

# Endoscope Washer Disinfector Logbook

**Hospital / Location** \_\_\_\_\_

**Department** \_\_\_\_\_

**Reference Number** \_\_\_\_\_

**Serial Number** \_\_\_\_\_

**Start Date for Logbook** \_\_\_\_\_

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## NHSScotland - Endoscope Washer Disinfector Logbook Form (EWDLOG)

<b>Endoscope Washer Disinfector Details</b> - This logbook covers 1 year beginning		
Hospital/Location	Manufacturer	Model
Department	Ref.No	Ser.No
Disinfectant for instruments	Disinfectant for WD	
Manufacturers recommended exposure time for instrument disinfectant	Manufacturers recommended exposure time for WD disinfectant	

Name of form	Code	Purpose
Training Record	EWDTRAIN	Record of Staff training in operation of EWD
Plant Test History Record	PTHR	A record of all routine testing for a year
Plant History Record	PHR	A record of faults/maintenance
Production Log Sheet	EWD0	A record of all production cycles
Daily Test Sheet	EWD1	Daily test sheet covering a week's tests
Weekly Test Sheet	EWD2	CP(D) weekly test sheet
Quarterly Test Sheet	EWD3A	CP(D) quarterly test sheet
Quarterly Test Sheet	EMD3B	CP(D) quarterly test sheet
Yearly Test Sheet	EWD4	CP(D) yearly test sheet

Personnel	(name/organisation)	Tel.No
Management		
User		
Operator(s)		
Authorising Engineer (Decontamination)		
Authorised Person (Decontamination)		
Competent Person (Decontamination)		
Control of Infection Officer		
Microbiologist (Decontamination)		
Note that the personnel named in the last 6 categories should have appropriate qualifications/training/registration		

Review By Authorising Engineer (Decontamination)		
Date	Comments on review	Signature



## Daily Test Sheet Endoscope Washer Disinfector Form (EWD1)

Tests to be carried out in accordance with SHTM2030.

Location	Week beginning	Week
Department	Ref No.	Ser No.

<b>Automatic Control Tests</b> (rotate cycles in use)								
Time/temperature required for chemical disinfection								
	Cycle number	Programme selected	Bath/ Scope position e.g. L/R, R/R, Upper, Lower	Disinfection temperature mid hold (where required)	Disinfection hold time min:sec	Cycle complete indication	Result of test	Certified fit for use by User
Monday				°C	:	Yes/No	Pass/Fail	
Tuesday				°C	:	Yes/No	Pass/Fail	
Wednesday				°C	:	Yes/No	Pass/Fail	
Thursday				°C	:	Yes/No	Pass/Fail	
Friday				°C	:	Yes/No	Pass/Fail	
Saturday				°C	:	Yes/No	Pass/Fail	
Sunday				°C	:	Yes/No	Pass/Fail	
				°C	:	Yes/No	Pass/Fail	

### Housekeeping

Tick on completion	Filter clean	Spray arms/ nozzles clear	Disinfectant changed (New batch number)	Disinfectant concentration (from IQ/OQ report)	Scope, tray & connectors checked	M/c self disinfect (cycle number)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

<b>Faults - New Or Existing - Also Enter In Plant History Record</b>

### Weekly Test Sheet Endoscope Washer Disinfectant Form (EWD2)

Tests to be carried out in accordance with SHTM2030. To be filled in along with Daily Test Sheet EWD1 to complete a Weekly Test.

Location	Week beginning	Week
Department	Ref.No	Ser.No

**Automatic Control Test** Use a stopwatch for timings where no independent recorder is fitted. Where multiple pre-set cycles are available and used, the cycle selected for the test should be rotated among those used. This should include a WD self disinfection cycle if available. If 2 separate baths are incorporated in one machine they should both be checked each week and separate forms completed.

Cycle selected		Cycle number		Bath/side selected			
Details of load							
Time/temperature* required for chemical disinfection (delete as required)							
Limits (from IQ/OQ results)							
Stage (as appropriate) Start t=0	Time stage starts	Time stage ends	Time for stage	Indicated temperature mid stage	Recorded temperature mid stage	Water pump pressure mid stage	Time / temp* within limits
Leak test (if req)	:	:	:	°C	°C	bar	Pass/Fail
Pre-wash/flush	:	:	:	°C	°C	bar	Pass/Fail
Main wash	:	:	:	°C	°C	bar	Pass/Fail
Post wash rinse	:	:	:	°C	°C	bar	Pass/Fail
Disinfect (stage)	:	:	:	°C	°C	bar	Pass/Fail
Disinfect (hold)	:	:	:	°C	°C	bar	Pass/Fail
Post disinfect rinse 1	:	:	:	°C	°C	bar	Pass/Fail
Post disinfect rinse 2	:	:	:	°C	°C	bar	Pass/Fail
Post disinfect rinse 3	:	:	:	°C	°C	bar	Pass/Fail
Drying	:	:	:	°C	°C	bar	Pass/Fail
Leak test (if req)	:	:	:	°C	°C	bar	Pass/Fail
Total cycle time		:					Pass/Fail
Visual display of cycle complete			Yes/No				
Cycle variables within validation limits			Yes/No		Disinfection time/temperature within limits		Yes/No
Door(s) remain locked until cycle complete			Yes/No				

**Weekly Checks** (Water sample results to be completed where available)

Spray check				Rotation of arms		<input type="checkbox"/> Nozzles <input type="checkbox"/>		Clean out chamber / filters		<input type="checkbox"/>		
Emergency stop			<input type="checkbox"/>		Door interlock checks			<input type="checkbox"/>		Lid/Door seal integrity		<input type="checkbox"/>
Cleaning efficacy test - residual soil detection				Type of test used				Result Pass/Fail				
Comments												
Disinfectant used						Concentration						

**Final rinse water supply tests :-**

TVC:		Sample taken by		Date/Time	
Tested by		Result		cfu/100ml water	
Result Satisfactory/Unsatisfactory Comments					
Hardness:		Sample taken by		Date/Time	
Tested by		Result		mg/L CaCO <sub>3</sub>	
Result Satisfactory/Unsatisfactory Comments					
Conductivity: (where required)		Sample taken by		Date/Time	
Tested by		Result		µS	
Result Satisfactory/Unsatisfactory Comments					

**Faults - New Or Existing - Also Enter In Plant History Record**


Test Results		Satisfactory/Unsatisfactory		Washer Disinfectant Is Fit/Unfit For Use	
CP(D)	Date	User	Date		

## Quarterly Test Sheet Endoscope Washer Disinfector Form (EWD3A)

Tests to be carried out in accordance with SHTM2030. To be filled in along with Quarterly Test Sheet EWD3B to complete a Quarterly Test.

Location	Week beginning	Week
Department	Ref No	Ser.No

**Automatic Control/Thermometric Test** Use a stopwatch for timings. Where multiple pre-set cycles are available and used, the cycle selected for the test should be rotated among those used. This should include a WD self disinfection cycle if available. If 2 separate baths are incorporated in one machine they should both be checked and separate forms completed.

Cycle selected	Cycle number	Bath / side selected
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Details of load

Time/temperature\* required for chemical or thermal disinfection (delete as required) Limits (from IQ/OQ results)

Stage (as appropriate) Start t=0	Time stage starts	Time stage ends	Time for stage	Indicated temperature mid stage	Recorded temperature mid stage	Measured temperature mid stage	Indicated water pump pressure mid stage	Recorded water pump pressure mid stage	Measured water pump pressure mid stage	Time / temp* within limits
Leak test (if req)	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Pre-wash/flush	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Main wash	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Post wash rinse	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Disinfect (stage)	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Disinfect (hold)	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Post disinfect rinse 1	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Post disinfect rinse 2	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Post disinfect rinse 3	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Drying/alcohol flush	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Leak test (if req)	:	:	:	°C	°C	°C	bar	bar	bar	Pass/Fail
Total cycle time		:								Pass/Fail

Visual display of cycle complete <span style="float: right;">Yes/No</span>	Cycle variables within validation limits <span style="float: right;">Yes/No</span>
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Disinfection time / temperature within limits <span style="float: right;">Yes / No</span>	Door(s) remain locked until cycle complete <span style="float: right;">Yes/No</span>
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**Weekly Checks** (Water sample results to be completed where available)

Spray check  Rotation of arms  Nozzles  Clean out chamber / filters  Emergency stop  Door interlock checks  Lid/Door seal integrity

Cleaning efficacy test - residual soil detection  Type of test used  Result PASS / FAIL  Comments

Disinfectant used  Concentration

**Final rinse water supply tests :-**

<b>TVC:</b>	Sample taken by	Tested by	cfu/100ml water
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Result Satisfactory/Unsatisfactory	Comments
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<b>Endotoxin:</b> (where required)	Sample taken by	Date/Time Tested by	EU/ml
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Result Satisfactory/Unsatisfactory	Comments
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<b>Conductivity:</b> (where required)	Sample taken by	Date/Time Tested by	µS/cm
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Result Satisfactory/Unsatisfactory	Comments
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Test Result Satisfactory/Unsatisfactory	Washer Disinfector Is Fit/Unfit For Use
CP(D)	User
Date	Date

## Quarterly Test Sheet - Endoscope Washer Disinfector Form EWD3B

To be filled in along with Quarterly Test Sheet EWD3A to complete a Quarterly Test.  
 Tests to be carried out in accordance with SHTM2030.

Location	Week beginning	Week
Department	Ref No	Ser.No

Thermometric Test For Elevated Temperature Chemical Disinfection (where required)							
Cycle selected		Cycle count number(s)		Bath / side selected			
Details of load							
Details of Disinfectant Used							
Time/temperature required for chemical disinfection (only to be completed for units that elevate the temperature of the disinfectant)							
Temperature sensor type / location	Load item if applicable	Disinfect hold time	Temp. at start of stage	Temp. at end of stage	Within 2 °C of measured AC sensor	Time / temp within limits	
WD indicated auto control		:	°C	°C	Yes/No	Pass/Fail	
Measured sensor by above		:	°C	°C	(AC sensor)	Pass/Fail	
WD recorded /printed		:	°C	°C	Yes/No	Pass/Fail	
Measured sensor by above		:	°C	°C		Pass/Fail	
Top load carrier		:	°C	°C		Pass/Fail	
Middle load carrier		:	°C	°C		Pass/Fail	
Bottom load carrier		:	°C	°C		Pass/Fail	
Slowest region*		:	°C	°C		Pass/Fail	
Fastest region*		:	°C	°C		Pass/Fail	
*The items in slowest and fastest positions to disinfection temp. may be the same as top, middle or bottom carrier items							
Fluctuation of measured load temps within 2 °C					Yes/No	Measured load temps within 4 °C	Yes/No

Cleaning Efficacy Tests				
Chamber walls, load carrier and reference load. Abort cycle before disinfect stage. Each cycle available should be tested.				
Soil type used			Batch No (where applicable)	
Load type	Cycle selected	Cycle number	Result	Comments
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	
			Pass/Fail	

Channel Patency Test						
Channel type/ identification	LHS/Upper			RHS/Lower		
	Pressure setting from validation High/Low	Measured Pressure High/Low (from IQ/OQ)	Alarm test	Pressure setting from validation High/Low	Measured Pressure High/Low (from IQ/OQ)	Alarm test
			Pass/Fail			Pass/Fail
			Pass/Fail			Pass/Fail
			Pass/Fail			Pass/Fail
			Pass/Fail			Pass/Fail
			Pass/Fail			Pass/Fail
			Pass/Fail			Pass/Fail
			Pass/Fail			Pass/Fail

Test Result Satisfactory/Unsatisfactory		Washer Disinfector Is Fit/Unfit For Use	
CP(D)	Date	User	Date

## Yearly Test Sheet

### Endoscope Washer Disinfector Form (EWD4)

To be filled in along with Quarterly Test Sheets EWD3A and EWD3B to complete a Yearly Test.

Tests to be carried out in accordance with SHTM2030.

Location	Week beginning	Week
Department	Ref.No	Ser.No
<b>Detergent And Disinfectant</b>		
	Wash	Disinfectant
Name of detergent/disinfectant		
Type of detergent		
Recommended dosage	ml/litre g/litre µS/cm	ml/litre g/litre µS/cm
Volume of water from manufacturer	litres	litres
Measured volume of water	litres	litres
Measured chemical dose	g or ml	g or ml
Measured dosage ml or g chemical/litre water or conductivity	ml/litre g/litre µS/cm	ml/litre g/litre µS/cm
Recommended temperature range	°C	°C
Actual measured temp. range	°C	°C
Low Level detection		
Note : Where recommended dosage is expressed as %, multiply by 10 to get ml/litre. 1 cc=1 ml. 1000ppm=1 ml/litre		
Comments		

<b>Automatic Control Test</b> Use a stopwatch for timings where no independent recorder is fitted. Where multiple pre-set cycles are available and used, the cycle selected for the test should be rotated among those used. This should include a WD self disinfection cycle if available. If 2 separate baths are incorporated in one machine they should both be checked and separate forms completed.									
Cycle selected			Cycle number			Bath/side selected			
Details of load									
Time/temperature* required for chemical or thermal disinfection (delete as required)									
Start t=0	Time stage starts	Time stage ends	Time for stage	Indicated temp mid stage	Recorded temp mid stage	Measured temp mid stage	Water pump pressure mid stage	Time / temp* within limits	
Leak test (if req)	:	:	:	°C	°C	°C	bar	Pass/Fail	
Pre-wash/flush	:	:	:	°C	°C	°C	bar	Pass/Fail	
Main wash	:	:	:	°C	°C	°C	bar	Pass/Fail	
Post wash rinse	:	:	:	°C	°C	°C	bar	Pass/Fail	
Disinfect (stage)	:	:	:	°C	°C	°C	bar	Pass/Fail	
Disinfect (hold)	:	:	:	°C	°C	°C	bar	Pass/Fail	
Post disinfect rinse 1	:	:	:	°C	°C	°C	bar	Pass/Fail	
Post disinfect rinse 2	:	:	:	°C	°C	°C	bar	Pass/Fail	
Post disinfect rinse 3	:	:	:	°C	°C	°C	bar	Pass/Fail	
Drying/alcohol flush	:	:	:	°C	°C	°C	bar	Pass/Fail	
Leak test (if req)	:	:	:	°C	°C	°C	bar	Pass/Fail	
Total cycle time		:						Pass/Fail	
Visual display of cycle complete			Yes/No						
Cycle variables within validation limits			Yes/No			Disinfection time / temperature within limits			Yes/No
Door(s) remain locked until cycle complete			Yes/No						

<b>Air quality test</b>		
Final rinse water quality tests	Pass/Fail	(see separate report)
Process residues: chemical additives	Load dryness	
Drainage: Free draining	Blocked drain	Residual volume

Test Result Satisfactory/Unsatisfactory		Washer Disinfector Is Fit/Unfit For Use	
CP(D)	Date	User	Date





## NHSScotland - Plant Test History Record Sheet-Form (PTHR1)

Type of equipment		
Hospital/Location	Start date for this sheet	
Department	Ref No.	Ser No.

<b>WEEKLY TEST RECORD</b>														
Week number	Date of weekly test	Tester initials		Week number	Date of weekly test	Tester initials		Week number	Date of weekly test	Tester initials		Week number	Date of weekly test	Tester initials
1				14				27				40		
2				15				28				41		
3				16				29				42		
4				17				30				43		
5				18				31				44		
6				19				32				45		
7				20				33				46		
8				21				34				47		
9				22				35				48		
10				23				36				49		
11				24				37				50		
12				25				38				51		
13				26				39				52		

<b>QUARTERLY TEST RECORD</b>														
Week number	Quarterly test date	Tester initials		Week number	Quarterly test date	Tester initials		Week number	Quarterly test date	Tester initials		Week number	Quarterly test date	Tester initials

<b>YEARLY TEST RECORD</b>														
Week number.	Yearly test date	Tester initials		Week number	Yearly test date	Tester initials		Week number	Yearly test date	Tester initials		Week number	Yearly test date	Tester initials

## NHSScotland - Plant History Record Sheet-Form (PHR1)

Type of equipment		
Hospital/Location	Start date for this sheet	
Department	Ref No.	Ser No.

FAULTS RECORD					MAINTENANCE RECORD			
Fault number	Date	Cycle number	Details of fault	Noted and reported by	Date	Fault number	Maintenance Record-include PPM as well as fault finding details.	Carried out by