

# Daily and Weekly Tests of an Endoscope Storage Cabinet

## 1. Purpose

This procedure details the process for daily and weekly checking of Endoscope Storage Cabinets (ESC).

## 2. Responsibilities

This work is carried out by staff trained and competent in the daily & weekly tests of automated ESCs.

Management should ensure that the endoscope manufacturer's instructions and this procedure are available and followed. Management should ensure that staff are trained on this procedure. Management take any required action when there is a non-conformance confirmed (PRO 179-200).

All staff shall adhere to Standard infection control precautions listed in **National Infection Prevention and Control Manual (NIPCM)** Health Protection Scotland [www.nipcm.hps.scot.nhs.uk/](http://www.nipcm.hps.scot.nhs.uk/)

## 3. Procedure

- ensure a list of endoscopes that can be stored in the ESC is available;
- ensure the validated storage time is clearly displayed for each endoscope.

### Daily checks/ checks during use:

- at the start of the day check all indicators of the ESC status (e.g. air flow, temperature, pressure and power source) are operational and confirm the pressure and temperature of the storage cabinet are within the set limits;
- check the storage time indicators for each endoscope to identify any endoscopes that are past their validated storage period;
- log/sign into the ESC before removing endoscopes;
- remove from the ESC any endoscopes identified as past their storage time, record as 'out of time', and return to the EDU for processing;
- record all checks/test in a logbook (see record form PRO 179-590R);
- record any non-conformances (Refer to SOP PRO 179-200).

### **Weekly checks**

- verify all alarms are functional and record in a logbook (see record form PRO 179-590R);
- record any non-conformances (Refer to SOP PRO 179-200).

### **Cleaning the ESC**

- clean the cabinet in line with the manufacturer's instructions and the NIPCM.