To ensure relevance and accuracy, all data should reflect the period from **1st April 2024 to 31st March 2025**.

Decontamination Site Name/Location	WWL SSDU and ERU

Activity

Please indicate the total number of items processed during the period 1st April 2024 – 31/03/2025?

Activity	**Number Processed**
Trays	168937
Supplementary (bagged items)	57125
Ward Packs	N/A
Total Instruments processed *(if known)*	N/A
(Please list any other activities)	

Decontamination Machinery

Please indicate decontamination machinery utilised.

Ultrasonics					
Quantity	**Manufacturer**	**Model Ref**	**Thermal Disinfection (Yes / No)**	**Chemistry Used**	**pH**
4	Medisafe	SIPCFS	YES	E3ZYME	neutral

Washer Disinfectors					
Quantity	**Manufacturer**	**Model Ref**	**Max Std. DIN Capacity**	**Chemistry Used**	**pH**
8	GETINGE	86 SERIES	15	PHEIONIX	neutral
4	GETINGE	9100 SERIES	NOT USED FOR TRAYS	PHIEONIX	neutral

Heat-Sealers		
Quantity	**Manufacturer**	**Model Ref**
4	HENDERSON BIOMEDICAL	HM850DC

Sterilizers			
Quantity	**Manufacturer**	**Model Ref**	**Chamber Capacity**
7	GETINGE	GS567H	800
Automatic Endoscope Re-processor			
Quantity	**Manufacturer**	**Model Ref**	
9	WASSENBURG	WD44PT	

Other Decontamination / Testing Machinery Used			
Quantity	**Manufacturer**	**Model Ref**	**Used For**

Washer Disinfector Cycle Parameters

Please indicate Washer Disinfector Cycle parameters in use, if more than one type of cycle please specify use.

Wash Cycle Used for -	**INSTRUMENTS**		
Stage / Phase	**Time**	**Set/Hold Temperature**	**Water Type**
Pre-Wash	8	26	MAINS
Detergent Wash	12	53	MAINS
Rinse#1	1.5	60	MAINS
Rinse#2	2	60	RO
Thermal Rinse (Disinfection)	1.11	91	RO
			Air Type *(Filtered, Medical Grade Air, Other)*
Drying	60	60	FILTERED
Any other Stages / Phases			

Wash Cycle Used for -	**FLEXIBLE ENDOSCOPES**		
Stage / Phase	**Time**	**Set/Hold Temperature**	**Water Type**
Pre-Wash	15	37	MAINS
Detergent Wash	4.13	37	MAINS
Rinse#1	1	37	MAINS
Rinse#2	1	37	RO
Chemical Disinfection	5.06	37	RO

			Air Type *(Filtered, Medical Grade Air, Other)*
Drying	N/A		
Any other Stages / Phases			
Wash Cycle Used for -			
Stage / Phase	**Time**	**Set/Hold Temperature**	**Water Type**
Pre-Wash			
Detergent Wash			
Rinse#1			
Rinse#2			
Thermal Rinse (Disinfection)			
			Air Type *(Filtered, Medical Grade Air, Other)*
Drying			
Any other Stages / Phases			

Wash Cycle Used for -			
Stage / Phase	**Time**	**Set/Hold Temperature**	**Water Type**
Pre-Wash			
Detergent Wash			
Rinse#1			
Rinse#2			
Thermal Rinse (Disinfection)			
			Air Type *(Filtered, Medical Grade Air, Other)*
Drying			
Any other Stages / Phases			

Workforce

Please indicate personnel employed at decontamination unit, indicating job title, banding / grade and FTE budgeted for each post?

Operational Structure		
Job Title	**Banding / Grade**	**FTE in Post**
HEAD OF DECONTAMINATION	8C	1
DECONTAMINATION MANAGER	8B	1

OPERATIONS MANAGER	7	3.5
QUALITY GOVERNANCE AND REFULATORY LEAD	7	1
IT MANAGER	5	1
QUALITY SYSTEMS AND CUSTOMER LIASON COORDINATOR	5	1
PRODUCTION COORDINATOR	5	5
TEAM LEADER	4	15
SENIOR SECRETARY	4	1
TECHNICIAN	3	70

Productivity

Please outline any productivity targets or metrics used to assess staff involved in medical device reprocessing. For example, do you measure trays processed per person either *annually, monthly or by shift*, or per hour? Are the specific productivity expectation levels for the Wash Area or IAP (Clean) Room? If alternative metrics are used, please describe them.

Technicians are expected to process 30 to 50 surgical trays per day dependant on size/complexity

Please describe expected tray turnaround time from receipt to despatch –

24 hours turnaround time

Performance

Please describe any targets or measurements used to calculate unit performance. For instance, how is tray accuracy / errors measured - *percentage of errors in relation to total production, errors per 1000 trays*? If alternative metrics are used, please describe them.

All the below are measures as a % of volume produced
Customer complaints
Internal nonconformances
Internal staff nonconformances
Untoward incidents
Customer nonconformances

Adherence to Instruction for Use (IFU's)

IFU's are idealised reprocessing conditions. When a unit's decontamination equipment cannot meet or is considered impractical, to meet specific IFU parameters - such as detergent type, duration or temperatures. What assessment is made regarding how / if device can be safely reprocessed. If any internal forms, SOP's or waivers are used if these could be supplied?

SSDU do not process equipment where we cannot meet manufacturers requirements.

Should instructions not meet specific UK decontamination requirements then we will not process the equipment. We would then tell the manufacturer our specific requirements and ask for a person from within the company with the authority to state that our process is acceptable.