

Life Cycle Management

Procurement

- Document all procurement information including
 - Purchase Order
 - Date of purchase
 - Date of deployment
 - All components associated with reusable devices
 - Serial and lot numbers of all devices
- Instruments
 - Procedural tools
 - Reprocessing equipment
 - Packaging equipment

Maintenance and Monitoring

- Document all maintenance actions on instruments and tools
- Date of maintenance, parts replaced, service actions required etc.
- Documented accounting of frequency of reuse of devices to allow for proper interval monitoring and end of life determination.
- Organizations should implement a Quality Improvement and/or Medical Device Hazard Tracking process to monitor instrument notifications from Manufacturers and Regulatory Organizations. Types of notifications reviewed should include:
 - Device Recalls
 - Hazard and Device Alerts
 - Recommended replacements
 - Procedural and Utilization recommendations

Capital Planning and Replacement

Organizations should recognize the necessity of monitoring and replacement of older reprocessing equipment and surgical instruments. Organizations should segregate financial resources to ensure the timely replacement of reprocessing equipment and surgical instruments that are recognized to be at their end-of-life by:

- Recommended manufacturer replacement frequencies
- Regular functionality inspections of instruments
- Replacement of older instruments and reprocessing equipment with newer technologies based on improved patient safety, more comprehensive and verified reprocessing techniques.

Retirement

- Older instruments are removed from service based on either:
 - Manufacturer guidelines and recommendations
 - Failure to meet the organizations performance guidelines