



# MixMate

SOP - Installation Qualification - English

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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](http://www.eppendorf-support.com) and [www.eppendorf.com](http://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 Warranty

#### 1.2.1 Liability in the case of incorrect maintenance, repair or testing work

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 structural integrity and condition of the device must not be modified through maintenance, servicing or testing work; the safety of the original state must be maintained.
- ▶ Only accessories and original spare parts recommended by Eppendorf as well as measuring and testing 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

IQ – Installation Qualification

SM – Service Manual

OM – Operating Manual

HWM - Hardware Manual

SWM - Software Manual

**Introduction**MixMate  
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):  
\_\_\_\_\_**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 – MixMate

### 2.1 IQ Checklist

#### 2.1.1 Scope and condition of delivery

No.	SM/OM section	Check	Yes	No
IQ1		Is the transport packaging free of damage?		
IQ2		Did you receive the correct model with the correct voltage version? (Check package label, bill of delivery and nameplate on the underside of the device.)		
IQ3	OM 2.2	Please open the packaging. Are the contents of the package in compliance with the scope of delivery as described in the operating manual (OM)?		
IQ4		Is the MixMate free of damage?		
IQ5		Are the accessories included with the packaging free of damage?		

#### 2.1.2 Installation

No.	SM/OM section	Check	Yes	No
IQ6	OM 4.2 and 8	Did you choose a suitable place for installation (horizontal and stable enough workplate)?		
IQ7	OM 4.2	Is there sufficient space around the device (a minimum of 10 cm all around)?		
IQ8	OM 8.2	Ambient conditions: 2 to 40 °C, 10 to 75 % air humidity		

#### 2.1.3 Initial setup

No.	SM/OM section	Check	Yes	No
IQ9	OM 4.2 and 4.3	Connect the MixMate to the power supply and switch on the device. The data from the last run will be shown on the display.		
IQ10	OM 5.1 and 5.3	Key test: Press the five soft keys one after the other. Does the appropriate LED illuminate and do the display parameters change accordingly?		
IQ11	OM 5.1 and 5.3	Key test: Press the Speed and Time keys in succession. Do the display parameters change accordingly?		

No.	SM/OM section	Check	Yes	No
IQ12	OM 5.1 and 5.5	Key test: Press the Menu key. The display will switch to the first menu level. Use the arrow key to move through the menu programs. Exit the menu after completion of the test.		
IQ13	OM 5.1 and 5.3	Key and drive test: Press the Start/Stop key. Does the MixMate start and ramp up to the preset speed?		
IQ14	OM 5.1 and 5.4	Vortex function test: Start the Vortex function. The display will show "VORTX".		
IQ15	Entire OM	User training: The user has been introduced to the functions and operation of the MixMate.		

Remarks

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

1:

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2:

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3:

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4:

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5:

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\_\_\_\_\_  
 City, date

\_\_\_\_\_  
 Technician's signature

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

\_\_\_\_\_  
 City, date

\_\_\_\_\_  
 User signature





# Evaluate your manual

Give us your feedback.

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