



IQ / OQ

Installation and Operational Qualification

LF 700 / -ST



ARCTIKO

IQ/OQ for LF700 / -ST Model.:

The objective of this Installation and Operational Qualification (IQ/OQ) Checklist is to qualify the installation and operation of the Arctiko -30°C Freezer type LF700 / -ST for routine laboratory use.

This Installation and Operation Qualification Check will define the minimum test procedures and acceptance criteria to be used to establish that the Arctiko -30°C Freezers are installed and operated as per our specifications.

This checklist is mentioned to be used as input for distributors of Arctiko -30°C Freezers.

Please be aware that local circumstance can require additional control and verification during validation.

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1 Basic information

1.1 Basic information about the unit

Serial number: _____

Arcitiko Purchase order: _____

Date of quality control: _____

Quality control carried out by: _____

Date & Sign: _____

<i>Comments</i>

2 Component Verification

2.1 Cabinet check points:

<i>Scope of supply</i>		<i>Check</i>
<i>Delivered versus P.O.</i>	<i>All Items are delivered as stated in P.O.</i>	

<i>Cabinet check points</i>		<i>Check</i>
<i>Body</i>	<i>All packing material has been removed</i>	
	<i>No scratches. No dents. No rust</i>	
	<i>No cracks on plastic frames</i>	
<i>Door</i>	<i>Can open and close</i>	
	<i>Can be locked via the key</i>	
	<i>No gab between gasket and frame</i>	
<i>Controller</i>	<i>No scratches on display</i>	
	<i>All cable mounted as per safety requirements</i>	
<i>Inside compartment</i>	<i>No scratches or cracks on the inside of the door</i>	
	<i>No scratches and cracks on the inside of the cabinet</i>	
	<i>Sensor mounted at the right place</i>	
<i>Documentation</i>	<i>Operating Instruction Manual available</i>	

<i>Comments</i>

3 Environmental Conditions Verification

3.1 Verify that the following is correct

<i>Cabinet check points</i>		<i>Check</i>
<i>Alarms</i>	<i>High temp. alarm</i>	
	<i>Low temp. alarm</i>	
	<i>Power failure</i>	
<i>Fan</i>	<i>No unusual noise</i>	
<i>Compressor</i>	<i>No unusual noise</i>	

<i>Environment</i>		<i>Check</i>
<i>Clima</i>	<i>Max. ambient temp. 25°C Class N. No direct sun on the freezer</i>	
<i>Electrical supply</i>	<i>As per stated in Operating Instruction Manual and in accordance to local regulations</i>	
<i>Surface</i>	<i>Freezer kept on a solid flat surface to eliminate any vibrations & irritating noise</i>	
<i>Airflow</i>	<i>The unit is installed with at least 10 cm free space to the sides and 15 cm free space at the back</i>	

<i>Comments</i>

4 Equipment File Verification

4.1 Verify that the documentation is available

<i>Documentation</i>	<i>Check</i>
<i>Purchase Order</i>	
<i>Operating Instruction Manual</i>	
<i>Spare Parts List</i>	
<i>Declaration of Conformity (only for EU)</i>	

<i>Comments</i>

5 Operational Qualification Data Sheet

5.1 Make sure that the following parameters will be noted and filled

It is our recommendation that the parameters are checked app. Ones time every year.

Description	Arctiko default settings	Customer setting.
Custom Settings		
Password	0000	
Set point		
Freezer	-20,0	
Alarm Settings:		
Alarm Delay		
Freezer	15 min.	
Door open alarm		
Freezer	Enable	
High temp. alarm		
Freezer	-15	
Low temp. alarm		
Freezer	-30	
Probe/eprom failure		
Freezer	Enable	
Power failure		
Freezer	Enable	
Alarm log time interval		
Freezer	1	

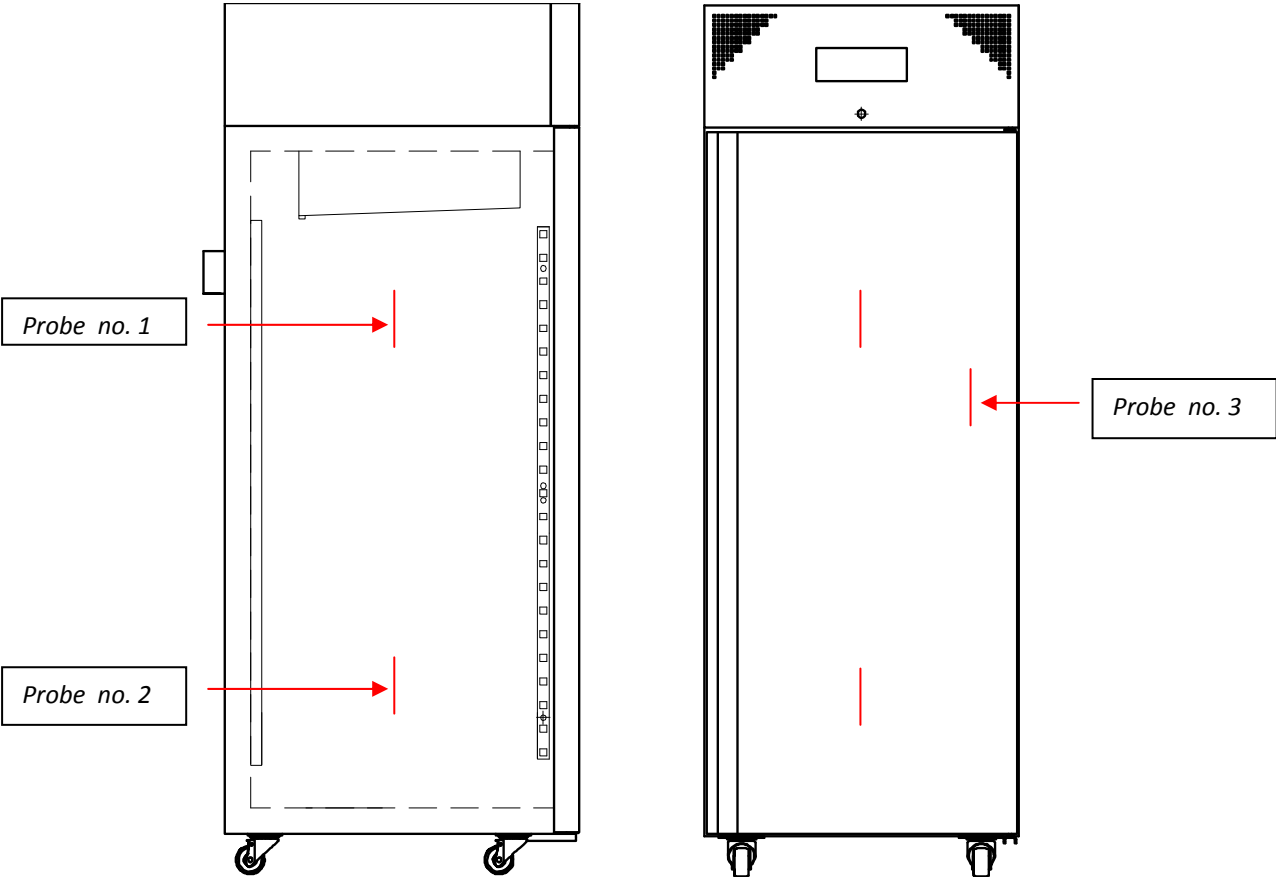
<i>Comments</i>

Description	Arctiko default settings	Customer setting.
Advanced Settings		
Password	0000	
Calibration		
Freezer	0,0	
Automatic defrost		
Freezer	06	
Manual defrost		
Freezer	OK	
Hysteresis		
Freezer	2,0	
Temp. range limits		
Freezer Max.	-10,0	
Freezer Min.	-30,0	

<i>Comments</i>

6 Placement of test probes.

The probes must be placed in the unit like following marked with red.
Probe no. 1 is placed 200mm down from the top of the room.
Probe no. 2 is placed 1100mm down from the top of the room.
Probe no. 3 is placed beside the probe for the controller.



Comments

7 Requirement for accept.

7.1 Max. deviation and performance limits.

Max. Ambient temperature	25°C +/- 2K
Set point of controller	_____
Max. deviation between warmest and coldest spot in the unit:	5K

	Probe no. on pull down
Actual value for probe no. 1:	
Max. temperature	_____
Min. temperature	_____
Passed Yes / No	_____
Actual value for probe no. 2:	
Max. temperature	_____
Min. temperature	_____
Passed Yes / No	_____
Actual value for probe no. 3:	
Max. temperature	_____
Min. temperature	_____
Passed Yes / No	_____

If there are deviation between probe placed beside the probe for controller and display then change the parameter “calibration” .
 Start new test if the controller has been calibrate.

Pull down time	Max. 2 h
Passed Yes / No	_____

<i>Comments</i>



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