



ENDECOTTS LIMITED 9 LOMBARD ROAD LONDON SW19 3TZ ENGLAND
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Installation Qualification and Operational Qualification Sieve shaker - Octagon Digital

Endecotts sieve shakers are thoroughly tested in our manufacturing facility and are not released for despatch unless they meet our test criteria.

Installation of the apparatus is described in the User Guide supplied with the apparatus.

This document is intended to aid those users, principally in the pharmaceutical industry, who need to be able to demonstrate Good Management Practice in the commissioning of new apparatus. The following checklist should be completed by the user for this purpose.

DO NOT proceed to the next criterion unless you have answered 'YES' to the current one.

Numbers in brackets refer to apparatus diagram on page 8 of User Guide.

The display is depicted below as **88.8** | - | **8** (where | - | represents the mode/pause condition indicator).

Operational criteria	Tick ✓	NOTES -
1 I have read and understood the User Guide supplied with the apparatus.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Read the manual. Contact Endecotts if you have any query.
2 All listed components (page 2) are present and packaging has been removed.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Check packaging and refer to Endecotts if not found.
3 The apparatus is positioned on a suitable level, rigid, robust bench where it will not affect other equipment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide – page 3
4 Clamp rods and hand wheels have been assembled.	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide – page 4
5 Mains electrical supply is as stated on the rating plate.	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide – page 5
Place a suitable sieve stack, including lid and receiver, in the appropriate recess on the location plate and secure them with the clamping plate.		User Guide – pages 6 & 7
6 The sieve stack and clamp plate are held securely.	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide – pages 6 & 7
Connect mains lead to electrical supply and rear of apparatus and switch on supply.		User Guide – page 9
7 "Mains" indicator led (3) is illuminated.	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide – page 9
Switch on power at rear of machine.		User Guide – page 9
8 "Mains" (3) and "Power" indicator led (4) are illuminated. Correct mains frequency displayed followed by: 20.1 - 3	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide – pages 9, 10 & 15
If display reads rSt press Start/Reset button (6) - refer to User Guide – page 10		
The apparatus is ready for operation. The machine has been pre-programmed for 20 minutes, 6 seconds (20.1), with 10 seconds on and 5 seconds off, with the amplitude set at 3 - the following sequence should confirm this.		
9a Press Mode/Pause button (9) once - Mode light illuminates and display reads: 20 -	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO use increment button (8) or Decrement button (9) to adjust.
9b Press Mode/Pause button (9) once - Mode light remains illuminated and display reads: 1 -	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO use increment button (8) or Decrement button (9) to adjust.
9c Press Mode/Pause button (9) once - Mode light remains illuminated and display reads: -3	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO use increment button (8) or Decrement button (9) to adjust.

WARNING - do not adjust amplitude setting above 3 until instructed in the set-up routine.



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		Tick ✓	NOTES -
9d	Operational criteria Press Mode/Pause button (9) once - Mode light remains illuminated and display reads: 10 -	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO use increment button (8) or Decrement button (9) to adjust.
9e	Press Mode/Pause button (9) once - Mode light remains illuminated and display reads: 5 -	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO use increment button (8) or Decrement button (9) to adjust.
9f	Press Mode/Pause button (9) once - Mode light goes out and display reads: 201 - <i>Check Intermittent/Continuous switch (11) set for Intermittent (page 13); Press Start/Reset button (6). Vibration commences - decimal point in display pulses.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO - switch off at rear of apparatus, and go back to 7 above.
10	Operates for 10 seconds, stops for 5 seconds (etc). Displayed process time reduces. <i>Press Intermittent/Continuous switch (11) to Continuous (page 13 - this is safe whilst apparatus is operating).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - pages 11, 13 & 18
11	Vibration continues without interruption/pause. Displayed process time reduces, decimal point in display pulses. <i>Press Increment button (7) to increase amplitude.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - pages 10 & 11 User Guide - page 11
12	Displayed amplitude setting increases. Vibration increases. Sieves remain in position. WARNING - if sieves start rotating or apparatus starts moving around - reduce amplitude with Decrement button (8) back to 3, press Start/Reset (6) and reset clamping mechanism - pages 6 & 7 - to prevent sieves rotating; place apparatus in alternative position - page 3 - to prevent it from moving. <i>Press Decrement button (8) to decrease amplitude (continue with setting at 3)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - pages 10 & 11 User Guide - page 12
13	Displayed amplitude setting decreases. Vibration decreases. Sieves remain in position. <i>Press Mode/Pause button (9).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - page 12 User Guide - page 12
14	Vibration ceases, pause indicator illuminates. Process time stops counting down. <i>Press Mode/Pause button (9) and allow process timer to count down to zero (0).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - page 12 User Guide - page 12
15	Pause indicator goes out, timer countdown resumes. Vibration stops when timer reaches zero: 00.0 - <i>Press Start/Reset button (6).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - page 11
16	Display changes to 201 - <i>The following sequence provides confirmation of an important safety feature: Press Start/Reset button (6). Allow vibration to commence. Switch off power at wall socket, wait 5 seconds then switch on again.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - page 11 User Guide - pages 10 & 11
17	Vibration commence, ceases when switched off and DOES NOT resume when switched back on. Display reads: rSt <i>Press Start/Reset button (6).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - page 10 User Guide - pages 10 & 11
18	Display changes to preset program: 201 -	<input type="checkbox"/> YES <input type="checkbox"/> NO	User Guide - page 11

A 'YES' answer to every question above indicates that the apparatus is correctly installed for operation.

Operational Qualification completed by:

Name: _____ signature: _____ date: _____

