

ANNEX A – Z314 Table of Contents

0	Introduction	11
1	Scope	11
2	Reference publications	14
3	Definitions	17
4	General requirements for reusable medical device reprocessing	28
5	Quality management system (QMS)	30
5.1	General	30
5.2	Key performance indicators (KPIs)	30
5.3	Leadership	35
5.4	Planning	36
5.5	Provision of resources	36
5.6	Environmental conditions and infrastructure	36
5.7	Operations	36
6	Personnel	42
6.1	General	42
6.2	Policies and SOPs	42
6.3	Conformity	42
6.4	MDRD managers and supervisors	42
6.5	Reprocessing personnel	42
6.6	Orientation, training, and continuing education	43
6.7	Occupational health and safety and infection prevention and control	45
7	Manufacturer's instructions for use (MIFUs)	53
7.1	General	53
7.2	Review the MIFU	53
7.3	Medical device validation for reprocessing	53
7.4	MIFU validation	54
7.5	MIFU clarity	54
7.6	Ensuring ability to perform reprocessing SOPs	54
7.7	Reusable (limited use) devices	54
8	Evaluation and purchase of reusable medical devices, reprocessing equipment, sterile barrier systems, and consumables	54
8.1	General	54
8.2	Reusable medical devices and reprocessing equipment	56
8.3	Sterile barrier systems	57
8.4	Consumables for reprocessing	62
9	Loaned reusable medical devices	63
9.1	General	63
9.2	Coordination and timing	65
9.3	Receiving SOPs	66
9.4	Sending SOPs	67
9.5	Safe handling and transportation	68
10	Work areas and design	68
10.1	General	68
10.2	Reprocessing area design	69
10.3	Traffic control	79
10.4	Environmental controls	79

10.5	Environmental cleaning	81	
11	Decontamination of reusable medical devices	83	
11.1	General	83	
11.2	Handling of contaminated medical devices at point of use	84	
11.3	Retrieval and transport to the decontamination area	85	
11.4	Sorting and disassembly in the decontamination area	88	
11.5	Cleaning, rinsing and drying	88	
11.6	Disinfection	96	
11.7	Respiratory devices	101	
11.7.4.5	Thermal disinfection using automated washing disinfection systems	105	
12	Flexible endoscopes	107	
12.1	General	107	
12.2	Records	108	
12.3	Reprocessing area for endoscopes	108	
12.4	External providers	109	
12.5	Reprocessing of endoscopes	109	
12.6	Storage	121	
12.7	Special requirements for bronchoscopes, cystoscopes, and laryngoscopes	122	
12.8	Special requirements for endoscopic accessory devices	123	
12.9	Damaged endoscopes and other related devices	124	
13	Ultrasound transducer probes	125	
13.1	General	125	
13.2	Sterilization of ultrasound probes	126	
13.3	Reprocessing area for ultrasound transducer probes	127	
13.4	Reprocessing of ultrasound transducer probes	127	
13.5	Quality assurance and record keeping for ultrasound probe reprocessing	131	
14	Preparation of medical devices for further reprocessing	132	
14.1	Instrument care and handling	132	
14.2	Drying	133	
14.3	Verification of cleanliness and functionality	134	
14.4	Lubrication	136	
14.5	Preparing medical devices for sterilization	137	
14.6	Additional preparation requirements for steam sterilization	139	
14.7	Additional preparation requirements for chemical sterilization methods	139	
14.8	Clean storage	140	
15	Selection and use of sterile barrier systems	140	
15.1	General	140	
15.2	Evaluation, purchase, and inspection	141	
15.3	Packaging system qualifications	141	
15.4	Product design	142	
15.5	Assembly	143	
15.6	Labelling	144	
15.7	Pouches and reels	145	
15.8	Wrappers	149	
15.9	Rigid sterilization container systems	154	
16	Sterilization methods	161	
16.1	General	161	
16.2	Sterilizer loading, operation, and unloading	162	

16.3	Dust covers	170	
16.4	Storage of chemical sterilants and supplies	170	
16.5	Sterility assurance	171	
16.6	Routine monitoring	183	
16.7	Immediate use steam sterilization (IUSS)	192	
16.8	Table top steam sterilization	199	
17	Storage, transportation, and distribution of single use and reusable medical devices		203
17.1	General	203	
17.2	Sterile storage area	204	
17.3	Physical and functional storage requirements	205	
17.4	Environmental cleaning	209	
17.4.4	Housekeeping (environmental services) equipment	212	
17.5	Handling	212	
17.6	Transportation and distribution	214	
17.7	Emergencies	216	
18	Equipment maintenance and quality assurance	216	
18.1	General	216	
18.2	Table top sterilizers	217	
18.3	Ethylene oxide	217	
18.4	Submicron water filter maintenance	217	
18.5	Repair or refurbishing of reusable medical devices and equipment	217	
18.6	Utilities	218	
19	Selection and use of gowns and drapes	223	
19.1	Evaluation and purchase of reusable gowns and drapes	223	
19.2	Selection of gowns and drapes	228	
19.3	Use of gowns and drapes	229	
19.4	Containment and handling of soiled gowns and drapes at the point of use	231	
20	Laundering, maintenance, and preparation of reusable gowns, drapes, and wrappers		237
20.1	Laundry equipment	237	
20.2	Laundry personnel	238	
20.3	Work areas and equipment	239	
20.4	Prevention of stains and other damage to reusable textiles	241	
20.5	Maintenance	242	
20.6	Handling, transport, receiving, and storage of reusable soiled textiles	247	
20.7	Laundering	251	
20.8	Preparation and packaging of reusable packs, gowns and drapes	256	
20.9	Handling, transport, and storage of clean textiles	257	
	Annex A (informative)	259	
	Applying CAN/CSA ISO 9001 QMS requirements to medical device reprocessing	259	
	Annex B (informative)	269	
	Risk management and sterility assurance	269	
	B.1 General	269	
	B.2 Risk assessment	269	
	Annex C (informative)	272	
	Sample forms and tools for MDRDs	272	
	C.0 Introduction	272	
	C.1 Example of a medical device reprocessing technician (MDRT) job description	272	
	C.2 SOP – Sample form	280	

C.3 Product recall — Sample form and report	281
C.3.1 Recall order of goods — Sample form	281
C.3.2 Recall of goods — Sample report	283
C.4 Sample early release log	284
C.5 Example of a reprocessing audit checklist	284
C.6 Example of a loaned, reusable medical device process flow chart	312
C.7 Example of a loaner communication record (LCR)	313
Annex D (informative)	315
Donning and doffing of surgical gowns, isolation gowns, and PPE	315
D.1 Importance of PPE	315
D.2 Sequence for putting on (donning) PPE	315
D.3 Sequence for removing (doffing) PPE	315
Annex E (normative)	317
Information to be supplied by the sterilization container manufacturer	317
E.1 General	317
E.1.1 Validation	317
E.1.2 MIFU	317
E.2 Documentation of validation	317
E.2.1 Decontamination	317
E.2.2 Sterilization	317
E.2.3 Drying	318
E.2.3 Test methodology	318
E.2.4 Aeration	318
E.2.5 Sterility maintenance	318
Annex F (informative)	319
Guidance for the design of medical device reprocessing areas	319
F.1 Basic design considerations	319
F.2 Work flow and traffic control	320
Annex G (informative)	327
Water quality	327
G.1 General	327
G.2 Water quality levels	327
G.3 Principal water treatment processes	328
G.3.1 Deionization	330
G.3.2 Reverse osmosis	330
G.3.3 Distillation	330
G.3.4 Distribution	330
G.4 Two categories of water quality	331
G.5 Selection of water quality	331
G.5.1 General	331
G.5.2 Cleaning	331
G.5.2.1 Manual cleaning	332
G.5.2.1.1 Precleaning and rinsing	332
G.5.2.1.2 Cleaning	332
G.5.2.2 Automated cleaning by medical washers and medical washer-disinfectors	332
G.5.2.2.1 General	332
G.5.2.2.2 Water quality factors for medical washers and medical washer-disinfectors	332
G.5.2.2.3 Rationale for Table G.2 and other considerations:	335

G.5.2.2.4 Water quality considerations during cycle stages in a medical washer or medical washer-disinfector	336
G.5.2.2.4.1 Pre-cleaning and rinsing stage	336
G.5.2.2.4.2 Enzymatic prewash stage	336
G.5.2.2.4.3 Wash stage	337
G.5.2.2.4.4 Disinfection stage	337
G.5.2.2.5 Rinse stages	337
G.5.2.2.6 Automated cleaning by ultrasonic cleaners	337
G.5.3 Disinfection and sterilization — General considerations	338
Annex H (informative)	340
Steam quality	340
H.1 Introduction	340
H.1.1 General considerations	340
H.1.2 Steam dryness	340
H.2 Noncondensable gases	341
Annex I (informative)	343
Indicators for sterilization monitoring	343
I.1 Biological and chemical indicators	343
I.2 Sterilization qualification and routine testing	343
Annex J (informative)	345
Examples for performance qualification of products and loads	345
J.1 Performance qualification of products	345
J.2 Performance qualification of loads	345
Annex K (informative)	347
Guidance on selection of gowns	347
Annex L (informative)	348
Moisture assessment	348
Annex M (informative)	355
Suggested methods for preparing and folding packs, gowns, and drapes	355
M.1 Suggested method for preparing laparotomy packs	355
M.2 Suggested method for folding gowns	355
M.3 Suggested method for folding laparotomy drapes	355
Annex N (informative)	359
Guidance for the purchase of sterilization container systems	359
N.1 General	359
N.2 Planning	359
N.2.1 Overall considerations	359
N.2.2 Instruments and devices to be placed in a container	359
N.3 Information for decision making	360
N.3.1 General	360
N.3.2 Overall considerations	360
N.3.3 Containers for immediate use steam sterilization (IUSS) or point-of-use sterilization	360
N.3.4 Cleaning and decontamination	361
N.3.5 Preparation and assembly	361
N.3.6 Matching the container system and sterilization cycle	362
N.3.7 Loading the sterilizer	362
N.3.8 Choosing appropriate exposure and drying times	363
N.3.9 Unloading the sterilizer and cooling the load	363

N.3.10 Sterility maintenance	364	
N.3.11 Sterile storage	364	
N.3.12 Distribution and transportation	364	
N.3.13 Aseptic presentation	364	
Annex O (informative)	366	
Properties of sterilization wrappers	366	
O.1 General	366	
O.2 Characteristics	366	
O.3 Microbial barrier testing	366	
O.4 Sterilization wrapper assessment	366	
O.5 Maintenance of package integrity	367	
Annex P (informative)	368	
Specifications and calculations for the density of reusable textile packages		368
P.1 Calculating density	368	
P.1.1	368	
Annex Q (informative)	369	
High relative humidity in sterile storage areas	369	
Q.1 General	369	
Q.2 Actions	369	
Annex R (informative)	371	
Guidance on storage and handling	371	
R.1 SOPs	371	
R.2 Shelf life	371	
R.3 Sterile storage	371	
Annex S (informative)	373	
Guidance on selection of an automated storage system	373	
S.1 Criteria	373	
S.2 Functional requirements	373	
Annex T (informative)	374	
Evaluation criteria for laundries	374	
Annex U (informative)	376	
Guidance for the design of laundering and laundry areas	376	
U.1 Basic design considerations	376	
U.2 Specific area design considerations	377	
U.3 Work flow and traffic control	377	