

Self check table for the central sterilization services department

№ п.п.	Позиція перевірки	Задовільно	Не задовільно	Not applicable
General				
1	Is there an organization chart			
2	Is there a written job-specification			
3	Authorized person on sterile medical devices			
4	Head of CSSD			
5	His or her replacement			
6	Team leader			
7	Sterilization employee			
8	Employee sterile warehouse			
9	Transport employees			
10	Administrative employees			
11	Other			
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14				
15				

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Are the following responsibilities documented:				
16	Complains handling			
17	Recall sterile supplies			
18	Changes to the sterilization process			
19	Release sterile goods			
20	Other			
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Are there procedures for:				
26	Complains			
27	Recalls			
28	Release sterile goods			
29	Is there an education plan			
30	Is it required that the employees are qualified/certified			
31	Are there performance interviews held			
32	Is there a regular consultation with the employees			

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33	Is there a quality manual			
34	Other			
35				
Routing and construction				
36	Are the different rooms like disinfection, packaging and dressing room strictly separated			
	Are there person locks between the rooms			
37	Are there over-step-hurdles in the dressing room			
	Is there a fixed route for acceptance, storage and distribution of sterile goods			
38	Is there a separated textile packaging room			
	Is there a recreation and instruction room			
39	Is there a lock for different goods			
	Is there a pressure difference between the rooms and enough ventilation			
40	Is the disinfection room separated by a lock			
	Other			

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41				
Production				
42	Are there year figures available			
43	Are all product witch are to be sterilized documented			
44	Is there a procedure for new materials			
45	Is there a procedure for hired or loaned instruments			
46	Are disposables being reused			
47	If yes, is this documented			
48	If yes, is there a manufacturers approval			
49	Is there sterilization being carried out for third parties			
50	If yes is this documented			
51	Is there sterilization done by others			
52	If yes, is this documented			
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55				

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Sterilization				
56	Is there log(book) for each sterilizer			
57	Is there an initial validation report			
58	Is there an yearly re-validation being conducted			
59	Do the sterilizing processes comply with the guidelines			
60	Does the sterilizing equipment comply with EN 285			
61	Is the Bowie Dick test being carried out every day			
62	Is there a vacuum leakage test carried out minimal once a week			
63	Is there regular maintenance on the sterilizers			
64	If yes, is this documented			
65	Is there a formal release every process			
66	Is this release being checked by the authorized person			

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67	Are all sterilized products registered every cycle			
68	Is the sterilized load inspected after each cycle			
69	Are all products labelled with expiration date and lot number			
70	Are there operating manuals available for the machinery			
71	Are there loading instructions on writing			
72				
73				
74				
Cleaning				
75	Does every washer-disinfector have a log(book)			
76	Is there a log(book) for every washer-disinfector			
77	Is there a yearly re-validation being carried out			
78	Do all the processes comply with relevant guidelines			
79	Does the technical performance comply with relevant guidelines			

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80	Is there regular maintenance on every washer-disinfector being carried out			
81	If yes, is this documented			
82	Is there ultra-sonic cleaning equipment available			
83	Is there compressed air spraying equipment available			
84	Is there a de-mineralised water gun available			
85	Are there enough personal protection devices available			
86	Such as:			
87	Gloves in different sizes			
88	Hearing protector			
89	Watertight over-coating			
90	Safety spectacles			
91	Splash screen			
92	Safety eye shower			
93	Is there an workplace where one can sit during the manual cleaning			
94	Are there operating manuals for the cleaning equipment			
95	Are there loading instructions			

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96				
Control and packaging				
<i>Cleaning</i>				
99	Is the cleaning and disinfection process being checked			
100	Are the loads dry after each process			
101	Are the instruments clean after each process			
<i>Control and packaging</i>				
102	Are the instruments being opened en spread out for control and functionality checks			
103	Are the different sets put together with the help of an document describing the contents			
104	Are all the sets described			
105	Is there a registration of the set composer			
106	Is packaging done according to the packaging guidelines			
107	Is there indicator tape used			
108	Are the seals of the pouches checked daily			
109	Are there log(books) of the sealing equipment			

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110	Does the sealers comply with relevant guidelines			
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113				
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Transport and storage				
115	Is the transport of sterile and contaminated goods strictly separated			
116	Are these transports being carried out with a closed cart			
117	Is there an acceptance registration for the sterile goods received for storage or distribution			
118	Is the transport material cleaned en disinfected regularly			
119	Are the transport carts separated especially for sterile and contaminated transport			
120	If not, are they cleaned en disinfected after each transport			
121	Are all delivered goods being registered			
122	Is there a sterile storage room			
123	Is everything stored clear of the floor			
124	Are the storage shelves easy to clean			

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125	Is the cleaning of the shelves documented in frequency and cleaning method			
126	Is the "First In First Out" principal being used			
127	Is there a climate and pressure control in the sterile storage room			
128	Are sterile and non sterile products being stored separately			
129				
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Working conditions				
133	Is there an policy document on working conditions			
134	Is there an safety document of all used chemicals			
135	Is there an accident registration and protocol			
136	Are the working tables adjustable in height			
137	Can it be prevented to lift above shoulder-height and below knee-height			

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138	Can it be prevented to turn more than 90 degrees while executing the different activities			
139	Is there daylight available in the working- and recreation room			
140	Are the floors not slippery even under wet conditions			
141				
142				
143				
Management				
145	<p>Who is the highest responsible person on the CSSD</p> <p><input type="checkbox"/>Head CSSD</p> <p><input type="checkbox"/>Head OR</p> <p><input type="checkbox"/>1e assistant</p> <p><input type="checkbox"/>Other.....</p>			
146	<p>Who is responsible for the budget</p> <p><input type="checkbox"/>Head CSSD</p>			

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	<input type="checkbox"/> Other.....			
147	Is the instrument-budget included			
148	Is there structural consultation between the head of the CSSD and his manager			
149	Is there structural consultation between the head of the CSSD and the authorized person for sterile medical supplies			
150	What is the title of the next higher manager <input type="checkbox"/> Cluster manager <input type="checkbox"/> Head OR <input type="checkbox"/> Other.			

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151	Is there enough opportunity to visit meetings, symposia ect. to keep up the knowledge			
152	How many times is something visited in a year <input type="checkbox"/> 1 x <input type="checkbox"/> 2 x <input type="checkbox"/> 3 x <input type="checkbox"/> 4 x <input type="checkbox"/> 5 x <input type="checkbox"/> 6 x <input type="checkbox"/> 7 x <input type="checkbox"/> 8 x <input type="checkbox"/> more			
153				
154				
155				
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160				
Total answers				