



Blood Fridge Maintenance Record - Intech

South Australian Public Hospitals Retention Disposal Schedule requires this form to be archived and stored for 20 years by the health unit Blood Fridge Maintenance Record BS41 B INTECH 2024

Fridge Identification		Hospital Name:										Asset No:					Month:					Year:																								
										3 Month Check Due (circle): March / June / Sept / Dec										6 Month Check Due (circle): March / Sept																										
Daily maintenance checks (Refer to How to Guide)			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
Record blood fridge temp from digital display - Acceptable Range 2-6° C																																														
Check EXPIRY. Return near expiry O Neg & unused matched blood to Lab																																														
Initial of staff performing checks																																														
Weekly maintenance checks (Refer to How to Guide)			Week		1	2	3	4	5	<h2 style="color:red;">SLS Criteria</h2> <p style="color:red; font-weight:bold;">Corrective action MUST be taken – Log SLS</p> <p style="color:red;">Refer to Appendix 4 – SLS topic guide on Transfusion</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;"> </th> <th style="width:85%;">Description</th> <th style="width:10%;">SLS No.</th> </tr> </thead> <tbody> <tr><td>1</td><td>Daily maintenance checks - not recorded 4 days per month</td><td></td></tr> <tr><td>2</td><td>Daily maintenance checks - not recorded 2 consecutive days</td><td></td></tr> <tr><td>3</td><td>Weekly maintenance check - not completed</td><td></td></tr> <tr><td>4</td><td>Monthly maintenance checks – not completed</td><td></td></tr> <tr><td>5</td><td>Incomplete blood fridge ID details or form dates.</td><td></td></tr> <tr><td>6</td><td>Blood Fridge Maintenance Record - not faxed/mailed to Lab</td><td></td></tr> <tr><td>7</td><td>3 Monthly maintenance checks – not completed</td><td></td></tr> <tr><td>8</td><td>6 Monthly maintenance checks – not completed</td><td></td></tr> </tbody> </table>											Description	SLS No.	1	Daily maintenance checks - not recorded 4 days per month		2	Daily maintenance checks - not recorded 2 consecutive days		3	Weekly maintenance check - not completed		4	Monthly maintenance checks – not completed		5	Incomplete blood fridge ID details or form dates.		6	Blood Fridge Maintenance Record - not faxed/mailed to Lab		7	3 Monthly maintenance checks – not completed		8	6 Monthly maintenance checks – not completed	
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Check this Maintenance Record sheet and Blood Registers for completion – follow up any missing entries			Date																																											
Initial of staff performing checks			Initials																																											
Monthly maintenance checks (Refer to How to Guide)			Pass ✓	Fail ✓	Date	Initials																																								
Return unused bottled blood products with near expiry (<3 months) to Transfusion Lab																																														
Check door seals and light function, any noise/vibrations, etc report to SA Pathology CTL																																														
Clean inside blood fridge → detergent → 70% alcohol → wipe with water																																														
Check Alarm & Battery: Turn power off at main power switch. Ensure alarm light flashes, alarm sounds, remote alarm activates																																														
3 Monthly maintenance checks (Refer to How to Guide) SEE ABOVE SCHEDULE																																														
Check INTECH Alarm – inform lab of test, insert INTECH PROBE into small container of room temperature water for 2min. Confirm temperature outage with Lab																																														
High Alarm: Insert WHITE ALARM PROBE into a small container of room temperature water. Ensure alarm is activated as temp rises above 5.5°C																																														
Low Alarm: Insert WHITE ALARM PROBE into a small container of ice water. Ensure alarm is activated as temp falls below 2.5°C																																														
6 Monthly maintenance check (Refer to How to Guide) SEE ABOVE SCHEDULE																																														
Check Dual Temperature – compare upper and lower digital display temperatures. If difference is greater than 0.5 °C, notify Lab																																														
Paper Temperature Chart check: place a new chart into the recorder, ensure pen tip is in contact with paper, turn on chart recorder, run for 24 hours, turn off mains power, observe if pen spikes. Place GREY PROBE into ice slurry, confirm pen arm moves to 0 °C, if not, report to Lab. Replace probe into aluminium block. Remove chart, turn recorder off, place pen tip cover or position plastic arm, send copy of chart to Lab.																																														
Verification & sending documents to partner Lab			✓	Name	Date	Initials																																								
Maintenance Or Quality Delegate	Check this Form for incomplete actions. Log any SLSs																																													
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NUM or EO/DON-M	Check if this form is complete & compliant. Check all SLS logged per 'SLS Criteria' for all quality failures.																																													
Lab Staff	Check if this Form is complete & compliant. Check SLS logger per 'SLS Criteria' for quality failures.																																													

Notify partner Lab & SA Pathology CTL. (Refer to How to Guide)
SA Pathology CTL Telephone no. 8222 3673 mb 0401 120 807

Problem Log i.e. Alarms and Temperature Spikes

Use other side if required

Date	Problem	Correction Action

WHEN TEMPERATURE CHART INSITU COMPLETE DOCUMENTATION OVER PAGE (please turn over)

* Send a copy of form to partnered Lab, by either Pathology Courier, Fax or Email to lab DL address. Please confirm chosen method with Lab.

Blood Fridge Maintenance Record When Temperature Chart in Use

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Check ink pen is recording the temperature on the circular chart																																																						
Check & note reason/date of temp spike outside 2–6° C on chart. Log SLS																																																						
Temperature chart in use please tick																																																						
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Date	Problem	Correction Action																																																				
Open recorder cover, remove chart, record end date/time/initial & check all is correct							Date																																															
Write asset no, hosp, date/time inside stamp on new chart. Put ink pen in correct position							(✓)																																															
Adjust to correct time if necessary. Ensure pen tip is touching chart. Close and lock cover							(✓)																																															
Initial of staff performing checks							Initials																																															
Verification & Sending Documents to Partner Lab		✓	Name		Date		Initials																																															
Maintenance or Quality Delegate	Send* copy of this Form & all this month's circular temperature charts on BSM02 to Partner Lab																																																					
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