

CHECKLIST for TROUBLESHOOTING

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| Microplate Washer | <input type="checkbox"/> | Is the washer clean both internally and externally? | STATUS |
| | <input type="checkbox"/> | When dispensing, is there any well not dispensed? | |
| | <input type="checkbox"/> | When dispensing, is the volume that dispensed in the wells in accordance with the setting? | |
| | <input type="checkbox"/> | During aspiration, is every well aspirated? | |
| | <input type="checkbox"/> | During aspiration, is there only little residual liquid? | |
| | <input type="checkbox"/> | During aspiration, are the tips avoided from scratching the bottom of the wells? | |
| | <input type="checkbox"/> | Is the washer under periodical (once a month) maintenance? (Check maintenance table) | DATE |
| Microplate Reader | <input type="checkbox"/> | Is the washer clean externally? | STATUS |
| | <input type="checkbox"/> | When testing without a plate at 450nm (without a corrective ware length), is the O.D value within the range of -0.001 to 0.001? | |
| | <input type="checkbox"/> | Is the system test conducted periodically (once one quarter)? | |
| | <input type="checkbox"/> | Is the validation conducted periodically (one a year)? (Check the validation report.) | DATE |
| Technician | <input type="checkbox"/> | When doing the test, is the intra CV(%) between 2 wells within 10%? | STATUS |
| | <input type="checkbox"/> | After more than 4 times of tests, are the inter CVs(%) of O.D value and conversion within 10%? | DATE |
| Lab | <input type="checkbox"/> | When doing NK Vue Gold test, is the lab temperature controlled within 25°C±2°C? | STATUS |
| | <input type="checkbox"/> | Is the lab kept clean from dusts? | DATE |
| Pipette | <input type="checkbox"/> | 1. Are the pipettes inspected and calibrated by an internationally accepted institution periodically (once a year)? | STATUS |
| | <input type="checkbox"/> | 2. Are the pipettes inspected by the calibrated electronic scale in the company periodically (twice a year)? | |
| | | | DATE |

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| Incubator <small>(for plasma)</small> | <input type="checkbox"/> | Is the incubator clean both internally and externally? | STATUS |
| | <input type="checkbox"/> | Is the incubator horizontal? | |
| | <input type="checkbox"/> | Is the validation of the incubator conducted periodically (once a year)? (Check the validation report.) | |
| | <input type="checkbox"/> | Is the incubation under monitoring by adding a thermometer onto it for internal inspection? (Check the temperature monitoring table.) | DATE |
| Fridge | <input type="checkbox"/> | Is the fridge clean both internally and externally? | STATUS |
| | <input type="checkbox"/> | Is the inside wall of the fridge defrosted? | |
| | <input type="checkbox"/> | Is the fridge under monitoring by adding a thermometer onto it for internal inspection? (Check the temperature monitoring table.) | DATE |
| Freezer | <input type="checkbox"/> | <i>Is the freezer clean both internally and externally?</i> | STATUS |
| | <input type="checkbox"/> | Is the inside wall of the freezer defrosted? | |
| | <input type="checkbox"/> | Is the freezer under monitoring by adding a thermometer onto it for internal inspection? (Check the temperature monitoring table.) | DATE |