

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)

Endoscope Washer Disinfector Details - 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	d exposure time for Manufacturers recommended exposure time for WD					
instrument disinfectant	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 caregistration	tegories should have appropriate qualifi	cations/training/

Review By	Review By Authorising Engineer (Decontamination)							

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NHSScotland - Production Log Sheet - Endoscope Washer Disinfector Form (EWD0)

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

Date	Start	Cycle	Cycle	Bath/Location	Description of scope	Serial number/ID of scope	Cycle pass	Printout /	Comments and operator initials
	time	number		(e.g. L/R, R/R)	·	·		chart checked	·
				, ,				OK	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	
							Yes/No	Yes/No	





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.

Automatic C	Automatic Control Tests (rotate cycles in use)										
	ime/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						

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





Weekly Test Sheet Endoscope Washer Disinfector 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 beginnir	ng	Week				
Department				Ref.No		Ser.No	Ser.No			
Automatic Control Te	st Use a	stopwatch t	or timings w	here no indeper	ndent recorder is	fitted. Where m	nultiple pre-set			
cycles are available an	d used, th	ne cycle sel	ected for the	test should be	rotated among th	ose used. This	should include			
a WD self disinfection				ths are incorpor	ated in one mac	hine they should	d both be			
checked each week an	d separat	e forms co	mpleted.	-						
Cycle selected		Су	cle number	[E	Bath/side selecte	ed				
Details of load										
Time/temperature* required for chemical disinfection (delete as required)										
Limits (from IQ/OQ res	ults)			•						
Stage (as	Time	Time	Time for	Indicated	Recorded	Water pump	Time / temp*			
appropriate)	stage	stage	stage	temperature	temperature	pressure mid	within limits			
Start t=0	starts	ends		mid stage	mid stage	stage				
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			
				°C	°C		Pass/Fail			
Drying Leak test (if req)	:	:	:	°C	°C	bar bar	Pass/Fail			
` ''		•		U	U	bar				
Total cycle time		:	\\ \\\ -				Pass/Fail			
Visual display of cycle		1:	Yes/No	D: : (:: ::	,	711 11 17 X	/h I			
Cycle variables within			Yes/No	Disinfection tin	ne/temperature v	vitnin limits Ye	s/No			
Door(s) remain locked	until cycle	complete	Yes/No							
Weekly Checks (Water	er sample	results to b	e completed	where available)					
. ,	Rotation of	-	l Nozzles□		chamber / filters					
Emergency stop			r interlock ch	necks	□ Lid/Door	seal integrity				
Cleaning efficacy test -	residual	soil detection	on Type o	of test used		Result Pass/Fa	ail			
Comments										
Disinfectant used					Concent	ration				
Final rinse water suppl	y tests :-									
TVC:		Sample tal	ken by			/Time				
Tested by		Result			cfu/1	00ml water				
Result Satisfactory/Uns	satisfacto									
Hardness:		Sample tal	ken by			e/Time				
Tested by		Result			mg/l	L CaCO₃				
Result Satisfactory/Uns										
Conductivity: (where re	equired)	Sample tal	ken by			e/Time				
Tested by		Result			μS					
Result Satisfactory/Una	satisfacto	ry Comme	ents							
- ·										
Faults - New Or Exist	ing - Also	Enter In I	Plant Histor	y Record						
Test Results Satis	factory/U	nsatisfactor	у	Washe	r Disinfector Is F	it/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/Therm	ometric T	est Use a sto	pwatch for til	mings. Where multip	e pre-set cycles are	available and used,	the cycle selected for	or the test should be r	otated among those	e used. This should include
a WD self disinfection cycle	e if availab	le. If 2 separa			machine they should			mpleted.		
Cycle selected			Cycle	number		Bath / side	e selected			
Details of load	Details of load									
	ne/temperature* required for chemical or thermal disinfection (delete as required) Limits (from IQ/OQ results)									
Stage (as appropriate)	Time	Time stage	Time for	Indicated	Recorded	Measured	Indicated water	Recorded water	Measured water	Time / temp* within limits
Start t=0	stage	ends	stage	temperature mid	temperature mid	temperature mid	pump pressure	pump pressure mid	pump pressure	
	starts			stage	stage	stage	mid stage	stage	mid stage	
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	:	:	i i	°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 com	plete	Yes/N	lo			Cycle variables v	within validation limit	s Yes/No		
Visual display of cycle com Disinfection time / tempera	ture within	limits Y	es / No			Door(s) remain l	ocked until cycle cor	mplete Yes/No		
Weekly Checks (Water sa			oleted where	available)						
Spray check Rotation of		lo to so com, □ _{Nozzles}		Clean out chamber / t	ilters □ Em	ergency stop	Door interloc	k checks	Lid/Door seal integ	rity 🗆
Cleaning efficacy test - res		etection T	ype of test us	sed		sult PASS / FAIL	Comments			,
Disinfectant used			,,		entration					
Final rinse water supply t	ests :-									
TVC:			Sample taken	by		Tested by				cfu/100ml water
Result Satisfactory/Unsatis	factory Co	mments								
Endotoxin: (where require	d)	9	Sample taken	by	Date/Ti ple te	e/Time Tested by				EU/ml
Result Satisfactory/Unsatis	factory Co	mmonte								
Conductivity: (where requ	ired)		Sample taken	by	Date	e/Time Tested by				μS/cm
Result Satisfactory/Unsatis	factory Co	mmonte								
Test Result Satisfactory/	Unsatisfac	tory				Washer Dis	infector Is Fit/Unfit F	or Use		
CP(D)			Date			User			Date	
			•			•			•	

HFS1318.006/Endoscope Washer Disinfector Logbook/Form EWD3A/Decon/V1.0/09.02.2012

Result

Result





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 Ele	evated Tem	perature Chemic	al Disinfec	tion (where	e required)				
Cycle selected		Cycle count num		\	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 /	Load ite	em if applicable	Disinfect	Temp. at	Temp. at	Within 2°C of	Time / temp		
location			hold time	start of	end of	measured	within limits		
				stage	stage	AC sensor			
WD indicated auto control			:	°C	°C	Yes/No	Pass/Fail		
Measured sensor by			:	°C	°C	(AC sensor)	Pass/Fail		
above									
WD recorded /printed			:	°C	°C	Yes/No	Pass/Fail		
Measured sensor by			•	°C	°C		Pass/Fail		
above									
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 fa	stest positi	ons to disinfection	temp. may l	oe the sam	e as top, m	niddle or bottom	carrier items		
Fluctuation of measured loa	d temps wit	hin 2°C Yes/No	Measure	d load tem	ps within 4	°C Yes/No	ı		

	rier and reference loa	d. Abort cycle be	efore disinfect	stage. Each cycle available should be
tested. Soil type used			Batch No. (where applicable)
Load type	Cycle selected	Cycle number	Result	Comments
Load type	Cycle Selected	Cycle Humber		Comments
			Pass/Fail	

Channel Patency Test									
		LHS/Upper			RHS/Lower				
-7 I	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

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Location

Department



Week

Ser.No

Yearly Test Sheet Endoscope Washer Disinfector Form (EWD4)

Ref.No

Week beginning

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.

Detergent And Disinf	ectant									
g			Wash	<u> </u>			Disinfectant			
Name of detergent/disi	infectant									
Type of detergent										
•	_								1/8:4	
Recommended dosage	Э					ml/litre	ml/litre			
						g/litre μS/cm		g/litre		
Volume of water from r	manufacti	ırer				litres		ml/ g/ µS li g o ml/ g o ml/ g o ml/ g y g s itre. 1 cc=1 ml. 1000ppm=1 ml/litre rder is fitted. Where multiple pre-ser nong those used. This should includ machine they should both be check selected rd) leasured Water pump pressure within limi stage mid stage ° C bar Pass/Fa		
	easured volume of water litres litres easured chemical dose g or ml g or easured dosage ml or g hemical/litre water or conductivity ecommended temperature range ctual measured temp. range one: Where recommended dosage is expressed as %, multiply by 10 to get ml/litre. 1 cc=1 ml. 1000ppm=1 ml/litre					litres				
									ml/litre	
chemical/litre water or	conductiv	ity				•			g/litre	
Pacammandad tampa	ratura ran	a o				μο/σπ			μ5/cm °C	
-		ge				_		g/l μS/ lit g or ml/l g/l μS/ tre. 1 cc=1 ml. 1000ppm=1 ml/litre rder is fitted. Where multiple pre-set nong those used. This should include machine they should both be checked elected d) leasured Water pump rime / temp mid pressure within limit stage mid stage ° C bar Pass/Fai		
·	. range					*C			°C	
Note: Where recomme	ended dos	sage	is exp	ressed as %	%, multiply b	y 10 to get n	nl/litre. 1 cc=	1 ml. 1000ppm	n=1 ml/litre	
Comments										
Automotic Control To	et Hee e	otoni	uotob i	for timingo	uboro no in	dan an dant re	aardar ia fitt	ad Mhara mud	tiple pre set	
and separate forms co		iabio	0	oparato bat		poratoa iii o	no maomino i	indy diredia be	an bo onconca	
Cycle selected			Cv	cle number		Bath/sid	e selected			
Details of load			1-7			1=0				
Time/temperature* req	uired for o	chem	ical or	thermal dis	sinfection (d	elete as requ	uired)			
Start t=0	Time		me	Time for	Indicated	Recorded	Measured	Water pump	Time / temp*	
	stage	sta	age	stage	temp mid	temp mid	temp mid	pressure	within limits	
	starts	er	nds		stage	stage		mid stage		
Leak test (if req)	:		:	:	°C	°C		bar		
Pre-wash/flush	:		:	:	°C	°C		bar	Pass/Fail	
Main wash	:		:	:	°C	°C		bar	Pass/Fail	
Post wash rinse	:		:	:	°C	°C		bar		
Disinfect (stage)	:		:	:	°C	°C				
Disinfect (hold)	:		:	:	°C	°C				
Post disinfect rinse 1	:		:	:	°C	°C				
Post disinfect rinse 2	:		:	:	°C	°C				
Post disinfect rinse 3	:		:	:	°C	°C				
Drying/alcohol flush	:		:	:	°C	°C	°C			
Leak test (if req)	:		:	:	°C.	°C	3.0	bar		
Total cycle time			<u>: </u>	\/ /NI-					Pass/Fail	
Visual display of cycle				Yes/No	Disinfesti	4: / 4		nin limita V	/NI-	
Cycle variables within				Yes/No	Disinfection	on time / tem	iperature witr	nin iimits Y	es/No	
Door(s) remain locked	untii cycie	e com	ipiete	Yes/No						
Air quality test										
Final rinse water qualit				Pass	/Fail		(se	ee separate re	port)	
Process residues: cher		itives				Load drynes				
Drainage: Free drainin	g			Block	ed drain		Residua	al volume		
Test Result Satisfactor	v/Unsatis	facto	rv		Wash	ner Disinfecto	or Is Fit/Unfit	For Use		
CP(D)	,. =uuio			Date	User				ate	
-· \-/				_ ~.~	3001			10		





Training Record - Endoscope Washer Disinfector Form (EWDTRAIN)

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

Date	Name of trainee	Name of trainer	Type of training eg. Operator, Maintenance	Training completed successfully (trainer signature)





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

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

WEEKLY T	EST RECORD										
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		

QUARTERLY TEST RECORD											
Week	Quarterly test	Tester	Week	Quarterly test	Tester	Week	Quarterly test	Tester	Week	Quarterly test	Tester
number	date	initials	number	date	initials	number	date	initials	number	date	initials

YEARLY TEST RECORD			Week number.	Yearly test date	Tester initials	Week number	Yearly test date	Tester initials		

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NHSScotland - Plant History Record Sheet-Form (PHR1)

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

FAULTS RECORD					MAINTE	NANCE RE	CORD	
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
								
								-
								-
								+

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