	Document Code:	DPOTMH-L-100-P06
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Laboratory Unit
	Document Title:	CONTINGENCY PLAN FOR EQUIPMENT BREAKDOWN

### **PURPOSE:**

To outline the necessary measures and precautions to take in event of an emergency or natural disaster.

### **LEVEL:**

All Laboratory personnel

### **DEFINITION OF TERMS:**

**Contingency plan-** is sometimes referred to as "PLAN B" as it can be used as an alternative for action if expected result fail to materialize.


**Equipment downtime-** refers to the amount of time that equipment is not operating, whether that's a result of unplanned equipment failure (like a fault or broken part) or planned downtime (like necessary downtime for preventive maintenance)

### **POLICY:**

1. The operating manuals of all laboratory equipment shall be readily available in the department.
2. The contingency plan shall be followed during machine breakdown.

<b>Laboratory Contingency Plan</b>	
<b>Interruption in service</b>	<b>Action</b>
HIS/ Bizbox	<ul style="list-style-type: none"> <li>• Use paper requests</li> <li>• Manually encode results in the paper file</li> <li>• Encodes the result to the HIS once service returns</li> </ul>



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Power supply, water supply	<ul style="list-style-type: none"> <li>• Follow equipment's procedure in case of interrupted service</li> <li>• Preserve the sample</li> <li>• Transport the specimen with preservation to RMCI-DPOTMH Laboratory for analysis</li> <li>• Close the department to avoid unauthorized entry</li> <li>• Contact Biomedical Engineering personnel for assistance</li> </ul>
Analyzer, auxiliary equipment	<ul style="list-style-type: none"> <li>• Change analyzer/ equipment</li> <li>• Contact Biomedical Engineering personnel for assistance</li> <li>• Transport the specimen with preservation to RMCI-DPOTMH Laboratory for analysis</li> </ul>

3. Documentation through reports shall be created. Document the downtime.
4. Keep sufficient replacement parts in-house to minimize downtime and maintain an inventory to ensure adequate parts/supplies are always available.
5. Train multiple operators and provide job specific SOP's to ensure qualified individuals are present.

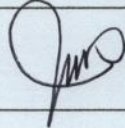
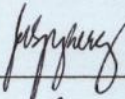


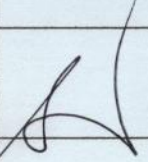
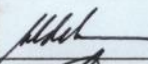
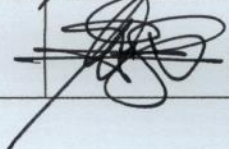
#### **REFERENCE:**


*Management of post-analytical processes in the clinical laboratory according to ISO 15189:2012. Considerations about the management of clinical samples, ensuring quality of post-analytical processes, and laboratory information management. (n.d.). ResearchGate. Retrieved July 14, 2022, from [https://www.researchgate.net/figure/Characteristics-of-the-clinical-laboratory-contingency-plan\\_fig4\\_351973247](https://www.researchgate.net/figure/Characteristics-of-the-clinical-laboratory-contingency-plan_fig4_351973247)*



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	Document Type:	Policy
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	Department/Section:	Laboratory Unit
	Document Title:	CONTINGENCY PLAN FOR EQUIPMENT BREAKDOWN

**APPROVAL:**

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	Document Code:	DPOTMH-L-100-P06-S01
	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 2
	Department/Section:	Laboratory Unit
	Document Title:	<b>CONTINGENCY PLAN FOR EQUIPMENT BREAKDOWN</b>

**PURPOSE:**

To outline the necessary measures and precautions to take in event of an emergency or natural disaster.

**SCOPE:**

Applies to all Laboratory Unit staff of Una Konsulta


**PERSON RESPONSIBLE:**

All Laboratory personnel

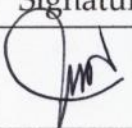
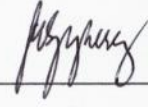


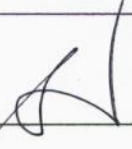
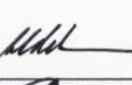
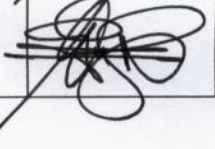
**PROCEDURE:**


1. In case of machine or equipment breakdown, initially perform the allowed basic troubleshooting steps.
2. If the issue was not resolved, the Laboratory personnel shall call the Biomedical Engineer of the facility.
  - 2.1. In case that the machine is under warranty, only the engineer of the equipment is allowed to repair.
  - 2.2. If the machine is no longer under warranty or in the absence of the machine's manufacturer's engineer, the Biomedical Engineer of Una Konsulta/ DPOTMH shall coordinate with the machine or manufacture's engineer.
3. Contingency activities are followed during the time of machine breakdown.
4. Manual procedures will be done if available/ possible
5. If manual procedures is not available:
  - 5.1. Specimen should be processed immediately to preserve quality
  - 5.2. Specimen is packed according to the standards
  - 5.3. Specimen is transported with preservation to RMCI- DPOTMH Laboratory.
6. Create and submit of documentation reports including the activities performed.




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**APPROVAL:**

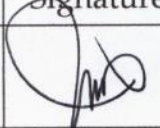
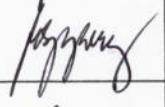



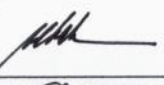
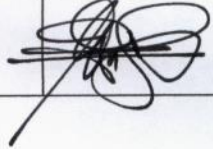
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	Document Code:	DPOTMH-L-100-P06-WI01
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KEY TASKS	PERSON RESPONSIBLE
1. Performs the allowed basic troubleshooting steps	Laboratory personnel/ Medical Technologist
2. Calls the Biomedical Engineer of the facility	
3. Follows the contingency activities during the time of machine breakdown	
4. Performs manual procedures if possible	
5. Processes the specimen immediately to preserve quality	
6. Packs the specimen according to standards	
7. Transports the specimen with preservation to RMCI-DPOTMH Laboratory	
8. Creates and submits documentation reports including the activities performed	
9. Documents the machine downtime	

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Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22

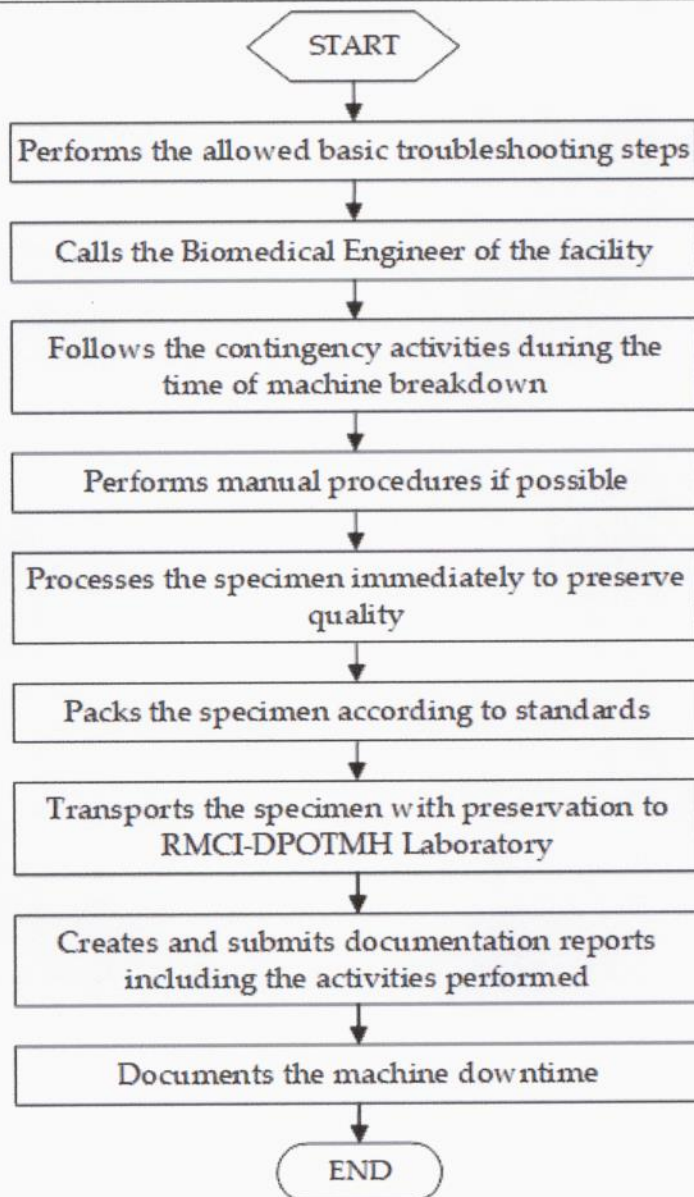





**UNA  
KONSULTA**  
Riverside's One-Stop Health Shop

Document Code:	DPOTMH-L-100-P06-FC01
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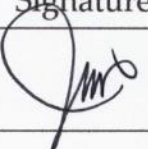
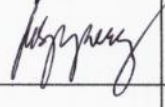




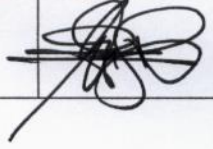
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**APPROVAL:**

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