Standard Operating Procedure (SOP)

Preparation and Inspection of Clinical Equipment Pre-Sterilization

This SOP details the **preparation and inspection of clinical equipment pre-sterilization**, covering the cleaning, disassembly, functional checks, and verification of equipment integrity to ensure all instruments are properly prepared and free of contaminants prior to sterilization. The procedure aims to maintain high standards of patient safety and infection control by preventing equipment malfunction or contamination during clinical procedures.

1. Purpose

This SOP outlines the standardized process for preparing and inspecting clinical equipment prior to sterilization to ensure all instruments are clean, intact, and suitable for sterilization.

2. Scope

This procedure applies to all reusable clinical equipment and instruments used within the healthcare facility that require sterilization.

3. Responsibilities

- Trained healthcare staff are responsible for following this SOP.
- Supervisors must ensure compliance and adequate staff training.

4. Procedure

1. **Preliminary Steps**
    - Don appropriate personal protective equipment (PPE) (e.g., gloves, mask, eye protection).
    - Assemble necessary materials (detergent, brushes, lint-free cloths, cleaning/disinfection solution, checklists).
2. **Initial Cleaning**
    - Remove gross soil and organic material from equipment using running water or appropriate cleaning solution immediately after use.
    - Follow manufacturer's instructions for recommended detergents and cleaning processes.
3. **Disassembly**
    - Disassemble equipment or instruments per manufacturer guidelines to expose all surfaces for cleaning and sterilization.
    - Retain small detachable parts in a safe, labeled container.
4. **Detailed Cleaning**
    - Manually scrub all surfaces (including hinges, crevices, lumens) with a brush or cleaning tool.
    - Rinse thoroughly with deionized or distilled water.
    - Dry instruments with lint-free cloth or compressed air if appropriate.
5. **Inspection**
    - Visually inspect each item for residual soil, stains, damage, or defects.
    - Check moving parts for smooth operation and function.
    - Ensure all parts are present and properly assembled as required.
    - Use magnification if needed for fine inspection of delicate instruments.
6. **Documentation**
    - Record findings on the equipment inspection checklist.
    - Tag or segregate any item found to be damaged or non-functional for repair or disposal.
7. **Preparation for Sterilization**
    - Arrange instruments and equipment in trays or packs for sterilization, ensuring items are in an open position if necessary.
    - Label packs as required with date, contents, and preparer's initials.

5. Documentation

- Complete and sign the inspection checklist for each batch/equipment tray.
- Record maintenance issues and actions taken according to facility protocol.

6. References

- Manufacturer's instructions for use (IFU)
- Local infection prevention and control policies
- Relevant regulatory or accreditation standards

7. Revision History

Version	Date	Change Description	Author
1.0	2024-06-XX	Initial issue	[Your Name]

Effective Date: [Insert Date]