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HeatSealer S200

SOP - Installation Qualification - English

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1 Introduction

1.1 Using this manual

- ▶ Make sure that the service manual and the operating manual are available in the latest versions. To do so, compare the version numbers. The latest versions of the manuals can be downloaded from www.eppendorf-support.com and www.eppendorf.com.
- ▶ Read the service manual before commencing work on the device.
- ▶ Read the chapters "Installation" and "Operation" of the operating manual.
- ▶ Observe the safety instructions in the operating manual.

1.2 Notes on liability

The Eppendorf service organization entrusted with maintenance, servicing or testing is liable for ensuring that all work is carried out in a professional manner.

- ▶ Repair, maintenance and testing may not change the existing construction of the device. The device must always be as safe as it is in its original state.
- ▶ Only accessories and original spare parts recommended by Eppendorf, and measuring and test equipment recommended by Eppendorf may be used for any maintenance, servicing or testing work.

1.3 User profile

The specialist entrusted with maintenance, repair or testing must meet the following prerequisites:

- Successful participation in service trainings with certification by Eppendorf AG for the product that is to be maintained, repaired or tested.
- Qualification as a specialist with knowledge of the applicable local and international standards.
- Qualification to evaluate the work assigned to him.
- Recognition of potential hazards and how to prevent or correct them.

1.4 Note on this document

- ▶ Include other documents, such as explanations, printouts, recordings and results, with the IQ. List these documents under "Appendices".

1.5 Abbreviations

OM – Operating Manual

IQ – Installation Qualification

HWM - Hardware Manual

SF – Service Function

SM – Service Manual

SWM - Software Manual

1.6 Device data

Company/owner	
Operation site of device (building, floor, room, laboratory, etc.)	
Storage site of the operating manual	
Operating manual version (index number on the inside of the front cover)	
Storage site of the service manual	
Service manual version (index number on the inside of the front cover)	
Inventory number of the device	
Manufacturer: Eppendorf AG	
Type designation	
Serial number	
Software/firmware version	
Voltage in volts	
Frequency in Hz	
Date of installation (day/month/year)	

1.7 Responsible persons

Responsible technician

Name, first name:
Company:
Certificate (issued on ... / valid until ...):
Signature:



Copies of the technician's certificates can be enclosed as appendices. List these documents at the end, under "Appendices".

User / Responsible for quality

Name, first name:
Company:
Signature:

2 Installation Qualification (IQ)

2.1 Delivery status and package

2.1.1 Check packaging for damage

No.	SM/OM section	Check	Yes	No
IQ01	————	Is the packaging damaged on the outside?		
IQ 02	————	Do the details on the packaging label match those on the delivery note?		

2.1.2 Check device and accessories for damage

No.	SM/OM section	Check	Yes	No
IQ 03	————	Does the device show any signs of damage on the outside?		
IQ 04	————	Are the accessories undamaged on the outside?		

2.1.3 Check delivery package



Keep the transport box!
If repairs are required, only send the device in the original transport box.

No.	SM/OM section	Check	Yes	No
IQ 05	OM, Section 1	Does the delivery package correspond with the details in the operating manual?		

2.2 Positioning the device

2.2.1 Setting up the HeatSealer



Follow the instructions given in the operating manual (OM).

No.	SM/OM section	Check	Yes	No
IQ 06	————	Is the installation site stable, horizontal and non-resonant? Weight of the HeatSealer S100 : 4,0 kg. Weight of the HeatSealer S200 : 7,2 kg.		
IQ 07	————	Is there sufficient ventilation?		
IQ 08	OM, chapter 4.2	Do the mains voltage and frequency correspond with the information on the name plate?		
IQ 09	OM, chapter 4.3	Does the fuse used correspond to the selected mains voltage?		
IQ 10	————	Have the ambient conditions listed below been met? +18 °C – +35 °C; 20 % – 80 % rel. humidity		
IQ 11	OM, chapter 4	Has the HeatSealer been installed as described in the operating manual?		

Installation Qualification (IQ)

HeatSealer S200

English (EN)

2.3 Checking device functions and briefing the customer**2.3.1 Checking the devices**

No.	SM/OM section	Check	Yes	No
IQ 12	OM, chapter 6	The device was started without errors.		
IQ 13	————	Press all the keys on the key pad one after the other. Do the keys trigger the functions as specified?		

2.3.2 Instructing the user

No.	SM/OM section	Check	Yes	No
IQ 14	————	The user has been instructed in the functions and operation of the device.		

2.3.3 Carry out a test run

No.	SM/OM section	Check	Yes	No
IQ 15	————	A test run has been carried out successfully.		

Remarks

Appendices (e.g.: calibration certificates, Technician's certificates,):

1:

2:

3:

4:

5:

 City, date

 Technician's signature

The user confirms that he has received training on the device and its functions.

 City, date

 User signature

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