

Reprocessing Guidelines	
<p>The following instructions are for all tools supplied by Navy Professional Ltd, unless stated otherwise with the packaging of the product. These instructions are intended for use only by persons with the required specialist knowledge and training.</p>	
<p>WARNINGS</p> <p>Note when using tools, always handle with care, wearing protective clothing, gloves, and eyewear in accordance with local Health & Safety procedures.</p>	<ul style="list-style-type: none"> • Follow instructions and warnings as issued by manufacturers of any decontaminants, disinfectants and cleaning agents used. Wherever possible avoid the use of mineral acids and harsh, abrasive agents. • No part of the process shall exceed 137o C. • Some sensitive materials are damaged by alkaline solutions (pH>10) • Tools with hinges, and blind holes require particular attention during cleaning. • Prolonged contact with saline solution leads to pitting, stress corrosion cracking and rust formation. If tools come into contact with saline during a treatment ensure they are thoroughly rinsed as soon as possible.
<p>LIMITATIONS ON PROCESSING</p>	<ul style="list-style-type: none"> • Repeated processing has minimal effect on these tools. • End of life is normally determined by wear and damage in use. • Any specific limitations on the number of reprocessing cycles shall be made available with the instrument.
<p>FROM POINT OF USE</p>	<p>INSTRUCTIONS</p> <ul style="list-style-type: none"> • Wherever possible, do not allow blood, mucous membrane or bodily fluids to dry on tools; remove all coarse contamination immediately after each treatment. For best results, and to prolong the life of the tools, reprocess immediately after use. If tools cannot be reprocessed immediately, use an enzymatic foam spray cleaner to help protect soil from drying.
<p>CLEANING: AUTOMATED</p>	<ul style="list-style-type: none"> • Instruments should be cleaned using Navy 3 step hygiene process, approved by Dr Patricia Fenton MS BS, Director of infection control for the NHS. • Step 1; Clean. Simply wipe your tools with a step 1 wipe, ensuring all dirt, product and residues are removed and all areas are covered. • Step 2; Disinfect. Follow with a step 2 wipe, again ensuring all areas are covered. • Step 3. Dry. Using a clean 'Dry Cloth', dry all surfaces of the tool, ensuring you remove all moisture. • Navy Disinfectant wipes kill 99.999% of pathogens including MRSA, E.Coli, Pseudomonas and Enterococcus. • Autoclave; Tools must be pre-cleaned and disinfected prior to using an autoclave. Items with joints must also be opened for full sterilisation. • NB. Disinfectants must touch a surface in order to kill germ therefore you must ensure you clean the surface first before disinfecting. . • Use only either CE marked or validated washer-disinfector machines and low-foaming, non- ionising cleaning agents and detergents following the manufacturers' instructions for use, warnings, concentrations and recommended cycles. • Load instruments carefully, with any box joints and hinges open and so that any fenestrations in instruments can drain. • Place heavy instruments with care in the bottom of containers, taking care not to overload wash baskets. • Place instruments with concave surfaces facing down to prevent pooling of water.
<p>CLEANING INSPECTION</p>	<ul style="list-style-type: none"> • After cleaning, visually inspect all surfaces, including, joints, holes and lumens for complete removal of soil and fluids. If ANY soil or fluid is still visible, return the instrument for repeat decontamination.
<p>MAINTENANCE</p>	<ul style="list-style-type: none"> • Apply Navy 'Lube Tube' 2-3 times a week, ensuring it is placed on and within any box joints and moving parts. If an autoclave is used, ensure tools are lubricated after each use.

<p>INSPECTION AND FUNCTION TESTING</p> <p>Note if an instrument is returned to Navy Professional, the instrument must be decontaminated and sterilised and be accompanied by the relevant documented evidence</p>	<ul style="list-style-type: none"> • Visually inspect and check all instruments for damage and wear; cutting edges are free of nicks and present a continuous edge; jaws and teeth align correctly; all articulated instruments have a smooth movement without excess play; locking mechanisms (such as ratchets) fasten securely and close easily; long, slender instruments are not distorted; any component parts fit and assemble correctly with mating components. • Remove for repair or replacement any blunt, worn out, flaking, fractured or damaged instruments.
<p>STERILISATION</p>	<ul style="list-style-type: none"> • Either CE marked or validated vacuum autoclave operating at 134-137oC 2.25 bar for a minimum holding time of 3 minutes – always following the instructions of the machine manufacturer. • When sterilising multiple instruments in one autoclave cycle, ensure that the steriliser manufacturer’s stated maximum load is not exceeded. • Ensure instruments are dry before sterilisation
<p>STORAGE</p>	<ul style="list-style-type: none"> • Following cleaning, tools should be stored flat and in a clean, dry pouch
<p>MANUFACTURER</p>	<p>Navy Professional Ltd, company registration; 10636500</p>
<p>NOTE IT IS THE RESPONSIBILITY OF THE REPROCESSSES TO ENSURE THAT THE REPROCESSING IS ACTUALLY PERFORMED USING THE CORRECT EQUIPMENT, AND MATERIALS IN ORDER TO ACHIEVE THE DESIRED RESULTS. THIS REQUIRES VALIDATION AND ROUTINE MONITORING OF THE PROCESS. LIKEWISE ANY DEVIATION BY THE REPROCESSSES FROM THE INSTRUCTIONS PROVIDED MUST BE PROPERLY EVALUATED FOR EFFECTIVENESS AND POTENTIAL ADVERSE CONSEQUENCES</p>	