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Mastercycler[®] pro

SOP - Installation Qualification - English

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Notice

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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

IntroductionMastercycler® pro
English (EN)**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):

_____Device ID:
_____**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 qualityName, first name:
_____Company:
_____Signature:

2 IQ – Mastercycler pro

2.1 Checking the delivery conditions and the delivery package

2.1.1 Checking the packaging

No.	SM/OM section	Check	Yes	No
IQ 01	————	Is the packaging damaged on the outside?		
IQ 02	————	Do the details on the label match the order?/Paragraph		

2.1.2 Checking device and accessories

No.	SM/OM section	Check	Yes	No
IQ 03	————	Does the device show any signs of damage on the outside?		
IQ 04	————	Are the accessories undamaged on the outside?		

2.1.3 Checking the delivery package



Retain the transport box!
 The device may only be shipped in the original transport box.

No.	SM/OM section	Check	Yes	No
IQ 05	OM, Chapter 2	Does the delivery package correspond with the details on the packing list? Have all items on the packaging list been supplied?		

2.2 Positioning the device



Observe the instructions on the initial start-up in the device operating manual.

No.	SM/OM section	Check	Yes	No
IQ 06	————	Can the power supply be disconnected, e.g., using an emergency switch?		
IQ 07	————	Is the device placed on a sturdy horizontal surface that is free of vibration? Weight of the Mastercycler pro: 18.5 kg Weight of the control panel: 1.2 kg		
IQ 08	————	Is there a clearance of 10 cm around the device? Is the device's base kept clear?		
IQ 09	————	Do mains voltage and mains frequency agree with the information on the name plate?		
IQ 10	BA, Chapter 13	Are the ambient conditions (temperature and humidity) specified in the Technical Data section of the operating manual met?		

2.3 Checking devices and instructing the user

2.3.1 Checking devices

No.	SM/OM section	Check	Yes	No
IQ 11	OM, chapter 4.3	Address and terminating resistance are configured correctly.		
IQ 12	OM, chapter 4.3	All Mastercyclers and the control panel are connected and operational.		
IQ 13	OM, Chapter 5	Administrator and all users are configured.		
IQ 14	BA, Chapter 5.4.3	The external memory devices' function (MMC and USB) was tested. Card nodes in the control panel menu.		
IQ 15	OM, Chapter 5.5	The user management function and its programs were tested. Card nodes in the user menu.		
IQ 16	OM, chapter 6	The generation of temperature control programs was tested.		

2.3.2 Instructing the user

No.	SM/OM section	Check	Yes	No
IQ 17	————	The user received training on the functions tested above.		
IQ 18	————	The user has been instructed in the programming of the sample temperature control.		

2.3.3 Performing a test run

No.	SM/OM section	Check	Yes	No
IQ 19	————	A test run was successfully completed.		

Remarks

Appendices (e.g., calibration certificates, technician's certificates)

1:

2:

3:

4:

5:

City, date

Signature of technician

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

City, date

Signature of user

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