respective specifications

Process
A series of interrelated activities that convert inputs into results (ISO 9000)

Process Chemical
Chemical substances or mixture of substances used for cleaning and/or disinfection of medical devices, such as detergents, disinfectants, care agents, water, etc.

Processor/Operator
An organization or person responsible for performing actions needed to prepare a new or used medical device for its intended use (EN ISO 17664)

Processing
Processing of medical devices, which should be sterile or, at most, have only a low microbial count (disinfected) when used, involves their cleaning, disinfection and sterilization, including associated working steps as well as testing and restoration of functional safety, after use for the purpose of reuse (MPG Section 3 [14])

Product Group/Medical Device Group
Medical devices that are comparable in terms of design and cleaning and disinfection requirements, and for whose cleaning and disinfection one single standard operating procedure can be compiled

Shelf Life of Unused Application Solution of a Disinfectant/Detergent Disinfectant
Period of time during which the proven disinfection efficacy of a ready-to-use solution is preserved, when prepared according to the manufacturer’s instructions in the recommended concentration and then left to stand unused, in a covered container, for the time period specified by the manufacturer

Stability of Used Application Solution of a Disinfectant/Detergent Disinfectant
Period of time during which the proven disinfection efficacy of a ready-to-use solution is preserved on repeated use, when prepared according to the manufacturer’s instructions in the recommended concentration and then used for the time period specified by the manufacturer

Standardization
The totality of measures taken for harmonization, simplification, classification, limitation or restriction of processes in the form of optimum technical solutions

Standard Operating Procedure
contains a detailed standardized description of how to carry out a task or working step

Validation
A documented process for obtaining, recording and interpreting the results required to establish that a process will consistently yield products complying with predetermined specifications (EN ISO 17664)

Workstation
Structural arrangement and layout equipped with the fittings needed to conduct manual cleaning, rinsing, disinfection and drying

1.2 List of abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>°C</td>
<td>Degree Celsius</td>
</tr>
<tr>
<td>AKI</td>
<td>Working Group Instrument Preparation</td>
</tr>
<tr>
<td>BAM</td>
<td>Federal Institute for Materials Research and Testing</td>
</tr>
<tr>
<td>BCA</td>
<td>Bicinchonic acid</td>
</tr>
<tr>
<td>BfArM</td>
<td>Federal Institute for Drugs and Medical Devices</td>
</tr>
<tr>
<td>BfG</td>
<td>Rules adopted by the statutory accident insurance institutions</td>
</tr>
<tr>
<td>BGV</td>
<td>Guidelines issued by the statutory accident insurance institutions</td>
</tr>
<tr>
<td>BiostoffV</td>
<td>Biological Substances Regulation</td>
</tr>
<tr>
<td>BSA</td>
<td>Bovine serum albumin</td>
</tr>
<tr>
<td>C+ D</td>
<td>Cleaning and disinfection</td>
</tr>
<tr>
<td>CJD</td>
<td>Creutzfeldt-Jakob disease</td>
</tr>
<tr>
<td>cm</td>
<td>Centimetre</td>
</tr>
<tr>
<td>cm²</td>
<td>Centimetre squared</td>
</tr>
<tr>
<td>CW</td>
<td>Cold water</td>
</tr>
<tr>
<td>dB</td>
<td>Decibel</td>
</tr>
<tr>
<td>DGHM</td>
<td>German Society for Hygiene and Microbiology e. V.</td>
</tr>
<tr>
<td>DGKH</td>
<td>German Society for Hospital Hygiene e. V.</td>
</tr>
<tr>
<td>DGSV</td>
<td>German Society for Sterile Supply e. V.</td>
</tr>
<tr>
<td>DIN</td>
<td>German Institute for Standardization e. V.</td>
</tr>
<tr>
<td>DVV</td>
<td>German Society for Control of Viral Diseases e. V.</td>
</tr>
<tr>
<td>DW</td>
<td>Demineralized water</td>
</tr>
<tr>
<td>EN</td>
<td>European standard</td>
</tr>
<tr>
<td>ESGE</td>
<td>European Society for Gastrointestinal Endoscopy</td>
</tr>
<tr>
<td>ESGENA</td>
<td>European Society of Gastroenterology and Endoscopy Nurses and Associates</td>
</tr>
<tr>
<td>EEC</td>
<td>European Economic Community</td>
</tr>
<tr>
<td>GMBI</td>
<td>Joint Ministerial Gazette</td>
</tr>
<tr>
<td>HBV</td>
<td>Hepatitis B virus</td>
</tr>
<tr>
<td>HCV</td>
<td>Hepatitis C virus</td>
</tr>
<tr>
<td>HF</td>
<td>High frequency</td>
</tr>
<tr>
<td>HIV</td>
<td>Human immunodeficiency virus</td>
</tr>
<tr>
<td>IFSG</td>
<td>Infection Protection Act</td>
</tr>
<tr>
<td>IQ</td>
<td>Installation qualification</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organization for Standardization</td>
</tr>
<tr>
<td>kHz</td>
<td>Kilohertz</td>
</tr>
<tr>
<td>KRINKO</td>
<td>Commission for Hospital Hygiene and Infection Prevention at the Robert Koch Institute</td>
</tr>
<tr>
<td>LAGA 18</td>
<td>State Working Group on Waste Disposal, Implementation Guide 18</td>
</tr>
<tr>
<td>LED</td>
<td>Light emitting diode</td>
</tr>
<tr>
<td>m³</td>
<td>Cubic metre</td>
</tr>
<tr>
<td>mg</td>
<td>Milligram</td>
</tr>
<tr>
<td>MIS</td>
<td>Minimally invasive surgery</td>
</tr>
<tr>
<td>min</td>
<td>Minutes</td>
</tr>
<tr>
<td>mm</td>
<td>Millimetre</td>
</tr>
</tbody>
</table>
2 Legal and Normative Background

Medical establishments are obliged to conduct medical device processing in line with the dictates of quality assurance as imposed directly and indirectly by a series of legal acts, regulations, recommendations and standards.

2.1 Legal acts and regulations

All service providers in the healthcare sector are obliged to implement quality assurance measures aimed at improving the outcome quality. To that effect, they must set up an inhouse quality management system and continue to develop this (Sections 135–137 of Book V of the German Code of Social Law).

The Infection Protection Act (IfSG) calls for compilation of Infection Control (Hygiene) Policies. These policies must define parameters for processing, including checks and tests.


The Medical Devices Operator Ordinance (MPBetreibV) calls for, in Section 4(2), inter alia, validation of processing procedures.

The Drinking Water Regulation defines microbiological and chemical requirements for drinking water. The Regulation on Health and Safety When Handling Biological Substances (BiostoffV) applies to tasks involving biological substances (pathogens) and must be observed when processing medical devices. It calls for hazard assessment and definition of protective measures for a particular degree of protection. BiostoffV is supplemented by the Principles of Prevention (BGV A1), a document relating to health and safety in the workplace compiled by the Employers’ Liability Insurance Association (statutory accident insurance associations), and by Biological Agents in the Healthcare Sector and in the Welfare Services (BGR 250/TRA 250). It stipulates special precautions and behavioural approaches for healthcare personnel that run the risk of contracting infection from pathogens.

1.3 Using the Guideline

The Guideline consists of an explanatory section as well as of annexes, a test matrix and checklists. The annexes describe structural prerequisites, test methods and processes. They provide additional information on the respective topic.

Annex 9 «Acceptance criteria for assessment of cleaning efficacy» sets out the currently valid acceptance criteria. The Test Matrix gives the user tips on how to plan and verify the various validation steps. Details of the recommended test intervals help the processing departments draw up the relevant schedules. The Checklists have been designed to help the user to verify the different validation steps. Individual checklists can be directly implemented in the processing departments to facilitate planning and conduct of validation and to record the test results.

2.2 KRINKO Recommendations

Pursuant to Section 23(3) IfSG, compliance with the relevant state of medical science is assumed if the published KRINKO Recommendations for the respective area are observed. Furthermore, pursuant to Section 4(2) MPBetreibV appropriate processing is assumed if the KRINKO/BfArM Recommendation for hygiene requirements for processing medical devices, jointly compiled by the Commission for Hospital Hygiene and Infection Prevention at the Robert Koch Institute (RKI) and the Federal Institute for Drugs and Medical Devices (BfArM), are observed.

This KRINKO/BfArM Recommendation sets out the requirements to be met by the processing procedures. Annex 1 describes «suitable validated processes», «When processing a MD, the sum of all automated and manual processes involves the various, mutually complementary processing steps) contribute to achieving the processing goal. Hence, inadequately validated individual steps (processes), as well as failure to observe the standard operating procedures, detract from the processing quality outcome».

In addition, at least the following KRINKO Recommendations must be observed:

– Hygiene requirements for cleaning and disinfection of surfaces
– Requirements for the design, features and operation of decentralized disinfectant dispensers
– Hand disinfection.

2.3 Standards

Standards are anticipated expert opinions on the state of the art. The standards of importance for this Guideline include:

– EN ISO 14971 describes risk management with regard to medical devices
– EN 14885 specifies which claims by disinfectants (spectrum of action) must be substantiated by which European test standards
– EN ISO 17664 is intended for reusable medical devices and single-use devices that are supplied in an unsterile state but must be sterile when used. This standard specifies the information to be provided by the medical device manufacturer for processing medical devices claimed to be resterilizable. This information must include details of safe, val-
2.4 Recommendations

The recommendations of importance for this Guideline are:

– Disinfectants List by the Association for Applied Hygiene (VAH), setting out the chemical disinfection methods tested and deemed effective for prophylactic disinfection and hygienic handwashing.

– Guideline by the German Association for Control of Viral Diseases (DVV) e. V. and the Robert Koch Institute (RKI) describing the methods for testing chemical disinfectants for efficacy against the viruses encountered in human medicine.

3 Scope

This Guideline for Validation of Manual Cleaning and Disinfection of Medical Devices is intended for all centres in hospitals and medical practitioners' offices in which medical devices for use on humans are processed. It also applies for piercing and tattooing studios as well as for podiatry establishments.

The Guideline should be consulted for manual cleaning and disinfection, including manual pre- and re-cleaning in combination with automated cleaning/disinfection processes of all medical devices used on patients. The following are not covered by this Guideline:

– Processing steps such as inspection, care, functional testing, packing, labeling, sterilization, release for use after sterilization, distribution and storage

– Heat-sensitive endoscopes

– Medical devices designated for single use by the manufacturer

– Medical devices excluded by regulation (e. g. by the KRINKO/BfArM Recommendation)

– Medical devices requiring wipe disinfection.

Pursuant to the KRINKO/BfArM Recommendation, for cleaning and disinfection of medical devices belonging to the Critical B group automated cleaning and thermal disinfection must in principle be carried out with validated processes. If substantiated and following risk analysis and evaluation it is revealed that medical devices belonging to the Critical B group lend themselves only to manual cleaning and chemical disinfection, the medical device manufacturer's instructions for validated manual cleaning and disinfection must be observed.

The Guideline does not take account of special aspects of medical device processing in relation to CJD/Creutzfeldt-Jakob Disease.

It is pointed out that a detailed description of all aspects of the accessories needed for manual cleaning and disinfection is outside the scope of this Guideline (e. g. details of the water and air operating pressure needed, compressed air quality), since precise details are not available in the literature or in the manufacturer's instructions.

4 Requirements for processes

4.1 Preconditions for standardization

Establishment of a quality management system is a prerequisite for standardization and facilitates organization of working practices. Standard operating procedures for cleaning and disinfection processes also serve as verification standards. The quality of manual cleaning and disinfection is demonstrably assured by defining and implementing suitable test measures as well as by observing the defined acceptance criteria and, if applicable, taking remedial action. Process reproducibility can only be assured if all process participants are appropriately trained.

The operator must draw up standard operating procedures, describing in details all processing steps. Depending on the medical device's intended purpose and use, SOPs must also be compiled for any processing steps prior to and/or after cleaning and disinfection. This applies for testing and operating equipment and systems used during the cleaning and disinfection process (for example an ultrasonic bath/cleaner, stopwatches, dosing equipment).

Note: Standard operating procedures are tailored to a specific process, medical device or workplace. They serve as service instructions for all staff members to ensure that tasks can be demonstrably discharged in a quality-assured and reproducible manner. The individual working steps are commonly presented in flow charts, tables or summarized in short sentences.

To standardize a manual cleaning and disinfection process, the prerequisites described below, at the very least, must be met by the operator and by the manufacturers of the medical devices, accessories (e. g. ultrasonic bath, brushes) and of process chemicals.
The process chemicals’ manufacturers should provide the operator with, inter alia, the following:

- Safety data sheets
- Use instructions with application recommendations on e.g.:

  - Concentration
  - Contact time
  - Application temperature
  - Spectrum of action for disinfectants with information on whether products featured on the VAH List
  - Details of amount of residual chemicals tolerated.

4.1.3 Content of standard operating procedures

First, risk assessment and classification of the medical device must be performed. The information in Annex 3 «Determination of a processing procedure» can be consulted to devise a processing procedure. As a guide to compiling the respective standard operating procedure, while taking account of the circumstances under which the individual steps listed in 4.2.1 – 4.2.10 are carried out by the operator, the flow charts given below by way of example, containing detailed information on the procedures required, can be consulted:

- Annex 4 «Flow chart: Group A instruments»
- Annex 5 «Flow chart: Group B instruments with joints»
- Annex 6 «Flow chart: Group B hollow instruments»

These flow charts set out the requisite steps for manual cleaning and disinfection and serve as a guide for compiling operator-specific standard operating procedures for individual medical devices or medical device groups. The standard operating procedures must give precise details of the operator-specific procedures, while listing the adjuncts needed, such as for example:

- Process chemicals, contact times, concentrations
- Cleaning accessories (type and dimensions of cleaning brushes)
- Cleaning steps (water quality, water quantity and/or details of cleaning time)
- Drying (non-linting cloths, compressed air quality and quantity, drying cabinet).

4.2 Standardization of the process

Operator-specific, documented, standardized processes (standard operating procedures) must be compiled for all medical devices and medical device groups. Manual cleaning and disinfection processes comprise the working steps listed below and these must be set out in writing. If a medical device that was not available hitherto (new) is to be cleaned and disinfected, it must be decided whether an existing SOP can be used or whether a new SOP has to be compiled.

The decision as to whether this involves a new process can be made by carrying out risk analysis and evaluation. To that effect, the content of existing SOPs is compared with the requirements for cleaning and disinfecting the new medical device. Note: To reduce the number of process validations needed, changes can be made to the working steps.

4.2.1 Tasks immediately after use

If applicable, additional steps may have to be taken at the medical device point of use in preparation for processing. These include, for example, elimination of gross soiling and flushing of hollow cavities to prevent drying of adherent residues, making it harder to remove them later. Where possible, medical devices should be disassembled as per the manufacturer’s instructions. The medical devices should be transported in closed containers, preferably in a dry state, and in timely fashion.

4.2.2 Pre-cleaning

Manual pre-cleaning tasks must be carried out in the cleaning/disinfection zone, while taking account of occupational health and safety regulations. Pre-cleaning is performed, if necessary, using suitable detergents and/or equipment, such as e.g. an ultrasonic cleaner. This is used to remove soils (for example, heat-fixed coagulation residues, bone residues) which are not eliminated by the ensuing routine automated or manual cleaning steps.

4.2.3 Cleaning

Manual cleaning tasks must be carried out in the cleaning/disinfection zone, while taking account of occupational health and safety regulations. Manual cleaning is performed with suitable detergents, using the following combination: immersion, brushing, if necessary, use of ultrasound and rinsing. Cleaning serves to remove soils from the medical device to the extent needed for subsequent processing or for the intended use.
4.2.4 Intermediate rinse
Manual rinsing tasks must be carried out in the cleaning/disinfection zone, while taking account of occupational health and safety regulations. Rinsing with water serves to remove chemical detergents and, if necessary, adherent residual soils from the medical device. Attention must be paid to ensuring that all external and internal surfaces are rinsed. Moveable parts must be moved while rinsing.

4.2.5 Draining off
Medical devices must be drained off in the cleaning/disinfection zone, while taking account of occupational health and safety regulations. Medical devices are allowed to drain off to minimize dilution of the disinfectant solution. Therefore the water must have drained off from all the medical device’s external and internal surfaces before it is immersed in the disinfectant solution.

4.2.6 Inspection for cleanliness
Medical devices must be inspected for cleanliness in the cleaning/disinfection zone, while taking account of occupational health and safety regulations. Cleanliness is determined through visual inspection, if necessary, using a magnifying lamp.

4.2.7 Disinfection
Manual disinfection is performed by immersing the medical device in an instrument disinfectant solution, while ensuring complete wetting of all the medical device’s internal and external surfaces. When choosing a disinfectant, pay attention to the spectrum of action, concentration and contact time as well as shelf life of the solution.

4.2.8 Final rinse
Rinsing with water serves to remove process chemicals from the medical device. Attention must be paid to ensuring that all external and internal surfaces are rinsed. Moveable parts must be moved while rinsing.

4.2.9 Drying
First, the water must be allowed to drain off from all internal and external surfaces. Then the internal and external surfaces are dried with compressed air, and with clean, low-microbial and non-linting cloths and/or in a drying cabinet.

4.2.10 Documentation and release
Conduct of all cleaning and disinfection substeps must be documented. The various steps and release can be recorded using, for example, the Checklist 3 «Batch documentation» form. The batch/medical device is released once all the aforementioned manual cleaning and disinfection substeps have been completed and documented. Depending on the medical device’s intended use, the processing procedure may be underpinned by subsequent working steps (functional testing, packing, sterilization, etc.).

5 Validation
«Manual cleaning and disinfection processes, e. g. used for pre-cleaning medical devices or for devices that do not lend themselves to automated cleaning/disinfection (group B) or based on risk analysis, must always be carried out in accordance with documented standard operating procedures, while employing products of proven efficacy as well as agents and methods tailored to the medical device» (1.3 Validation of processing procedures, KRINKO/BfArM Recommendation 2012). Validation serves to verify and demonstrate reproducibility of standardized manual cleaning and disinfection processes in a particular workstation at the operator’s premises. Validation consists of installation qualification (IQ), operational qualification (OQ) and performance qualification (PQ).

The «Test Matrix for validation of manual cleaning and disinfection processes» gives an overview of the tests that should be performed for validation and performance requalification as well as routine checks. The Matrix draws attention to further documents. The validation personnel’s qualifications with regard to validation of manual cleaning and disinfection processes is an important aspect of its conduct. Annex 7 «Requirements to be met by validation personnel» describes the basic requirements to be met by the validation personnel (persons and institutions entrusted with conduct of validation).

5.1 Prerequisites
Compilation of an overview plan, setting out at least the following details, is a prerequisite for validation:

- Responsibilities
- Qualification steps (IQ, OQ and PQ)
- Validation release by the operator
- Implementation of measures if validation failed

Checklist 4 «Validation report cover page» can be used to facilitate planning and conduct of validation. It can also be used as a cover page for the validation report.

5.2 Tests as part of validation
5.2.1 Installation qualification (IQ)
Installation qualification is carried out to ensure that the working area and all requisite equipment, working materials/accessories as well as the manual cleaning and disinfection environment are appropriate and properly installed. The tests and checks performed for installation qualification must be defined, implemented and the results recorded. It is recommended that the corresponding checklists be used for conduct of IQ. Checklist 1 «Organizational prerequisites to be met by the operator (Part A der installation qualification)» and 2 «Structural and technical prerequisites to be met by operator (Part B of installation qualification)» are given in the annex and can be used as a guide and for documentation.

5.2.2 Operational qualification (OQ)
During operational qualification a check is carried out to ascertain whether all equipment, working materials and accessories are functional and qualified in line with the quality management system. Evidence must be provided that servicing, calibration, functional testing and performance tests as specified in the quality management system have been conducted. Checklist 5 «Operational qualification» can be used as a guide to operational qualification.

5.2.3 Performance qualification (PQ)
During performance qualification proof must be furnished that following manual cleaning and disinfection reproducibly cleaned and disinfected medical devices are produced in accordance with the respective SOP. Performance qualification must be carried out for SOPs. Compliance with all parameters set out in the SOPs, e. g. time periods, brushing cycles must be verified and recorded. The disinfectant efficacy is tested indirectly by investigating the parameters exerting
an influence on the disinfection efficacy. Checklist 6 «Performance qualification» can be consulted for conduct of performance qualification.

The methods used for efficacy testing of cleaning, disinfection, drying and for checking for process chemical residues are described below.

5.2.3.1 Verification of cleaning
5.2.3.1.1 Definition of test instruments
The aim here is to verify how effective each compiled SOP has been implemented for the specified workstation by the appointed personnel.

The cleaning results are verified for non-critical, semi-critical A and critical A medical devices on the basis of instruments contaminated with everyday soils. If semi-critical B and/or critical B medical devices are processed, proof of cleaning efficacy must be furnished additionally on the basis of Crile clamps contaminated with standardized blood.

5.2.3.1.2 Methods for verification of cleaning
5.2.3.1.2.1 Instruments with everyday soils
Practice-oriented efficacy tests entail checking medical devices of various designs, e. g. with joints and/or lumens, which were contaminated during routine use. Accordingly, the conditions impacting on cleaning when using the instruments, pre-processing handling and the various cleaning additives used are taken into account.

The medical device must be inspected for cleanliness, if necessary, using a magnifying lamp. Medical devices with surfaces not amenable to visual inspection must be checked by means of a semi-quantitative or quantitative protein detection test (see Annex 8 «Verification of cleanliness»).

If residues of unknown provenance are detected during visual inspection, protein detection will help to distinguish between soil residues and corrosion. Corrosion is not a criterion on which to base assessment of the cleaning results.

5.2.3.1.2.2 Process challenge devices
Crile clamps, with a defined quantity of a test soil produced in a qualified laboratory, are used as process challenge devices (PCDs) (as set out in the Dgkh, Dgsv and AKI Guideline for validation and routine monitoring of automated cleaning and thermal disinfection processes for medical devices as well as advice on selecting washer-disinfector; 3rd edition, 2008. Central Service 16; Suppl 2 [published in German only]). These PCDs are manually cleaned in order to attain a value during cleaning performance which will serve as a reference parameter for the cleaning efficacy.

The PCD is inspected for cleanliness, if necessary using a magnifying lamp. Visually clean PCDs are then checked for protein residues using one of the methods described in Annex 8 «Verification of cleanliness».

5.2.3.1.3 Procedure
To demonstrate reproducibility, manual cleaning must be carried at least thrice for each standard operating procedure during performance qualification for instruments with everyday soils as well as for the PCDs. Details of the number of instruments with everyday soils and PCDs to be tested are given in the «Test Matrix for validation of manual cleaning and disinfection processes». If several persons are involved in cleaning, the instruments with everyday soils and PCDs must be divided up among these persons. The instruments with everyday soils should be contaminated during use in a «real-world setting», while exposed to all particular conditions of influence. Certain instruments or parts thereof, which are visibly contaminated, are selected and documented (possibly with photos). On expiry of the maximum time allotted by the specific operator for pre-processing handling after use/drying, the instruments should be cleaned manually in accordance with the corresponding SOP.

5.2.3.1.4 Assessment
All instruments and/or PCDs must be visibly clean. Quantitative or semi-quantitative testing is performed only for visibly clean instruments and PCDs. The binding criteria and values specified in Annex 9 «Acceptance criteria for assessment of cleaning efficacy» must be observed. The acceptance criteria are based on the results of selected validation examples of cleaning and disinfection processes.

The acceptance criteria have been amended in the light of the five-year experiences gained from implementation of the DGKH, Dgsv and AKI Guideline for validation and routine monitoring of automated cleaning and thermal disinfection processes for medical devices as well as advice on selecting washer-disinfector» from 2008. They are also based on the evaluation of validation results for automated cleaning and disinfection processes from 2011–2012 (Michels W, Roth K, Eibl R: Assessment of cleaning efficacy based on the protein-surface relationship. Central Service 2013; 2: 208–211). This led to a reduction in some cases of the alarm, limit and guide values compared to the aforementioned 2008 guideline. The acceptance criteria will be critically reviewed after one year’s experience by the authors of both guidelines and amended, if necessary.

5.2.3.2 Verification of disinfection
Disinfection efficacy as set out in the standard operating procedure is tested indirectly. The prerequisites for successful disinfection are as follows:

- Successful verification of cleaning as per 5.2.3.1
- Selection of a suitable disinfectant endowed with the spectrum of action needed to meet the respective requirements (see Annex 10 «Process chemicals»).
- Selection of water of the right quality (see Annex 11 «Chemical water quality»)
- Observance of the concentration-time relationship specified for the disinfectant
- Complete immersion of the medical device and thorough wetting of all the medical device’s internal and external surfaces with the disinfectant solution.

The following indirect tests should therefore be performed to verify disinfection:

- Successful cleaning as per 5.2.3.1
- Verification of disinfectant measurement accuracy (see Chapter 7.5. Dosage equipment)
- Verification of disinfectant solution preparation
- Verification of timekeeping accessories.
- Compliance with, and documentation of, the temperature range required for efficacy as specified by the manufacturer.

If the disinfectant is to be used for more than one day, the procedures specified in Annex 10 «Process chemicals» should be observed for validation.
5.2.3.3 Verification of drying
Drying efficacy is tested directly on executing the working steps as per the standard operating procedure. The dried medical device is placed on a flat surface on coloured crepe paper. Any remaining moisture will be visible on the crepe paper. In the case of hollow instruments, dry air is blown through the lumen onto a mirror in order to detect any residual moisture. The results must be recorded. An objection must be made if any residual liquid emerges. Objections must be documented. An improved method must be devised for conduct of the drying step and rechecked after execution. The standard operating procedures for drying must be amended accordingly. The procedures and results must be recorded.

5.2.3.4 Inspection for process chemical residues
Once processing has been completed as per the standard operating procedure, compliance with the limit values, specified by the process chemicals’ manufacturers with respect to the residual amounts of process chemicals tolerated on the medical device, must be assured. These limit values are dependent on both the composition of the process chemicals and the nature and duration of medical device application, i.e. several limit values may be specified for a single process chemical.

At the time of verifying the standard operating procedure, evidence must be produced that the residual amount of process chemicals on the medical device after processing does not exceed the defined limit value.

The methods, or evidence, needed to ascertain the residual amount of process chemicals will depend on the process chemicals employed and must be supplied by the manufacturer of the process chemicals.

5.3 Overall assessment of results
All results obtained during validation are documented and evaluated. If isolated divergent or borderline results are obtained in one or several tests, overall assessment of all process performance results is recommended.

If validation yields results that meet the requirements, the time point for performance requalification is set. Annual testing is seen as a benchmark value that can be under- or overshot in justified cases. Furthermore, the nature and scope of routine tests shall be based on the validation tests (see Chapter 6).

If validation yields results that do not meet the requirements, all parties involved must endeavour to identify the reason for this failure. Such reasons must be recorded. The existing problem must be qualified and potential solutions documented in the test report. If necessary, partial processes must be modified and retested.

5.4 Documentation
The validation procedure and results must be documented in a summary report. The verified standard operating procedures as well as the checklists and protocols (if applicable, also photos) used for validation serve as evidence and should be enclosed in an annex to the report. The report must also include evaluation of the results. The report must contain at least the following:
- Cover page of validation report
- Evidence of conduct of validation (for example, completed checklists)
- Evaluation of results
- Documentation of objections
- Details of specified measures, their implementation and results
- Release of validation report
- Definition of routine test schedules
- Definition of requalification schedules
- Evidence of validation personnel’s qualifications.

Validation of manual cleaning and disinfection is complete once the validation report has been endorsed by the validation personnel and this validation report released by the operator.

5.5 Performance requalification
When defining performance requalification intervals, the same procedure as for automated cleaning and disinfection should be used.

EN ISO 15883-1 recommends for normal operation annual performance requalification of the process. Any deviations from this annual interval must be underpinned through risk management. A prerequisite for conduct of annual performance qualification once again for no specific reason is that no changes must have been made that would have warranted performance qualification for a specific reason.

Evidence must be provided that servicing, calibration, functional testing and performance tests as specified in the quality management system have been conducted. In addition, the release documentation and routine checks conducted since validation or the last performance qualification must be jointly verified and evaluated by the operator and validation personnel. On that basis they can infer the scope of performance requalification.

For performance requalification certain parts of installation qualification (IQ) and operational qualification (OQ) can be omitted if no changes have been made. Not all changes warrant performance requalification. But in principle documented evaluation of such a change is needed. If requalification is then deemed unnecessary, this must be documented and substantiated.

It must be ensured that the documents used for performance requalification meet the current requirements. Checklists must be updated if necessary.

5.5.1 Performance requalification for no specific reason
Performance requalification is conducted as scheduled
- in general after one year if no changes have been made to the workstation, process chemicals and/or other factors affecting the process.

Scheduled performance requalification serves as evidence that the cleaning and disinfection process is still within the admissible limits ascertained during validation (IQ, OQ and PQ). In this respect, only performance qualification (PQ) needs to be conducted in general. That since validation no changes have been made to the process chemicals, accessories or standard operating procedures must be confirmed in the report on performance requalification.

5.5.2 Performance requalification for a specific reason
Performance requalification for a specific reason is conducted
- for example if changes are made to process chemicals, accessories and standard operating procedures
- if new medical devices are to be cleaned and disinfected according to a new standard operating procedure.
For performance requalification for a specific reason the potential impact of changes on the process results must first be ascertained. The corresponding result must be recorded. Based on that, the scope of performance requalification for a specific reason must be defined and recorded in for each individual case. This documentation sets out the test procedure. Accordingly, for example if changes are made to the process chemicals, operational qualification (OQ) and performance qualification (PQ) must be fully or partially repeated; if changes are made to the (manual) workstation, installation qualification (IQ) must be repeated, at least in part.

6 Definition of routine tests for cleaning and disinfection processes

Routine tests are defined at the time of validation. This is to ensure that any changes occurring in the processes will be detected in a timely manner before adversely affecting the processes such that they can no longer meet the applicable requirements. Examples of such routine tests include:
- Visual inspection of cleaning
- Tests to demonstrate cleanliness of the medical device
  - Commercially available qualitative or semi-quantitative methods for detection of residual proteins
  - If blood is the main soil to be eliminated, semi-quantitative haemoglobin tests based on the pseudoperoxidase reaction can also be used.
- Check of pH value (for example, for ophthalmologic instruments)
- Measurement of conductivity of the final rinse water
- Visual inspection of the cleaning/disinfection bath
- Temperature measurement
- Supervision of employees discharging tasks by observing them do so.

Intervals (for example, daily, weekly, monthly and acceptance values must be defined for the stipulated routine tests, including remedial action if a test was negative. The routine test results must be recorded.

Critical process parameters must be monitored and documented on a routine basis. In practice various methods have been identified to that effect, e. g.:
- Handwritten records
- Connection of manual cleaning and disinfection to an electronic documentation system.

Routine monitoring of cleaning and disinfection processes is ascribed special importance for assuring continuous and comparable quality of manual processing steps for medical devices. The aim is to assure, on the basis of defined release criteria, continuous control of manual process steps and thus establish a routine monitoring system. The test methods adopted as routine checks must be set out in writing and must be performed by personnel who have the requisite expertise.

Checklist 7 «Daily routine checks of manual workstation» specifies, for example, the scope of daily tests before start-up. The «Test Matrix validation of manual cleaning and disinfection processes» contains basic details for conduct of periodic routine checks.

The results must be documented and must meet the requirements. If that is not the case, remedial measures must be defined and immediately implemented.

7 Procurement

The following points must be borne in mind when purchasing the necessary equipment, utensils and process chemicals.

7.1 Ultrasound to supplement cleaning

Ultrasound can be used to supplement cleaning in medical device processing. It can be used for pre-cleaning, cleaning and for re-cleaning. When procuring an ultrasonic cleaner (bath), make sure the manufacturer has provided information on performance verification.

Details of the following, in particular, must be provided:
- Checking filling level
- Temperature check
- Positioning the medical devices
- Using accessories (for example, cleaning systems)
- Instrument storage systems.

When using ultrasound, take account of the instructions supplied by the manufacturers of the medical devices to be processed, the process chemicals and ultrasonic bath. Annex 12 «Ultrasound to supplement cleaning» contains information on ultrasonic cleaning.

7.2 Steamers

Steamers are not recommended because of the high risk of infection faced by personnel since effective protection cannot be assured without extensive measures. The steam generated by the steamer dislodges soil particles from contaminated medical devices. Embedded microbes can be dislodged and spread as airborne aerosols.

7.3 Cleaning accessories

The composition of the cleaning accessories should be such that, when used as intended, the medical devices to be cleaned will not be damaged. Under no circumstances should metal brushes be used since they could damage, for example, the passive layers or coatings.

Preference should be given to cleaning accessories that tolerate automated processes or to single-use cleaning accessories. The accessories should be processed such that damage (for example, scratches) can be avoided.

To clean instruments with hollow cavities, the medical device manufacturer must give details of dimensions (diameter and length) and/or recommend suitable brushes.

7.4 Compressed air pistols/water pistols

Cleaning, rinsing and drying of medical devices may be carried out, if necessary, with water or compressed air pistol. All system components generating compressed air must meet the state of the art.

Annex 13 «Using water and compressed air pistols» gives an overview of using water and compressed air for manual cleaning and disinfection.

7.5 Dosing equipment

For chemical disinfection observance of the minimum concentration, as well as of temperature and contact time, is an essential prerequisite for disinfectant efficacy. Accordingly, the dosing systems and adjuncts used for disinfectants are of paramount importance, in particular their dosage accuracy.

Inadequate disinfectant solution concentrations, especially if prepared in contaminated containers and kept for a long time, can be a source of infection, in particular, due to colonization by Gram-negative bacteria (Enterobacteria, pseudomonads). Precise disinfectant dosage is a prerequisite for effective disinfection and preven-
tion of microbial selection and, accordingly, of disinfectant tolerance. The following can be used for dosage of disinfectant concentrates:

- Graduated measuring aids mounted externally or integrated into the packaging
- Dosing aid mounted on or in the packaging
- Decentralized disinfectant dispensers.

The operator is responsible in principle for implementing measures to ensure dosage accuracy as well as for assuring occupational health and safety. Information on dosing systems can be consulted in Annex 14 «Dosing systems for disinfectants».

### 7.6 Process chemicals (including water)

The quality of the process water required will depend on the respective application. In general, drinking water is used to prepare manual cleaning/disinfection baths. Besides, the instructions supplied by the manufacturer of the chemical additives must be observed. Demineralized water (10 to 25 µS/cm) should be used for the final rinse for medical devices to avoid deposition. More detailed information on the chemical quality of the process water is given in Annex 11 «Chemical water quality». The composition of the final rinse water must not adversely affect the microbiological quality of the medical device. Information on purchasing chemical additives for cleaning and disinfection can be consulted in Chapter 4.1.2.2 «Information to be provided by the process chemicals’ manufacturers» as well as in Annex 10 «Process chemicals».

### 7.7 Drying cabinets

If drying cabinets are used to dry medical devices, it must be ensured that the internally circulating air has been filtered. Only cleaned and disinfected medical devices may be placed for drying in a drying cabinet, otherwise there is a danger of microbial growth. In Germany, drying cabinets are rarely used for medical device processing and must be reviewed by the responsible infection control specialist.

### 8 References

**Legal acts and regulations**


Medical Devices Act (German Medical Devices Act – MPG) of 2 August in the version published on 7 August 2002 (Federal Law Gazette I p. 3146), last amended by Article 11 of the legal act of 19 October 2012 (Federal Law Gazette I p. 2192)


Regulation on safety and health protection when handling biological substances (Biological Substances Regulation – BioStoffV) of 27 January 1999 (Federal Law Gazette I p. 50), superseded by Reg. 805-3-13 of 15 July 2013 I 2514 (BioStoffV)

Regulation on health and safety in the workplace (BGV A1) Accident Prevention Regulation: Principles of prevention of 1 January 2004


**KRINKO Recommendations**


**Standards**

EN ISO 15883 – Washer-disinfectors

Part 1: General requirements, definitions and tests; 2009

Part 2: Requirements and tests for washer-disinfectors employing thermal disinfection for surgical instruments, anaesthesia equipment, bowls, receivers, utensils, glassware, etc.; 2009

Part 3: Requirements and tests for washer-disinfectors employing thermal disinfection for human waste containers; 2009

Part 4: Requirements and tests for washer-disinfectors employing chemical disinfection for thermolabile endoscopes; 2009

Part 6: Requirements and tests for washer-disinfectors employing thermal disinfection for non-invasive, non-critical medical devices and healthcare equipment; 2011

ISO/TS 15883 – Washer-disinfectors Part 5; Test soils and methods for demonstrating cleaning efficacy; 2006
EN ISO 14971 – Medical devices – Application of risk management to medical devices; 2012
EN 14885 – Chemical disinfectant and antiseptics – Application of European standards for chemical disinfectant and antiseptics; 2007
EN ISO 17664 – Sterilization of medical devices – Information to be provided by the manufacturer for processing resterilizable medical devices; 2004
EN ISO 9000 – Quality management systems – Fundamentals and vocabulary; 2005

Recommendations and guidelines
VAH Disinfectants List – Status: 2 April 2013: List compiled by the Disinfectants Commission of the Association for Applied Hygiene (VAH) e. V. in cooperation with the following specialist societies/professional associations: DGHM, DGKH, GHUP* and BVÖG**, and on the basis of the standard methods of the DGHM*** for testing chemical disinfection processes, and processes deemed effective for prophylactic disinfection and hygienic hand washing. Wiesbaden: mhp-Verlag; 2013

Guideline by the German Society for Hospital Hygiene (DGKH), German Society for Sterile Supply (DGSV) and Working Group Instrument Preparation (AKI) for validation and routine monitoring of automated cleaning and thermal disinfection processes for medical devices as well as advice on selecting washer-disinfectors, 3rd edition, 2008. Central Service 16; Suppl. 2 (published in German only)

Qualification directive by the German Society for Sterile Supply (DGSV e. V.) and the Swiss Society for Sterile Supplies (SGSV); compiled by members of the Education Committee of the DGSV and adopted on 23/06/2012 by the Education Committee and the Board of Directors:

http://www.dgsv-ev.de/conpresso/_data/20120623_43.BA-Sitzung_Qualifizierungsrichtlinie_der_DGSV_verabschiedet.
THE PERFECT MATCH FOR YOUR INSTRUMENTS

MANUAL INSTRUMENT REPROCESSING

AUTOMATED INSTRUMENT REPROCESSING

ENDOSCOPE REPROCESSING
The following information must be provided by the medical device manufacturer:

<table>
<thead>
<tr>
<th>Process step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation at the point of use</td>
<td>If necessary, information on:                                                                                     - Transport containers                                                                                     - Retaining systems                                                                                     - Maximum time interval between use and cleaning                                                                                     - Pre-cleaning                                                                                     - Transport requirements</td>
</tr>
<tr>
<td>Preparation for cleaning</td>
<td>Preparatory measures may be needed for certain medical devices, such as e. g.:                                                                 - Requirements for covering/closing ports                                                                                     - Disassembly                                                                                     - Leak tests                                                                                     - Manual pre-cleaning by brushing or first rinsing with cleaning pistol</td>
</tr>
<tr>
<td>Cleaning</td>
<td>If required, information on:                                                                                     - Accessories for the cleaning process                                                                                     - Concentration of chemical additives for cleaning                                                                                     - Contact time of chemical additives                                                                                     - Water quality                                                                                     - Limit values and monitoring of chemical residues on the medical device                                                                                     - Limit values for temperature, concentration of solutions, contact time used                                                                                     - Methods, including rinsing, to be used</td>
</tr>
<tr>
<td>Disinfection</td>
<td>If required, information on:                                                                                     - Accessories for the disinfection process                                                                                     - Concentration of chemical additives for disinfection                                                                                     - Contact time of chemical additives                                                                                     - Water quality                                                                                     - Limit values and monitoring of chemical residues on the medical device                                                                                     - Limit values for temperature, concentration of solutions, contact time used                                                                                     - Methods, including rinsing, to be used</td>
</tr>
<tr>
<td>Drying</td>
<td>If required, information on:                                                                                     - Accessories for the drying process                                                                                     - Maximum temperature and contact time for device                                                                                     - Technical data for drying medium used                                                                                     - Methods to be used</td>
</tr>
<tr>
<td>Inspection, maintenance and testing</td>
<td>If required, information on:                                                                                     - Methods for adjustment/calibration of the medical device                                                                                     - Oil, lubricant or other care agents                                                                                     - Efficacy criteria to assure safe use                                                                                     - Assembling the medical device                                                                                     - Spare parts – details of replacement                                                                                     - Special tools                                                                                     - Visual inspection                                                                                     - Maintenance cycles</td>
</tr>
<tr>
<td>Packaging</td>
<td>If necessary, information on:                                                                                     - Special packaging and storage methods during and after sterilization. These must be compatible with the sterilization process.</td>
</tr>
<tr>
<td>Sterilization</td>
<td>At least one validated process. Preference must be given to moist heat sterilization.</td>
</tr>
<tr>
<td>Storage</td>
<td>Any restrictions related to storage conditions or shelf life must be specified.</td>
</tr>
</tbody>
</table>
Annex 2: Workstation – example

Ideal workstation

Cleaning and disinfection zone

Clean zone

Workflow direction

Optional

Demineralized water pistol

Filtered compressed air/medical compressed air

Drying station

The fittings include additionally, at least, the following:

– Illumination 1000 lux (precision-work station)
– Magnifying lamp (at least 9-fold magnification)
– Timer
– Cleaning accessories (e. g. brushes)
– Personal protective equipment (PPE)
– Hand disinfectant dispenser
– If nec., dispenser and/or other dosing aids
– If nec., exhaust duct
– Splash guard at cleaning station

Basin for final rinse

Basin/container for manual disinfection

Rinsing basin

Cleaning basin/ultrasonic bath with lid

Water pistol

Optional

DW

DW
Annex 3: Determination of a processing procedure

New instrument/medical device before procurement/initial processing

1. Risk assessment and classification as per KRINKO-BfArM Recommendation

2. Are the manufacturer’s reprocessing instructions, e.g. as per ISO 17664, available?
   - No: Contact manufacturer/supplier, request instructions
   - Yes: Instructions provided?
     - No: Definition of validated process by operator
     - Yes: Validated process specified for automated C+D?
       - No: Implement and validate process
       - Yes: Use preferably automated cleaning/disinfection process
         - Yes: Conduct cleaning and disinfection
         - No: Do not process MD

3. Validated process specified for manual C+D?
   - No: Has the operator defined a validated process?
     - Yes: Assign to existing validated process
     - No: Do not process MD
   - Yes: Is the specified process available at operator’s premises?
     - Yes: Conduct cleaning and disinfection
     - No: Do not process MD
**Annex 4: Flow chart: Group A instruments**

**Group A instruments – based on example of Langenbeck retractor**

1. **Pre-processing handling**
   - Dry transportation in closed container after pre-cleaning by wiping off with compress immediately after use
2. **Pre-cleaning**
   - Omitted
3. **Cleaning**
   - Immerse in cleaning solution* as per manufacturer’s instructions, clean mechanically with a brush, working beneath the liquid level, until visibly clean
4. **Intermediate rinse**
   - Rinse with running tap water for at least 5 seconds
5. **Draining off**
   - Allow to drain off (to prevent dilution of disinfectant solution)
6. **Inspection for cleanliness**
   - Retractor clean?
     - **Yes**
       - Immerse fully in disinfectant solution
     - **No**
6. **Disinfection**
   - Immerse fully in disinfectant solution
    - Rinse with running demineralized water for at least 5 seconds (microbiologically, of at least drinking water quality)
7. **Final rinse**
   - Rinse with running demineralized water for at least 5 seconds (microbiologically, of at least drinking water quality)
8. **Drying**
   - Dry with sterile filtered compressed air and/or clean, low-microbial, non-linting cloth
9. **Documentation and release**
   - Document all cleaning and disinfection substeps. Release for conduct of further steps (e.g. care/functional testing, packing and, if applicable, sterilization)

---

* Instead of a cleaning solution, a combined, non-fixing detergent/disinfectant can be used.
** Cleaning can also be performed in an ultrasonic bath.

---
Annex 5: Flow chart: Group B instruments with joints

Group B instruments with joints – based on example of Crile clamp

- Pre-processing handling
  - Dry transportation in closed container after pre-cleaning by wiping off with compress immediately after use

- Pre-cleaning
  - Pre-clean under running cold water

- Cleaning**
  - Immerse in cleaning solution* as per manufacturer’s instructions, close and open at least 5 ×, then clean mechanically with a brush, working beneath the liquid level, until clamp is visibly clean
  - Rinse with running tap water for at least 10 seconds, while moving the clamp by closing and opening it
  - Allow to drain off (to prevent dilution of disinfectant solution)

- Clamp clean?
  - Yes
    - Immersed clamp fully in disinfectant solution, close and open the joint at least 5 × beneath the liquid level
    - Rinse with running demineralized water for at least 10 seconds (microbiologically, of at least drinking water quality), close and open the joint at least 5 ×
    - Dry the joint and outside with sterile filtered compressed air and/or clean, low-microbial, non-linting cloth
  - No
    - Visual inspection with magnifying lamp. Placing on white crepe paper helps to show residual soils at sites that do not permit visual inspection.
    - Note dosage, spectrum of action and contact time
    - Avoid recontamination – don clean gloves
    - Dry the joint and outside with sterile filtered compressed air and/or clean, low-microbial, non-linting cloth

- Disinfection
  - Immerse clamp fully in disinfectant solution, close and open the joint at least 5 × beneath the liquid level

- Final rinse
  - Rinse with running demineralized water for at least 10 seconds (microbiologically, of at least drinking water quality), close and open the joint at least 5 ×

- Drying
  - Dry the joint and outside with sterile filtered compressed air and/or clean, low-microbial, non-linting cloth

- Documentation and release
  - Document all cleaning and disinfection substeps. Release for conduct of further steps (e.g. care/functional testing, packing and, if applicable, sterilization)

- Continuous documentation and release

* Instead of a cleaning solution, a combined, non-fixing detergent/disinfectant can be used.
** Cleaning can also be performed in an ultrasonic bath.
Annex 6: Flow chart: Group B hollow instruments

**Group B hollow instruments – based on example of trocar**

1. **Pre-processing handling**
   - Dry transportation in closed container after pre-cleaning immediately after use by rinsing trocar and wiping off with compress.

2. **Pre-cleaning**
   - Pre-clean under running cold water.

3. **Cleaning**
   - Immers in cleaning solution as per manufacturer’s instructions, then clean the lumen and outside at least 5 × mechanically with a brush, working beneath the liquid level, until visibly clean.

4. **Intermediate rinse**
   - Rinse the outside and inside with running tap water for at least 10 seconds in each case.

5. **Draining off**
   - Allow to drain off (to prevent dilution of disinfectant solution).

6. **Inspection for cleanliness**
   - Visual inspection with magnifying lamp. Placing on white crepe paper helps to show residual soils at sites that do not permit visual inspection.

7. **Disinfection**
   - Immerse fully in instrument disinfectant solution, while ensuring that the lumen is completely filled with the solution.

8. **Final rinse**
   - Rinse the outside and inside with running demineralized water for at least 10 seconds in each case (microbiologically, of at least drinking water quality).

9. **Drying**
   - Dry the inside and outside with sterile filtered compressed air and/or clean, low-microbial, non-linting cloth.

10. **Documentation and release**
    - Document all cleaning and disinfection substeps. Release for conduct of further steps (e.g., care/functional testing, packing and, if applicable, sterilization).

---

* Instead of a cleaning solution, a combined, non-fixing detergent/disinfectant can be used.

** Cleaning can also be performed in an ultrasonic bath.
Annex 7: Qualifications needed by validation personnel

1 Introduction
This annex describes requirements regarding the qualifications needed by the personnel and establishments that, when validating manual cleaning and chemical disinfection of medical devices, conduct installation qualification (IQ), operational qualification (OQ) and/or performance qualification (PQ). It does not apply to the type tests carried out by the medical device manufacturer when testing the reprocessing procedure.

2 Responsibility for validation
The operator bears responsibility for ensuring that only validated processing procedures are used. Validation must be conducted on behalf of the operator by appropriately qualified experts. Validation consists of various phases for which different qualifications are required. The different phases, as described in this Guideline, are as follows:
- Installation qualification (IQ)
- Operational qualification (OQ)
- Performance qualification (PQ) or performance requalification

3 Requirements for installation qualification and operational qualification
The persons entrusted with conduct of validation (validation engineers) must provide written evidence that they possess the following knowledge and experience:

- General knowledge of relevant legal acts, standards, directives, guidelines, etc.
  - Biological Substances Regulation, Hazardous Substances Regulation
  - EN ISO 14971 (risk assessment)
  - EN ISO 17664
  - KRINKO/BfArM Recommendation: «Hygiene requirements for processing medical devices» (2012)
  - German Medical Devices Act (MPG), German Medical Devices Operator Ordinance (MPBetreibV)
  - German Technical Regulation on Biological Substances (TRBA 250)
  - Validation Guideline compiled by the German Society for Hospital Hygiene (DGKII), German Society for Sterile Supply (DGSV), Working Group Instrument Preparation (AKI).

4 Requirements for initial performance qualification as well as performance requalification
The general knowledge and experience required for performance qualification are the same as for installation and operational qualification and written evidence must be provided by the persons entrusted with these tasks. Moreover, knowledge of the following must be demonstrated:
- Experience of sampling
- Experience of text systems for verification of cleaning (e.g. biuret, haemoglobin test)
- Knowledge and experience of analytical determination of process chemicals.

The person responsible for validation may subcontract various parts of performance qualification to a third party. Appointed companies, institutions or laboratories must provide proof that they have in place a quality management system (e.g. pursuant to EN ISO 9001 or EN ISO 17025).

5 References

Regulation on safety and health protection when handling biological substances (Biological Substances Regulation – BioStoffV) of 27 January 1999 (Federal Law Gazette. I p. 50), amended by Reg. 805-3-13 of 15 July 2013 12514 (BioStoffV)

Guideline by the German Society for Hospital Hygiene (DGKH), German Society for Sterile Supply (DGSV) and Working Group Instrument Preparation (AKI) for validation and routine monitoring of automated cleaning and thermal disinfection processes for medical devices as well as advice on selecting washer-disinfectors, 3rd edition, 2008, Central Service (2008) 16, Suppl. 2 (published in German only)

EN ISO 9001 – 1st Amendment – Quality management systems – Requirements; 2008

EN ISO 13485 – Medical devices – Quality management systems – Requirements for regulatory purposes; 2012

EN ISO 14971 – Medical devices – Application of risk management to medical devices; 2005

EN ISO 17664 – Sterilization of medical devices – Information to be provided by the manufacturer for processing resterilizable medical devices – Information to be provided by the manufacturer for processing resterilizable medical devices; 2004.
Annex 8: Verification of cleaning

1 Sampling and protein detection/determination based on inspection of instruments with everyday soils (i.e. contaminated from «real-world» use)

The cleaning efficacy is initially verified through visual inspection of instruments, contaminated during routine use, by means of performance qualification and routine tests following cleaning. As a supplementary measure and to gain an objective view of the visual results, qualitative and/or quantitative protein determination must also be carried out.

2 Protein determination

2.1 Sampling

Sampling is performed by rinsing off/flushing out the instruments or parts of the instruments (cavity, joint) with an aqueous rinse solution containing a 1% weight-increasing agent, sodium dodecyl sulphate (SDS).

Sampling is preferably confined to those areas coming into contact with the patient’s tissues, and which pose the greatest transmission risk. This helps to avoid obtaining unacceptable results to which no objection would have to be made. That would be the case if the results obtained were to be extrapolated to include also the non-critical instrument parts.

When using detergent disinfectants, the SDS solution used for elution should be set to pH 11. The pH value should be set using 0.1 N sodium hydroxide solution and pH strips with a graduation of at least 0.5 or by means of a pH meter. Elution should be carried out with as little SDS solution as possible.

2.2 Methods for protein determination

A modified OPA method or biuret/BCA method can be used for protein determination after sampling. Only pH-neutral eluates will prove stable over a long period of time and are thus suitable for analysis.

Example 1: Elution of instrument surfaces in a PE bag with 2–5 ml SDS solution

Any residual soils present on instruments can be rinsed off with 2 to 5 ml 1% SDS solution in a suitably sized stable polyethylene (PE) bag to obtain a sample from the entire instrument surface. Inside the sealed bag the instrument is intensively wetted, and mechanically processed, by moving/swivelling manually within the bag. This applies, in particular, to areas that are difficult to clean. Joint instruments must be moved in the bag such that the gap regions are included. Hollow instruments, e.g. trocar sheaths, which have large easily accessible cavities, can also be sampled in a suitable PE bag. By intensively inclining the bag to and fro, the solution can be introduced into the cavities, while also turning the instrument in the bag so that all areas are covered.

Example 2: Elution of a joint instrument (partially, critical area) with 2–3 ml SDS solution

For joint instruments, the working end, including joint, is normally sampled in the same way as Crile clamp PCDs.

Example 3: Elution of a shaft pipe with 2–5 ml SDS solution

Instruments with narrow lumens can be flushed into a beaker with 2–5 ml SDS solution using a pipette or syringe (while secured on a stand, if necessary). This solution is then recovered and the procedure repeated 5 ×. A similar procedure can also be used to elute, into a tube of suitable length, the working elements of dismantable MIS shaft instruments.

It is advisable in principle to allow an interval of 10 minutes for soaking between each test repetition.
in an external laboratory. If alkaline SDS solutions are used, they must be analysed on site.
Turbid sample solutions are not acceptable and do not lend themselves to protein determination. The sampled instrument will be deemed to have been inadequately cleaned or inadequately rinsed. The reasons must be elucidated.

The choice of detection method, detection range and specificity must be tailored to the acceptance criteria governing the instruments or the sampled areas. This is particularly true for the ratio between the entire eluate volume and the partial volume, used for protein determination (see also Table 1). Another point to determine is whether the residues of the process chemicals used exert an influence on the chemical detection reaction underlying protein determination.

### Calculation of the protein content

When calculating the total eluted protein content, dilution based on the volume of the SDS solution used must be taken into account. Accordingly, the protein amount detected in the partial eluate volume must be extrapolated to the total eluate volume to determine the protein amount per instrument/sampled instrument area.

Table 1 explains how protein amounts of 100 µg or 50 µg detected in the sampled instrument area change, in terms of the protein amount per ml eluate, because of using different volumes of SDS solution.

<table>
<thead>
<tr>
<th>Total eluate volume [ml]</th>
<th>Protein content measured in partial volumes [µg/ml]</th>
<th>Yields protein per sampled surface [µg]</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>33</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>17</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>13</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>50</td>
</tr>
</tbody>
</table>
Annex 9: Acceptance criteria for assessment of cleaning efficacy


1 Acceptance criteria for instruments with everyday soils
All instruments must be visibly clean. Semi-quantitative or quantitative testing for protein residues is performed only for visibly clean instruments. The estimated size of the sampled surfaces must be included in evaluation. With the aim of obtaining a residual protein quantity of up to 3 µg per cm², the following acceptance criteria are obtained (see Table).

2 Acceptance criteria for process challenge devices
All process challenge devices (PCDs) must be visibly free of test soils. Semi-quantitative or quantitative testing for protein residues is performed only for visibly clean instruments. Protein per PCD as bovine serum albumin (BSA):
Limit value: > 150 µg must not be reached/exceeded
Alarm value: > 80 ≤ 150 µg
Guide value: ≤ 80 µg

3 Measures based on assessment
Visual contamination of instruments with everyday soils/PCDs
Shut down the process immediately; the corresponding standard operating procedure is performed only for visibly clean instruments.

The estimated size of the sampled surfaces must be included in evaluation. With the aim of obtaining a residual protein quantity of up to 3 µg per cm², the following acceptance criteria are obtained (see Table).

<table>
<thead>
<tr>
<th>Group</th>
<th>Model Instruments</th>
<th>Methodology</th>
<th>Guide Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Instruments without joint and without cavity: sharp spoon, wound retractor</td>
<td>Visual inspection</td>
<td>&lt; 10–15 µg/per 4–5 cm²</td>
</tr>
<tr>
<td></td>
<td>Instruments with joint: scissors, clamps</td>
<td>At least semi-quantitative protein detection after elution in PE bag</td>
<td>&lt; 75 µg per instrument (up to a length of 15 cm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 100 µg per instrument (for a length of more than 15 cm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 50 µg per instrument</td>
</tr>
<tr>
<td>2</td>
<td>Sliding-shaft instruments: punches, rongeurs</td>
<td>Quantitative protein detection after elution of the entire instrument in PE bag</td>
<td>&lt; 100 µg per instrument</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Partial elution of working end into test tube, supplemented by ultrasound</td>
<td>&lt; 50 µg per instrument</td>
</tr>
<tr>
<td>3</td>
<td>Instruments with cavity (tubular instruments): MIS instruments</td>
<td>Quantitative protein detection e. g. shaft of a dismantable instrument, only interior sampled (flush out):</td>
<td>&lt; 75 µg per instrument (up to 4 mm internal diameter)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Working elements separately (e. g. eluted in tube closed at both ends)</td>
<td>&lt; 100 µg per instrument Schaftrohr (more than 4 mm internal diameter)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only jaw region with joint in test tube, supplemented by ultrasound</td>
<td>&lt; 50 µg per working element</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 40 µg per jaw region with joint</td>
</tr>
<tr>
<td>4</td>
<td>MIS instruments</td>
<td>Quantitative protein detection after elution of entire instrument</td>
<td>&lt; 50 µg per instrument</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt; 20 µg per instrument (ophthalmology instruments)</td>
</tr>
</tbody>
</table>
Guide value for PCDs/instruments with everyday soils
If the guide value is observed, no measures are needed.

If the guide value is exceeded in the case of instruments with everyday soils, the SOP must be amended or acceptance of the higher value justified on the basis of risk analysis.

Alarm value for PCDs
SOP can continue to be used, but improvements must be immediately defined and implemented in order to try and attain the guide value.
Performance qualification is deemed to have not been completed so far.

Limit value for PCDs
Shut down the process immediately; SOP must no longer be used. Amend SOP and reassess the process.
Performance qualification is deemed to have not been completed so far.
Annex 10: Process chemicals

1 General
The process chemicals used for medical device reprocessing in Europe must be developed, tested and manufactured pursuant to the European Medical Devices Directive 93/42/EEC. Detergents and care agents are grouped as class I medical devices, as indicated by a CE mark on the label. Process chemicals with a disinfectant action are grouped in Europe as class II a or II b medical devices, as indicated by a CE mark in addition to a four-digit number denoting the responsible «Notified Body». During the development phase, the manufacturer of the process chemicals must ensure that the product formulations are tailored to the intended use, e.g. cleaning efficacy, disinfection efficacy or care characteristics, while taking account of their compatibility with instrument materials and biocompatibility of any residues with human tissues at the site of instrument use. Material compatibility is generally demonstrated as a collaborative measure on the part of the manufacturers of the process chemicals and of the instruments. Biocompatibility must, if necessary, be investigated and evaluated pursuant to EN ISO 10993 «Biological assessment of medical devices».

Optimum efficacy, material compatibility and biocompatibility of process chemicals are assured only subject to the application conditions recommended by the manufacturer. The application conditions must be set out in detail in the corresponding product description documentation by the manufacturer and made available to the user. The latter must scrupulously observe these recommendations, in particular, the exact concentration of process chemicals in the use solution, operating temperature as well as the contact time of application solution on the medical device. The product description is supplemented by safety data sheets. Furthermore, the manufacturer can also provide information on:
- methods for verification of the concentration of the use solution
- limit values for the maximum residual quantities on the medical devices or tolerable residual amounts in the rinse water
- details of methods to determine such residual amounts.

If requested by the user, the manufacturer can provide confirmation of material compatibility, efficacy, ecological characteristics and tolerable residues of process chemicals. Hazardous substances as well as any potential dangers when handling the chemicals, and corresponding protective measures, are described in a safety data sheet. The user must take note of these. The constituent substances of different process chemicals can interact with each other. For example, a detergent surfactant can have a negative effect on disinfectant efficacy if small quantities of the detergent are carried over into the disinfectant solution. For that reason, different process chemicals can be combined only while taking account of the manufacturer’s recommendations. Special attention must be paid to thorough rinsing between cleaning and disinfection. Mutual compatibility of the products must be assured and, if necessary, demonstrated and confirmed by the manufacturer.

2 Types of process chemicals

2.1 Pre-processing agents
Pre-processing agents may be detergents or antimicrobial, e.g. bactericidal or bacteriostatic, products used prior to manual or, preferably, automated cleaning and disinfection, e.g. as a foam spray or a product for wet transportation of medical devices after use. For practical reasons and to preserve the value of the medical devices to be processed, it is recommended that they be transported in a dry state after use and without employing pre-processing agents for intervals up to six hours between use and processing.

2.2 Detergents
Detergents are used to reduce the contamination burden on a medical device to the extent needed for subsequent processing or use. Detergents are used for both manual and automated processing. Essentially, a distinction is made between
- pH-neutral, enzymatic detergents
- mildly alkaline, enzymatic detergents
- alkaline detergents without surfactants
- alkaline detergents with surfactants
- detergents with antimicrobial efficacy (combined detergents and disinfectants).

For detergents with disinfectant action, the minimum requirements are for demonstrated bactericidal, levurocidal (effective against yeasts) and limited virucidal efficacy under the use conditions (concentration, contact time, temperature). The values obtained for the concentration and contact time under high organic load (dirty conditions) in tests based on German or European test methodologies must be used. Antimicrobial substances with protein-fixing characteristics should not be used for combined cleaning and disinfection.

2.3 Disinfectants
Disinfectants are used in both manual and automated reprocessing for final disinfection of heat-sensitive medical devices, e.g. flexible endoscopes. Disinfectants contain microbicidal substances, or mixtures, and reduce the number of colony forming units of microorganisms on a medical device to the extent needed for further reprocessing or use.
2.3.1 Disinfectant requirements

The requirements for the disinfectant spectrum of action are determined by the type of processing cycle used. If the medical devices are sterilized after disinfection, the disinfectant solution should be endowed with at least bactericidal, levurocidal and limited virucidal action (i.e. effective against enveloped viruses, such as HBV, HCV, HIV). If the disinfectant step is not followed by sterilization, the disinfectants should have at least bactericidal, levurocidal, tuberculocidal and virucidal (enveloped and non-enveloped viruses) action. Furthermore, fungicidal, mycobacterical and sporcidal efficacy may be required in justified cases.

Note: In this respect, the Guideline differs from the KRINKO/BfArM Recommendation «Hygiene requirements for processing medical devices». However, this divergence is in compliance with the European strategies implemented in the harmonized EN standards for testing disinfectants in CEN TC 216 (Technical Committee for Chemical Disinfectants and Antiseptics) and in the recommendations by the Association of Applied Hygiene (VAH).

The recommendations by the Association of Applied Hygiene (VAH) or the German Association for Control of Viral Diseases (DVV) can be used to test the efficacy of disinfectants. If fungicidal or sporcidal efficacy is deemed necessary, the choice of test organisms can differ from the test organisms prescribed by the standards, and efficacy tested against the pathogen of relevance in the respective situation (e.g. spores of Clostridium difficile instead of Bacillus cereus and Bacillus subtilis).

Since the medical devices to be disinfected will already have been cleaned, the concentration and contact time values obtained on testing a disinfectant under a low organic load (clean conditions) can be used.

2.3.2 Disinfectant substances

Disinfectant substances differ in accordance with their chemical structure with regard to
- the mechanism of action against microorganisms, and accordingly, to their spectrum of action,
- compatibility with medical devices to be processed and
- interaction with the constituent substances of body fluids, such as protein.

These give rise to different recommendations for the disinfectant substances used depending on the post-disinfection processing steps.

If the disinfection step is not followed by sterilization, antimicrobial substances from the group of oxidizing substances and aldehydes should be preferably used. Their action is generated by undergoing chemical reactions with the microorganisms. Examples from the aldehyde group of substances include glutaraldehyde or ortho-phthalaldehyde. Examples from the oxidizing substance group are hydrogen peroxide, peracetic acid and their salts and hypochlorous acids.

If the medical devices are sterilized after disinfection, a broader range of substances can be used for disinfection. Apart from the substances mentioned above, there are substances from the group of quaternary ammonium compounds, guanidine compounds and amines. At room temperature, and in the absence of additional formulations, these substances do not possess the spectrum of action needed for disinfection if not followed by sterilization.

2.4 Care agents

Care agents for surgical instruments whose metal friction surfaces must be lubricated consist of paraffinum perliquiﬁcida and emulsifiers. Other care agents, e.g. used for anaesthesia utensils, can also be based on silicone oil.

3 Determination of concentrations

For process chemicals to be used successfully, it is essential that the detergent concentration and concentration/disinfectant contact time specified by the manufacturer be observed. For that reason, the concentrations must be determined when verifying the standard operating procedures used for manual cleaning and disinfection of medical devices as well as when testing processes at the time of validation and for routine checks.

To verify the concentration of process chemicals the respective detergent or disinfectant manufacturer must provide instructions and/or methods to that effect. If the manufacturer of the detergents or disinfectants used for manual cleaning and disinfection has provided information on stability and/or shelf life of the detergent/disinfectant solution exceeding one day, and if the solution is to be used for more than one day, this longer stability and/or shelf life must be checked when verifying the standard operating procedure, while taking account of the conditions prevailing at the respective site. Corresponding instructions and methods must be made available by the manufacturer of the process chemicals. When testing the shelf life the maximum contamination load, e.g. blood, expected under practical conditions must also be taken into account.

4 Determination of the residual amounts of process chemicals

The manufacturer of process chemicals must set limit values for the residual amount of process chemicals tolerated on the medical device after the final rinse. Guides and analytical methods are supplied by the manufacturers of process chemicals to check that the limit values are being observed when verifying standard operating procedures and during routine checks.

5 References


EN ISO 10993 – Biological assessment of medical devices

VAH Disinfectants List – Status: 2 April 2013: List compiled by the Disinfectants Commission of the Association for Applied Hygiene (VAH) e.V. in cooperation with the following specialist societies/professional associations DGHM*, DGKH, GHU/P** and BVÖGD***, and on the basis of the standard methods of the DGHM for testing chemical disinfection processes, and processes deemed effective for prophylactic disinfection and hygienic hand washing. Wesbaden: mhp-Verlag; 2013

* DGHM: German Society for Hygiene and Microbiology
** GHUP: Association for Hygiene, Environmental Medicine and Prevention
*** BVÖGD: Federal Association of Public Health Physicians
Annex 11: Chemical water quality

Water is an important medium in the medical device processing procedure and is therefore a decisive factor for assuring good results for each process step. Besides, the water quality can help to preserve the value of the reprocessed items. The dissolved water constituents, known as «evaporation residues», can result in undesirable residues on or in the reprocessed supplies. This is important, in particular for the final rinse, therefore demineralized water is recommended.

When validating the cleaning and disinfection process, it is recommended that the water qualities also used for pre-cleaning, cleaning, intermediate rinse and disinfection be evaluated and documented. This task could be facilitated by having a water supply company carry out water analysis. Chemical analysis is recommended for treated water. The requirements specified by the manufacturer for the chemical water quality must be taken into account. The use of demineralized water for the final rinse will assure stain-free reprocessed supplies.

The limit values recommended in EN 285, Annex B, Table B1 for the feed water quality used for pure steam generation in steam sterilizers can also be incorporated into the requirements for the demineralized water used for automated and manual cleaning and disinfection. However, as opposed to the information given in EN 285, an electrical conductivity value of around 15 µS/cm is adequate for demineralized water.

Detailed information on water quality as well as on investigating discolorations, marks, etc. can be found in the «Instrument Preparation» Brochure (Red or Yellow Brochure) compiled by the Working Group Instrument Preparation (AKI).

References
EN 285: Sterilization – Steam Sterilizers – Large Sterilizers, 2009
Annex 12: Ultrasound to supplement cleaning

1 Equipment technology/design of ultrasonic baths

In ultrasonic baths piezoelectric transducers are used to generate ultrasound that converts high frequency (HF) electrical power supplied by a generator into mechanical alternating power with corresponding movement amplitude. Via the transducers, which are generally placed externally at the bottom or at the side of the ultrasonic bath, this mechanical, high-frequency movement is transmitted directly to the bath liquid and, as such, used to clean the instrument surfaces.

The transducers are operated at frequencies in the low ultrasonic-frequency range between 25 kHz and 50 kHz, mainly at 35 kHz. To avoid differences in cleaning arising from standing waves in the bath, the operating frequency is allowed to fluctuate/sweep automatically in a narrow range.

An ultrasonic bath for (pre-) cleaning consists essentially of four components:

- Stainless steel oscillation tank, fitted with ultrasound transducers. For flush-mounted equipment, this is mainly a soldered plate, 2 mm thick (for example Material No. 1.4571); for compact equipment it is made of a thinner, deep-drawn material (e.g. Material No. 1.4301).
- HF Generator generally equipped with an operator panel that is mounted at the front in the case of flush-mounted equipment; this is incorporated into the housing in the case of compact machines.
- Stainless steel basket – possibly with rack – for accommodating the instruments
- A lid to protect against contamination, evaporation and aerosols as well as for noise dampening.

The basic layout of compact and flush-mounted equipment is illustrated in Fig 1. Ultrasonic baths fitted with special accessories for (pre-) cleaning MIS instruments are also available. They have special adapter facilities for suction and/or rinse operation.

The ultrasonic bath should be fitted with a thermometer to prevent protein coagulation because of excessively high temperatures.

The performance of an ultrasonic bath depends on the bath size, or bath volume, and is generally between 80 W and 1,000 W. Ultrasonic baths cannot normally be heated.

2 Ultrasonic function and activity – cavitation

When low-frequency ultrasound is introduced into liquids, the ensuing stretching and compression gradients produce microscopically small bubbles in the µm range, which implode within seconds. This activity is known as cavitation. The hissing sound generated in an ultrasonic bath signals the formation of such bubbles and is known as «acoustic white noise».

The cavitation sound can be perceived as unpleasant or loud; as from 85 dB (AU) – Measurement pursuant to VDI Guideline 3766 – noise level protective measures are needed.

The cavitation intensity in the ultrasonic bath is affected by various parameters and is also determined by characteristics of the bath solution (e.g. temperature, viscosity).

The magnitude and energy of the cavitation bubbles are largely dependent on the ultrasonic frequency. As the frequency rises, so the time available for formation of a cavitation bubble is reduced. At the same time, the power and, as such, the effect of the bubbles becomes weaker, whereas the incidence of bubble formation rises in line with the reduced effect. Intense cavitation activity can be attained only with a low ultrasonic frequency, e.g. of around 35 kHz.

The number and distribution of cavitation bubbles depend on the total ultrasonic en-
The effect of an imploding cavitation bubble in the liquid can be compared with a «micro pneumatic drill», which blasts off adhering residues from the instrument surfaces. One reason for this effect is that when these energy-rich bubbles implode liquid jets are formed, going on to hit against the surface at several times the speed of sound. Apart from this mechanical component, the micro currents arising in this turbulent environment surrounding the cavitation bubbles contribute to the detachment action. Three points must be taken into account to generate effective cavitation and, hence, cleaning action on the instrument surfaces:

- A process chemical agent can be added to the bath liquid, helping to reduce the surface tension of the bath liquid. High surface tension results in cavitation generated mainly on the bottom of the bath instead of on the instrument surfaces.
- The bath liquid must be degassed before placing instruments in it. Freshly prepared solutions, in particular, have a high gas content which must first be expelled through cavitation. To that effect, before using the bath each day the empty bath should be switched on and operated without a load for 10 up to 20 min, depending on the bath volume. A low noise level following degassing does not signal declining ultrasonic activity, but rather the end of the degassing phase and, as such, enhanced ultrasonic activity.
- Ultrasound heats the bath liquid. There is a marked rise in temperature as sonication continues with the lid fitted. To prevent protein denaturation, the temperature of the ultrasonic bath should not exceed 55 °C.

3 Using ultrasonic baths

A high contamination burden in the bath solution will reduce the cleaning effect, while increasing cavitation erosion. The solution should therefore be replenished at least daily.

If the ultrasonic bath is used for chemical disinfection, the use concentrations and contact times specified in the VAH List shall apply. But the processes must be explicitly recommended by the manufacturer for such use.

4 Installation and functional testing before commissioning

Already before assembling or installing the ultrasonic bath, the following must be noted:

- The installation site must be decided for the ultrasonic bath, the following must be noted:
- If the ultrasonic bath is used for chemical disinfection, the use concentrations and contact times specified in the VAH List shall apply. But the processes must be explicitly recommended by the manufacturer for such use.
- If the ultrasonic bath is used for chemical disinfection, the use concentrations and contact times specified in the VAH List shall apply. But the processes must be explicitly recommended by the manufacturer for such use.

5 Testing and routine checks

Regular performance qualification of the ultrasonic bath is required at the time of validating manual cleaning and disinfection. To ensure proper functioning of an ultrasonic bath it is advisable to check for effective ultrasonic action in the bath liquid. This can be done on the basis of the international technical regulation IEC/TR 60886:1987-03 as well as per the manufacturer’s specifications with the «foil test» (Fig. 2 – 4).

To that effect, a thin aluminium foil that is spread out on a wire frame is diagonally placed in the full bath and then sonicated for a set time (e. g. 3 min). Reproducible conditions must be observed when carrying out this test.

Following visual inspection of the partially perforated/eroded foil, it is possible to draw conclusions about the intensity and distribution of cavitation in the ultrasonic bath. The ultrasonic performance is verified by repeating the test. Photographic documentation of foil perforation serves as a reference result for subsequent periodic testing. The foil test should be carried out at least quarterly (note the manufacturer’s instructions). The IEC foil test is deemed to be a reliable test method that reflects everyday conditions.

Rinse the bath thoroughly with water after the foil test to prevent detached aluminium particles from being spread to the instruments.
6 General use instructions
- The ultrasonic bath operating instructions and process chemicals’ product information sheets must be observed.
- Likewise, the information provided by the medical device manufacturer on material compatibility with ultrasound must be noted.
- For elastic objects, e. g. medical devices made of rubber, latex and silicone rubber, the ultrasonic activity is greatly dampened by the material’s flexibility.

7 Special use instructions
- Always fill bath to filling level. When preparing the solution, use active detergent, non-protein-fixing process chemicals, and observe the specified dosage / concentrations.
- Degas freshly prepared bath liquids.
- Place instruments gently in the basket and not directly on the bottom of the bath. Open joint instruments (forceps, scissors, etc.) beforehand. Position delicate instruments apart from each other in the basket, in particular the cutting jaw parts of scissors and forceps, to protect them against damage.
- Connect hollow (lumened) instruments, depending on device type, to special suction and/or rinse adapters or place them obliquely so that air bubbles can escape from their cavities and the lumen will be filled with liquid.
- Do not place instruments on top of each other, and avoid spray shadowing.
- Ensure that the medical devices in ultrasonic bath are completely covered by the solution and/or filled with solution.
- Each day after draining /replenishing the bath solution, clean mechanically and, if necessary, disinfect the ultrasonic bath.
- Observe the occupational safety and safety regulations.
Annex 13: Using water and compressed air pistols

If a water pistol is used for the final rinse with demineralized water, filter systems must be fitted for hygiene reasons to prevent any microbiological recontamination from the demineralized water.

If compressed air is used for drying the cleaned and disinfected medical devices, this must be virtually free of oil (0.1mg/m³) and must not adversely affect the microbiological condition of the medical device. The KRINKO/BfArM Recommendation specifies use of medical compressed air. Water and compressed air pistols must be designed such that, when properly used, the medical devices to be rinsed/flushed will not be damaged. For medical devices which, as per the manufacturer’s instructions may only be treated with suitable water/air pressure, an appropriate pressure reducing device must be connected upstream for the respective pistols. In principle, the same pistols used for the manual pre-cleaning, cleaning or re-cleaning steps (all pre-disinfection steps) should not be used for rinsing and drying the disinfected medical devices. If there is no other option but to use the same pistols, these must be cleaned and disinfected before using them for the disinfected medical devices to prevent recontamination.

Preference should be given to pistols and pistol accessories that can be reprocessed in a washer-disinfector. The manufacturer’s reprocessing instructions must be available. The pistols and accessories must be cleaned and disinfected at the end of each working day. The pistols must have been released for the particular application by their manufacturer, and information provided on adapter dimensions, as applicable.

Annex 14: Dispenser systems for disinfectants

1 Decentralized dispensers

The requirements for the design, features and operation of decentralized disinfectant dispensers are set out in the KRINKO Recommendation «Requirements for the design, features and operation of decentralized disinfectant dispensers». Apart from general dispenser requirements, the aforementioned recommendation specifies requirements for the design, features and operation of disinfectant dispensers, which are not described here in detail. One major difference versus the tests carried out till 2004, devised by the Federal Institute for Materials Research and Testing (known as the BAM Tests), is that testing as per the above guideline may be carried out only by specially accredited test laboratories (EN ISO/IEC 17025). Furthermore, as regards the dose accuracy, it was revealed that the extent to which disinfectants proved suitable for use in such dispensers was essentially determined by their viscosity. Today, it is no longer necessary to test each disinfectant in each dispenser, as was customary when using the BAM test method.

The user should note the following:

– Preference should be given to decentralized disinfectant dispensers over manual or central dispensers.
– Decentralized disinfectant dispensers must meet the «Requirements for design, features and operation of decentralized disinfectants dispensers» as specified by the RKI and BAM. Proof that the respective dispensers have undergone type tests in line with these requirements must be furnished by the dispenser manufacturer, on the basis
of a certificate issued by the accredited test laboratory.

- It must be ensured that in terms of viscosity the disinfectants meet the dispenser requirements. The former BAM Tests had shown that disinfectants with a high viscosity (> 50 mPas) had given rise in some cases to faulty dispenser operation. It was possible to use disinfectants with a viscosity of < 50 mPas without problem in the dispensers. For disinfectants with a viscosity > 50 mPas, as per the RKI Recommendation a special test is needed and this must be prescribed by the disinfectant manufacturer.

- The disinfectant manufacturer must issue a certificate confirming that his product is compatible with the materials used in the product-conveying parts of the dispenser.

- Once the dispenser has been installed at the point of use, it must be tested by the manufacturer or his representative to ensure its safety and that the concentration of the use solution is within the tolerance limits.

- The dispenser must be serviced at least annually, while also checking the concentration.

- When replacing the product, all dispenser pipes conveying the product must be rinsed with water and then the concentration of the use solution checked. If necessary, the assistance of the disinfectant and dispenser manufacturers must be sought.

- The minimum dosage quantity must be noted when using the dispenser.

- Occupational health and safety regulations (e.g. use of personal protective equipment) must be observed when replacing containers for chemicals.

2 Central dosing systems

In the past many hospitals installed central (chemical) disinfectant dosing systems mainly for surface disinfection. These were systems from which the application solutions had to be transported over long distances to the various sampling points. Today, such systems are used less commonly because of the risk of contamination of the use solution in the pipes and of the formation of concentration gradients at sampling points that were not regularly in use.

3 Graduated measuring beakers

Appropriate disinfectant doses can be dispensed by means of graduated measuring beakers integrated into the packaging or external beakers. One disadvantage of using external measuring beakers is the direct contact with the disinfectant concentrate. Mistakes can be made when dispensing a precise concentration of the use solution or when calculating the ratio of disinfectant quantity to water as well as in provision of the correct amount of water. Standard operation procedures must precisely define the individual dose dispensing steps, including the device to be used to that effect, define the type of documentation to be used as well the requisite occupational health and safety measures. The operator must provide appropriate personal protective equipment, such as chemically resistant gloves and goggles. The operator is responsible for taking measures to ensure dose accuracy and occupational health and safety.

4 Dispensers on or in packaging

Dispensers installed on packaging (hand dispenser pumps) have the drawback that over time dispensing accuracy can change. The amount of disinfectant concentrate dispensed must definitely be checked regularly, preferably at the end of each working day, and recorded.

Non-graduated dispenser devices (e.g. dispenser bottles) integrated into the packaging have the disadvantage that, depending how full the packaging is and on the inclination angle when dispensing, the amount dispensed can vary.

Errors can also be made when calculating and using the correct amount of water. Precise standard operating procedures as well as education and training of staff are needed to achieve as far as possible precise dosage of the disinfectant concentrate and the disinfectant concentration in the use solution.

5 References

EN ISO/IEC 17025 Amendment 2 – General requirements for the competence of test and calibration laboratories; 2005

Checkliste 1: Organizational prerequisites to be met by operator (Part A of installation qualification)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical devices (instruments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of medical devices to be manually processed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk assessment and classification for processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical devices (instruments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of medical devices to be manually processed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For release of the validation report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For monitoring of validation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For appointment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation of course attendance by staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning and disinfection policy for the workstation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste disposal policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infection control policy, incl. instructions for use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety data sheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service and maintenance schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of accessories and materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service and maintenance schedules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning equipment (ultrasonic baths, dosing equipment, steamers, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of accessories and materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals, disinfectants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation on process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infection control policy, incl. waste disposal policy, disposal aids, adherence, hygiene and safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infection contr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste disposal policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals, disinfectants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation on process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infection control policy, incl. waste disposal policy, disposal aids, adherence, hygiene and safety</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test Object: A checklist of organizational prerequisites to be met by the operator (part A of installation qualification)
### Checklist 2: Structural and technical prerequisites to be met by operator (Part B of installation qualification)

<table>
<thead>
<tr>
<th>Test Object</th>
<th>Requirement</th>
<th>Available</th>
<th>Check ok</th>
<th>Measures/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Water connections</strong></td>
<td>Incoming cold water supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incoming hot water supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incoming demineralized water supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perlator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dirt trap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exhaust duct</strong></td>
<td>Exhaust connection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Compressed air</strong></td>
<td>Technical compressed air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical compressed air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electrical engineering</strong></td>
<td>Power connection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Network connection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Illumination</strong></td>
<td>Illumination 1000 lux</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Magnifying lamp (9-fold)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Workstation areas</strong></td>
<td>Separation of working zones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for cleaning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for disinfection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for final rinse and drying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleaning basin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ultrasound basin (qualified ultrasound)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleaning basin/ultrasonic basin (qualified ultrasound)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rinse basin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basin/container for manual disinfection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Checklist 2 (continued): Structural and technical prerequisites to be met by operator (Part B of the installation qualification)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Test Object</th>
<th>Available</th>
<th>Check ok</th>
<th>Measures/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lid for basins and baths</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualified water pistol</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washbasin as per German Technical Regulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>splash guard</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal protective equipment (PPE) and storage facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste containers as per German State Working Group for Waste Disposal (LAGA 18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning accessories and storage facilities for accessories</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectants/process chemicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handwashbasin as per German Technical Regulation on Biological Substances (TRBA 250)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dosing aids (e.g. measuring beaker) with dosing instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualified dosing equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basin for final rinse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualified demineralized water pistol</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualified medical compressed air pistol</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drying cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spatial separation of cleaning/disinfection area from area allotted for, if appl., final disinfection and drying</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test Object Requirement
Available Check ok Measures/Remarks
Yes No Yes No
# Checklist 3: Batch documentation

*Working steps conducted as per standard operating procedure (SOP) must be documented with employee’s initials for each manually cleaned and disinfected batch/medical device.*

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Batch No./MD</th>
<th>SOP</th>
<th>Pre-cleaning</th>
<th>Cleaning</th>
<th>Intermediate rinse</th>
<th>Draining Off</th>
<th>Disinfection</th>
<th>Final rinse</th>
<th>Drying</th>
<th>Release</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Checklist 4: Validation report cover page

- Validation
- Performance requalification (at regular intervals, generally annually)
- Performance requalification for specific reason (e.g. new MD, new standard operating procedure)

a) Responsibilities

<table>
<thead>
<tr>
<th>Name of institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Inspectors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(name of persons and, if appl., of company entrusted with validation)</td>
</tr>
<tr>
<td>Person responsible for overall tests (operator)</td>
<td></td>
</tr>
</tbody>
</table>

b) Qualification steps

<table>
<thead>
<tr>
<th>Installation qualification (IQ)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>conducted</td>
<td></td>
</tr>
<tr>
<td>already conducted during validation on ______________________________</td>
<td></td>
</tr>
<tr>
<td>passed</td>
<td>failed</td>
</tr>
<tr>
<td>Date/signature:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational qualification (OQ)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>conducted</td>
<td></td>
</tr>
<tr>
<td>already conducted during validation on ______________________________</td>
<td></td>
</tr>
<tr>
<td>passed</td>
<td>failed</td>
</tr>
<tr>
<td>Date/signature:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance qualification (PQ)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>conducted</td>
<td></td>
</tr>
<tr>
<td>passed</td>
<td>failed</td>
</tr>
<tr>
<td>Date/signature:</td>
<td></td>
</tr>
</tbody>
</table>

c) Validation release by operator

- All parts of validation passed
- Following parts of validation failed (specify as annex):
- Measures were defined and recorded

Name/date/signature

<table>
<thead>
<tr>
<th>d) Implementing measures when validation failed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Defined measures were conducted (see annex)</td>
<td></td>
</tr>
<tr>
<td>Requisite tests were repeated (see annex)</td>
<td></td>
</tr>
<tr>
<td>Validation successfully completed</td>
<td></td>
</tr>
<tr>
<td>Definition of performance requalification</td>
<td></td>
</tr>
<tr>
<td>Date: ------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

Name/signature of operator
## Checklist 5: Operational qualification

*All equipment used must be qualified in line with the quality management system in place (calibration, servicing, functional testing and, if appl., performance qualification)*

<table>
<thead>
<tr>
<th>Test Object</th>
<th>Requirement</th>
<th>Available</th>
<th>Check ok</th>
<th>Measures/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Quality as per Drinking Water Regulation</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Demineralized water</td>
<td>Conductivity value = 15 µS/cm</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Detergent</td>
<td>As specified by MD manufacturer</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Detergent with disinfectant action</td>
<td>Requisite spectrum of action covered</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Disinfectants</td>
<td>Requisite spectrum of action covered</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Cleaning solution</td>
<td>Standard operating procedure (SOP) for preparation of cleaning solution</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Disinfectant solution</td>
<td>Standard operating procedure for preparation of disinfectant solution</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Dosing aids for manual dosage</td>
<td>Graduations easily visible; dosing aid cleaned and disinfected as per standard operating procedure</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Dosing equipment</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**Checklist 5 (continued): Operational qualification**

- **All equipment used must be qualified in line with the quality management system in place** (calibration, functional testing and, if applicable, performance qualification)

<table>
<thead>
<tr>
<th>Test Object</th>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Check ok</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultrasound scanner</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Compressed air pistols/water pistols</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Timers</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Accessories, utensils and adjuncts (e.g. brushes, adapters, water filters, cloths)</td>
<td>Specify suitable accessories</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Surfaces of manual processing circuit</td>
<td>Disinfected and disinfected as per cleaning/disinfection policy</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Contact; cleaned and disinfected as per cleaning/disinfection policy</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
<td></td>
</tr>
<tr>
<td>Water taps (water, air) in manual processing circuit</td>
<td>Functional testing; cleaned and disinfected as per cleaning/disinfection policy</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Personal protective equipment</td>
<td>Specification of occupational health and safety properly used by staff</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Illumination</td>
<td>1000 lux</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Specification of occupational health and safety</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
<td></td>
</tr>
<tr>
<td>Specifications of operational testing and safety</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
<td></td>
</tr>
<tr>
<td>Preparatory work in manual</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
<td></td>
</tr>
<tr>
<td>Ultrasound scanner</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Compressed air pistols/water pistols</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Timers</td>
<td>Qualification available as per QM regulation*</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Accessories, utensils and adjuncts (e.g. brushes, adapters, water filters, cloths)</td>
<td>Specify suitable accessories</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Surfaces of manual processing circuit</td>
<td>Disinfected and disinfected as per cleaning/disinfection policy</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Contact; cleaned and disinfected as per cleaning/disinfection policy</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
<td></td>
</tr>
<tr>
<td>Water taps (water, air) in manual processing circuit</td>
<td>Functional testing; cleaned and disinfected as per cleaning/disinfection policy</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Personal protective equipment</td>
<td>Specification of occupational health and safety properly used by staff</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
<tr>
<td>Illumination</td>
<td>1000 lux</td>
<td>Yes</td>
<td>No</td>
<td>Check ok</td>
</tr>
</tbody>
</table>
## Checklist 6: Performance qualification

**Designation of SOP for the medical device/MD group:**

<table>
<thead>
<tr>
<th>Test</th>
<th>Method</th>
<th>Requirement</th>
<th>Requirement met</th>
<th>Process Step Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Pre-processing handling (if appl., disassemble, handling, pre-clean immediately after use, transport)</td>
<td>Visual inspection of results on entry into Processing Dept.</td>
<td>as per SOP</td>
<td></td>
<td>Pre-processing handling of medical device as described in SOP</td>
</tr>
<tr>
<td>Manual pre-cleaning</td>
<td>Check</td>
<td>as per SOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning solution</td>
<td>Check preparation of cleaning solution (observe procedure, if necessary specify concentration)</td>
<td>as per SOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning, including intermediate rinse and draining off</td>
<td>Observe procedure (if necessary, measure various process parameters)</td>
<td>as per SOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning results for Crile clamps</td>
<td>Verification of cleaning Chapter 5.2.3.1.2.2</td>
<td>Acceptance values as per Annex 9 Acceptance criteria for assessment of cleaning efficacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning results for instruments with everyday soils</td>
<td>Verification of cleaning Chapter 5.2.3.1.2.1</td>
<td>Acceptance values as per Annex 9 Acceptance criteria for assessment of cleaning efficacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfectant solution</td>
<td>Check preparation of disinfectant solution (observe procedure, if necessary, specify concentration)</td>
<td>as per SOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfection, including final rinse and drying</td>
<td>Observe disinfection procedure (if necessary, measure process parameters)</td>
<td>as per SOP; indirect verification of disinfection Chapter 5.2.3.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine amount of residual chemicals on PCD (Crile clamp)</td>
<td>as per SOP and manufacturer’s instructions, Chapter 5.2.3.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspect for residual moisture</td>
<td>as per SOP; verification of drying, Chapter 5.2.3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch documentation and release</td>
<td>Check documentation</td>
<td>as per Checklist 3 Batch documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>Mon</td>
<td>Tue</td>
<td>Wed</td>
<td>Thu</td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Clean the basin and supply water.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfect the basin and container.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Object</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Time Function**
- Water quantity, deaerated, in order
- Fill level in order
- Disinfection and cleaning

**Basin/Container for Cleaning**
- Examine cleanliness and function
- Proceed in operation per SOP
- They need a reserve
- Exchange capability of thermo-
- Functional capability of line
- Functional capability of inter-
- Fan, mixer, process elements
- Filtration level of solution, dose
- Basin/containers, in order
- Examine basin

**Ultrasonic Basin**
- Disinfection policy
- Cleaning + disinfection policy
- Examine workstation

**Basin, Water Supply and Detergent**
- Water quantity, detergent quantity
- Timer function
- Basin/container for rinsing
- Bath/basin cleaned and disinfected
- Deionized water/cold water supply
- Sprinkler head cleaned and disinfect.
- Examine cleanliness and function
- Sprinkler head cleaned and disinfect.
<table>
<thead>
<tr>
<th>Test Object</th>
<th>Calendar Week/Year:</th>
<th>Calendar Week/Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td>Basin/container for disinfection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bath/basin cleaned and disinfected, lid in order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water quantity, disinfectant quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timer function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water pistol (pre-cleaning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check demineralized water/cold water supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning + disinfection policy implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water pistol (final rinse)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filter fitted and service life checked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check of demineralized water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compressed air pistol at drying station</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleanliness, function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning + disinfection policy implemented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final rinse basin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bath/basin cleaned and disinfected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demineralized water supply cleaned and disinfected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning accessories (e.g. brushes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaned and disinfected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnifying lamp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleanliness, function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature/Initials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record remarks separately
<table>
<thead>
<tr>
<th>Test Object</th>
<th>Test Requirement</th>
<th>Number of Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Criteria</td>
<td></td>
</tr>
<tr>
<td>Test matrix: Validation of manual cleaning and disinfection processes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For specific reasons:
- Structural changes to processing circuit
- Change of media supply
- New SOP
- New staff

- Required
- Not required
<table>
<thead>
<tr>
<th>Test Object</th>
<th>Test Requirement</th>
<th>See guideline/document</th>
<th>Validation Installation qualification</th>
<th>Validation Operational qualification</th>
<th>Validation Performance qualification</th>
<th>Performance requalification for no specific reason</th>
<th>Performance requalification for a specific reason</th>
<th>Routine check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessories for cleaning and disinfection</td>
<td>Medical device and accessory manufacturer's instructions, operator requirements</td>
<td>CL 1, CL 2 Cl 5</td>
<td>1 ×</td>
<td>1 ×</td>
<td>omitted</td>
<td>1 ×</td>
<td>a. b. c. d.</td>
<td>CL 7</td>
</tr>
<tr>
<td>New SOP</td>
<td>Medical device manufacturer's instructions, CE mark, operator requirements (risk analysis)</td>
<td>Annex 1 – 6, Annex 8 CL 1 CL 5 CL 6</td>
<td>omitted</td>
<td>omitted</td>
<td>3 ×</td>
<td>1 ×</td>
<td>a. b. c. d.</td>
<td>as specified at the time of validation</td>
</tr>
<tr>
<td>Measures immediately after use MD disposal for processing</td>
<td>MD disposal for processing as per SOP</td>
<td>omitted</td>
<td>omitted</td>
<td>1 × per SOP but at least 3 ×</td>
<td>1 × per SOP</td>
<td>a. b. c. d.</td>
<td>as specified at the time of validation</td>
<td></td>
</tr>
<tr>
<td>Pre-cleaning</td>
<td>Compliance with SOP specifications</td>
<td>omitted</td>
<td>omitted</td>
<td>1 × per SOP but at least 3 ×</td>
<td>1 × per SOP</td>
<td>a. b. c. d.</td>
<td>as specified at the time of validation</td>
<td></td>
</tr>
<tr>
<td>Cleaning solution</td>
<td>Compliance with SOP specifications</td>
<td>omitted</td>
<td>omitted</td>
<td>1 × per SOP but at least 3 ×</td>
<td>1 × per SOP</td>
<td>a. b. c. d.</td>
<td>as specified at the time of validation</td>
<td></td>
</tr>
<tr>
<td>Conduct of cleaning</td>
<td>Compliance with SOP specifications</td>
<td>omitted</td>
<td>omitted</td>
<td>1 × per SOP but at least 3 ×</td>
<td>1 × per SOP</td>
<td>a. b. c. d.</td>
<td>as specified at the time of validation</td>
<td></td>
</tr>
<tr>
<td>PCD cleaning result for semi-critical and critical B MDs</td>
<td>Acceptance values as per Annex 9 5.2.3.1</td>
<td>omitted</td>
<td>omitted</td>
<td>3 × 3 Crite clamps</td>
<td>1 Crite clamp per SOP but at least 3 Crite clamps</td>
<td>a. b. c. d.</td>
<td>as specified at the time of validation</td>
<td></td>
</tr>
</tbody>
</table>

For no specific reason: Based on 1st validation and routine tests
For specific reason: a. Structural changes to processing circuit  b. Change of media supply  c. New SOP  d. New staff

\( \times = \text{required} \quad \circ = \text{not required} \)
<table>
<thead>
<tr>
<th>Test Object</th>
<th>Test Requirement</th>
<th>Number of Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Criteria</td>
<td></td>
</tr>
<tr>
<td>See guideline/document</td>
<td>Validation Installation qualification</td>
<td></td>
</tr>
<tr>
<td>Validation Operational qualification</td>
<td>Performance qualification</td>
<td></td>
</tr>
<tr>
<td>Performance requalification for no specific reason</td>
<td>Performance requalification for a specific reason</td>
<td></td>
</tr>
<tr>
<td>Routine check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning result for instruments with everyday soils, in the case of semi-critical and critical B MDs</td>
<td>Acceptance values as per Annex 95.2.3.1 omitted</td>
<td>3 × per s OP but at least 3 instruments</td>
</tr>
<tr>
<td>Cleaning result for instruments with everyday soils, in the case of non-critical, semi-critical and critical A MDs</td>
<td>Acceptance values as per Annex 95.2.3.1 omitted</td>
<td>3 × per s OP but at least 9 instruments</td>
</tr>
<tr>
<td>Disinfectant solution</td>
<td>Compliance with specifications</td>
<td>1 × per s OP but at least 3 ×</td>
</tr>
<tr>
<td>Disinfection, including final rinse and drying</td>
<td>Observe disinfection process</td>
<td>1 × per s OP</td>
</tr>
<tr>
<td>Measur residual chemicals on PCD (Crile clamp)</td>
<td>Compliance with SOP</td>
<td>1 × per s OP</td>
</tr>
<tr>
<td>Check for residual moisture</td>
<td>Compliance with SOP</td>
<td>1 × per s OP</td>
</tr>
<tr>
<td>Documentation and release</td>
<td>Complete documentation and release</td>
<td>depending on task</td>
</tr>
</tbody>
</table>

For specific reason:
- a. Structural changes to processing circuit
- b. Change of media supply
- c. New SOP
- d. New staff

\[ x = \text{required} \quad \square = \text{not required} \]
Manual instrument reprocessing with deconex®

**deconex® 53 INSTRUMENT**
- aldehyde-free instrument disinfectant
- extremely broad spectrum of activity
- excellent cleaning performance
- can be used in ultrasonic baths

**deconex® POWER ZYME**
- multi-enzyme concentrated detergent
- for universal use
- excellent cleaning performance
- low dosage

www.borer.ch
NEW: **super-quick** protection with the ProCare Protein Check. The **simple** way to perform routine checks.

The new ProCare Protein Check for instruments makes possible qualitative verification of absence of residual protein after manual or automatic cleaning and disinfection.

- Precise application with indicator pen
- Short dwell time of **3 minutes**
- Gain clarity simply

To evaluate non-visible areas of surgical instruments experts recommend using the Miele Test Kit.

www.miele-professional.com