



ENDECOTTS LIMITED 9 LOMBARD ROAD LONDON SW19 3UP ENGLAND
 TEL: +44 (0)20 8542 8121
 sales@endecotts.com www.endecotts.com

Installation Qualification and Operational Qualification Sieve shaker – Octagon 200CL

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 Operating Instructions supplied with the apparatus.

This document is intended to aid those users, principally in the pharmaceutical industries, which 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 37 of Operating Instructions.

| | Operational criteria | Tick ✓ | NOTES - |
|----|--|--|--|
| 1 | I have read and understood the Operating Instructions supplied with the apparatus. | <input type="checkbox"/> YES <input type="checkbox"/> NO | Read the instruction. Contact Endecotts if you have any query. |
| 2 | All listed components (page 24) 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 | Ensure transit bolts are removed (page 27) | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 27 |
| 4 | 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 | Operating Instruction - page 27 |
| 5 | Clamp rods and hand wheels have been assembled. | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 28 |
| 6 | Mains electrical supply is as stated on the rating plate. | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 26 |
| | <i>Place a suitable sieve stack, including lid and receiver, on the location plate and secure them with the clamping unit</i> | | Operating Instruction - page 29 |
| 7 | The sieve stack and clamp plate are held securely. | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 29-30 |
| | <i>Connect mains lead to electrical supply at rear of apparatus and switch on Mains Switch</i> | | Operating Instruction - page 24 |
| 8 | The "Time" display (3) will illuminate with a value (in minutes) and the "Amplitude" meter (11) will illuminate at the factory/previous setting | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 25 |
| 9 | Set the sieving time by using "^" and "v" (6&8) underneath the "Time" display - 00:10 - 99:50 min | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 25 |
| 10 | Set the Amplitude by using "^" and "v" (9&10) underneath the "Amplitude" display - always start at the lowest setting | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 25 |
| 11 | If required, select the Interval operation by pressing "M1" interval mode button (2). The indicator LED will illuminate (1). <i>Switch the Interval function OFF</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 25 |
| 12 | Start the machine by pressing the START button "►" (5). LED light (4) will illuminate | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 25 |
| 13 | Vibration commences | <input type="checkbox"/> YES <input type="checkbox"/> NO | Operating Instruction - page 25 |

Installation Qualification and Operational Qualification

Sieve shaker – Octagon CL200

WARNING – if sieves start rotating or apparatus starts moving around – reduce amplitude with "v" button (9), press the STOP button "■" (7) and reset clamping unit – pages 29 & 30

- 14 Displayed process time reduces? ☐ YES ☐ NO Operating Instruction - page 25
Press Increment button (10) to increase amplitude. Operating Instruction - page 25
- 15 Displayed amplitude setting increases. Vibration increases. Sieves remain in position. ☐ YES ☐ NO
Press Decrement button (9) to decrease amplitude Operating Instruction - page 25
- 16 Displayed amplitude setting decreases. Vibration decreases. Sieves remain in position. ☐ YES ☐ NO
Press Interval button (2) to switch ON or Operating Instruction - page 25
- 17 Vibration starts to operate in intervals of 10 seconds on, 2 seconds off. Sieves remain in position. ☐ YES ☐ NO
Press STOP button (7). Operating Instruction - page 25
- 18 Vibration ceases, LED light goes out, Process time resets to last setting ☐ YES ☐ NO
Press START button (5) and allow process timer to count down to zero (0). Operating Instruction - page 25
- 19 LED light goes on, vibration recommence, and timer countdown restart. Vibration stops when timer reaches zero ☐ YES ☐ NO
- The following sequence provides confirmation of an important safety feature:*
- Press Start button (2). Allow vibration to commence.* Operating Instruction - page 25
- Switch off power at wall socket, wait 5 seconds then switch on again.*
- 20 Vibration commences, ceases when switched off and DOES NOT resume when switched back on. Display reads: last setting ☐ YES ☐ NO

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

Operational Qualification completed by:

Name: _____ Signature: _____ Date: _____