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Eppendorf BioSpectrometer® 6135/6136/6137

SOP - Installation Qualification - English

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Eppendorf BioSpectrometer® 6135/6136/6137
English (EN)

1 Introduction

1.1 Using this manual

- ▶ Ensure that you have a copy of the latest versions of the service manual and operating instructions. Check this using the version numbers at www.eppendorf-support.com and www.eppendorf.com.
- ▶ Read the service manual before starting work on the device.
- ▶ Read the chapters "Installation" and "Operation" of the operating manual.
- ▶ Observe the safety instructions in the operating manual.

1.2 Liability

The Eppendorf service partner entrusted with maintenance, servicing or testing is liable for ensuring that all work is carried out in a professional manner.

- ▶ The constructional features of the device must not be modified by servicing, maintenance or testing. The device must always be as safe as in its original state.
- ▶ Only accessories and original spare parts recommended by Eppendorf as well as measuring and test equipment recommended by Eppendorf may be used for any maintenance, servicing or testing work.

1.3 User profile

The specialist entrusted with maintenance, repair or testing must meet the following prerequisites:

- Successful participation in service trainings with certification by Eppendorf AG for the product that is to be maintained, repaired or tested.
- Qualification as a specialist with knowledge of the applicable local and international standards.
- Qualification to evaluate the work assigned to him.
- Recognition of potential hazards and how to prevent or correct them.

1.4 Note on this document

- ▶ Include other documents, such as explanations, printouts, recordings and results, with the IQ. List these documents under "Appendices".

1.5 Abbreviations

OM – Operating Manual

IQ – Installation Qualification

HWM - Hardware Manual

SF – Service Function

SM – Service Manual

SWM - Software Manual

Introduction

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1.6 Device data

Company / Operator:

Location where the device is used (building, floor, room, lab etc.):

Place where the operating manual is kept:

Operating Manual version (index number on the inside of the title page):

Place where the service manual is kept:

Service Manual version (index number on the inside of the title page):

Inventory number of the device:

Manufacturer: Eppendorf AG

Type designation:

Serial number:

Software/Firmware version:

Voltage in volts:

Frequency in Hz:

Installation date (day/month/year):

1.7 Responsible persons**Responsible technician**

Name, first name:

Company:

Certificate (issued on ... / valid until ...):

Signature:



Copies of the technician's certificates can be enclosed as appendices. List these documents at the end, under "Appendices".

User / Responsible for quality

Name, first name:

Company:

Signature:

2 IQ – Eppendorf BioSpectrometer

2.1 Checking the factory default and delivery package

2.1.1 Checking the packing

No.	SM/OM section	Check	Yes	No
IQ01	————	Is the packaging damaged on the outside?		
IQ02	————	Do the details on the label match the order?		

2.1.2 Checking the device and accessories

No.	SM/OM section	Check	Yes	No
IQ03	————	Is the device damaged on the outside?		
IQ04	————	Are the accessories undamaged on the outside?		

2.1.3 Checking the delivery package



Keep the transport box and transport securing device! The device may only be shipped in the original transport box.

No.	SM/OM section	Check	Yes	No
IQ05	————	Does the delivery package match the details on the packing list?		
IQ06	OM, Chapter 2	Does the delivery package match the details in the operating manual and is it complete?		

2.2 Installing the Instrument

No.	SM/OM section	Check	Yes	No
IQ 07	OM, chapter 4.2	Is the device connected to an outlet with protective earth conductor?		
IQ 08	OM, chapter 4.2	Is the installation site stable, horizontal and non-resonant?		
IQ 09	OM, chapter 4.2	Is sufficient ventilation guaranteed?		
IQ 10	OM, chapter 4.2	Are the technical requirements concerning ambient conditions (temperature and humidity) met as stated in the operating manual?		
IQ 11	OM, chapter 4.3	Do the mains voltage and frequency match the information on the Eppendorf BioSpectrometer name plate?		



No objects may be placed below the device (e.g., loose sheets, notebooks) as they may impede the air flow.

2.3 Check device functions and brief the customer

No.	SM/OM section	Check	Yes	No
IQ12	OM, Chapter 6.2	Can the methods for the nucleic acid measurement be accessed and carried out?		
IQ13	OM, Chapter 6.2	Can the methods for measuring protein be accessed and carried out?		
IQ14	OM, Chapter 6.2	Can the method for the measurement of the bacteria density be accessed and carried out?		
IQ15	OM, Chapter 6.2	Can the methods for determining the concentration of dyed biomolecules be accessed and executed?		
IQ16	OM, Chapter 6.3	Can the fluorometry methods be accessed and carried out?		

No.	SM/OM section	Check	Yes	No
IQ17	————	Has the user been instructed in the functions tested above?		

2.3.1 Test run

No.	SM/OM section	Check	Yes	No
IQ18	————	Was a self test successful?		

Remarks

Appendices (e.g.: calibration certificates, Technician's certificates,):

1:

2:

3:

4:

5:

 City, date

 Technician's signature

The user confirms that he has received training on the device and its functions.

 City, date

 User signature

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