




# Mastercycler® ep

SOP - Installation Qualification

**eppendorf**



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# 1 IQ – Mastercycler ep

## 1.1 Introduction

- The following documents also apply with regard to the IQ:
  - The operating instructions shipped with the device.
- ◊ Where needed, supplement the IQ with further documents, e.g. descriptions, print outs, records and reports. List these documents under remarks.

### 1.1.1 Abbreviations

IQ – Installation Qualification

SM – Service manual

OM – Operating Manual

## 1.2 Device data

Organization/operator:

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Place of use of the device (building, floor, room, lab etc.):

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Storage location of the operating manual:

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Storage location of the service manual:

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Device stock number:

Manufacturer: Eppendorf AG

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Type designation:

Serial number:

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Power in volts:

Frequency in Hz:

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Installation date (day/month/year):

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# 1 IQ – Mastercycler ep

## 1.3 Delivery state and scope of delivery

### 1.3.1 Check packaging for damage

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 01	————	Packaging is undamaged externally. (Further details in the form of a comment)		
IQ 02	————	The details of the label on the packaging match the order.		

### 1.3.2 Mastercycler ep and check accessories for damage

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 03	————	The Mastercycler ep is undamaged externally.		
IQ 04	————	The accessories are undamaged externally.		

### 1.3.3 Check scope of delivery



Note: keep transport box and transport securing material!

In the event of repair being required, only send in the Mastercycler ep in the original transport box.

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 05	Operating manual, Section 2	The scope of delivery corresponds to the details in the operating manual and is complete.		

# 1 IQ – Mastercycler ep

## 1.4 Setup

### 1.4.1 Setting up the Mastercycler ep

**Risk of explosion!**

- ⊞ Do not operate the device in rooms where work is being carried out with explosive substances.
- ⊞ Do not use this device to process any explosive, radioactive or highly reactive substances.

**Caution! Damage to electronic components through formation of condensate.**

After moving the Mastercycler from a cool to a warmer environment, condensation may form in the Mastercycler.

- ⊞ Allow the Mastercycler to warm up for at least 12 hours after being moved before you connect it to the mains power supply.

**Warning! Risk of injury from sharp-edged components.**

- ⊞ If the Mastercycler realplex module is propped open, sharp-edged components are accessible. When the module is being cleaned, the sharp edges of the Rollflex cable and the guide rail may lead to injuries.

**Warning! Damage due to incorrect power supply.**

- ⊞ Only connect the device to power sources that match the electrical specifications on the device ID plate.
- ⊞ Use only sockets with protective earth.

**Caution! Damage due to overheating.**

- ⊞ Do not place the device close to sources of heat (e.g. radiator, drying cabinet).
- ⊞ Do not expose the device to direct sunlight.
- ⊞ Ensure free circulation of air by maintaining a distance of at least 10 cm on all sides of the device from adjacent devices or walls and keep the underside of the device clear.

**Caution! Damage to the device from incorrect operation.**

- ⊞ Do not put any objects down on the heated lid. Do not allow any liquid to get into the device.



Follow the instructions in the operating manual for commissioning the Mastercycler ep

# 1 IQ – Mastercycler ep

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 06		Is there an option for disconnecting the power supply (emergency switch)?		
IQ 07		Has the transport securing device been removed?		
IQ 08		Is the setup location solid, flat and resonance-free?  Weight of the Mastercycler ep ep: 17 kg. Weight of the Control Panel: 1.2 kg.		
IQ 09		Ensure free circulation of air by maintaining a distance of at least 10 cm on all sides of the device from adjacent devices or walls and keep the underside of the device clear.		
IQ 10		Do the mains voltage and mains frequency match the details on the centrifuge ID plate?		
IQ 11		Are the ambient conditions listed below met?  - 15 °C to 35 °C  - up to 70 % rel. humidity		



# 1 IQ – Mastercycler ep

## 1.5 Check device functions and give instructions to customer



**Warning! Risk of injury from fingers being crushed.**

- ⊞ When closing the device lid, do not reach between the lid and the device or into the latching mechanism of the lid, as your fingers may be injured.



**Caution! Damage to the Mastercycler ep from compensating currents.**

If several Mastercycler eps are incorrectly networked, compensating currents will pass between the devices and may damage the electronics.

- ⊞ Network several Mastercycler eps as described in the operating manual. Ensure that the connections between the Mastercyclers are correct.



**Caution! Damage to control panel from incorrect use.**

- ⊞ Ensure that the control panel is correctly inserted in the retaining clip.
- ⊞ Do not place the control panel on the Mastercycler ep or the lid.
- ⊞ Do not disconnect the control panel from the Mastercycler while the latter is switched on.

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 13	Operating manual, Section 2	Address and terminating resistor are set correctly.		
IQ 14	Operating manual, Section 2	All Mastercyclers and the Control Panel are connected and operational.		
IQ 15	Operating manual, Section 3	The administrator and all users are set up.		
IQ 16	Operating manual, Section 3	The system settings have been adapted. (System node in Control Panel menu)		
IQ 17	Operating manual, Section 3	The functions for the thermoblock have been tested. (Cycler node in Control Panel menu)		
IQ 18	Operating manual, Section 3	The functions for the MultiMedia Card have been tested. (Card node in Control Panel menu)		
IQ 19	Operating manual, Section 3	The functions for administering users and their programs have been tested. (Name of user in Control Panel menu)		
IQ 20	Operating manual, Section 4	The creation of incubation programs has been tested.		

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 21		The user has been instructed in the functions tested above.		
IQ 22		The user has been instructed in how to program sample incubation.		

# 1 IQ – Mastercycler ep

## 1.5.1 Perform test run

No.	section SM/OM	Procedure	yes / OK	no / not OK
IQ 23		Test run performed successfully?		

Remarks:

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Place, date:

Signature:

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The user hereby confirms that he has been briefed on the aforementioned instrument functions.

Place, date:

Signature:

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