

labOptimise

TOC analysers housekeeping - monthly task sheet

Cross-platform record for care between planned maintenance visits

Month / year

Laboratory / site

Instrument ID

Location

Owner

SOP / reference

DAILY CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Water, reagents and standards																
Sample vessels and pathway																
Blank and performance status																
Instrument and run condition																

DAILY CHECK	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Water, reagents and standards															
Sample vessels and pathway															
Blank and performance status															
Instrument and run condition															

WEEKLY CHECKS - complete once each week

Sampling and flow paths: Clean accessible sample-contact areas; inspect tubing, gas, rinse and waste routes for residue, bubbles, restriction or leakage.

Reagents and evidence: Review reagent and standard condition with blank, recovery, precision, carryover and warning trends.

W1

W2

W3

W4

MONTHLY REVIEW

Performance and consumable review: Review approved checks, background and calibration trends with technology-specific consumable

POST-MAINTENANCE / RETURN TO USE

Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference:

Annual servicing is one important control - not a year-round maintenance strategy.

TOC analysers are exposed to sample residues, carbon contamination, reagent change, fluid- or gas-path wear and oxidation-system demand throughout the year. Their condition needs maintaining between service visits through clean handling, status review, performance checks and timely response to rising background or poor recovery.

DAILY

Water, reagents and standards

Confirm the specified water, reagents, standards and rinse solutions are suitable, correctly prepared or installed, within use date and available in sufficient quantity.

DAILY

Sample vessels and pathway

Use clean, appropriate vials and caps. Inspect the autosampler, needle or sampling point, tubing and waste route for residue, bubbles, restriction, leakage or insecure connection.

WEEKLY

Autosampler and contact surfaces

Clean racks, trays, needle or rinse areas and other accessible sample-contact surfaces using the installed OEM procedure.

WEEKLY

Fluid, gas and waste paths

Inspect accessible tubing, fittings, traps, drains and waste routing for bubbles, deposits, leakage, blockage or abnormal consumption. Do not disturb heated or pressurised components.

MONTHLY

Performance trend

Review approved blank, suitability, recovery, precision and calibration evidence with maintenance and contamination history.

MONTHLY

Consumable and oxidation status

Review the due status and trend of lamps, catalyst, membranes, scrubbers, tubing, filters, syringes, pumps and other technology-specific items without inventing common intervals.

SHUTDOWN

Clean, secure and leave the instrument in its defined state.

POST-MAINTENANCE

Check reassembly and function; assess verification or qualification impact.

METHOD CONTROL

Current standard, method, OEM manual and SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

• Rising or unstable blank

Background carbon increases, varies or fails to return to its established condition without a sample-related explanation.

• Poor precision or response

Replicates, peak area, conductivity or calculated carbon response become erratic or drift from the established pattern.

• Poor recovery or suitability

A standard, check solution or method-required suitability result falls outside its approved limit.

• Flow, pressure or gas warning

Bubbles, leakage, restriction, abnormal gas use or a fluid- or gas-path warning appears.

• Carryover

A high sample influences a following blank, standard or low-level sample beyond the approved criterion.

• Abnormal reagent or consumable behaviour

Reagent use, catalyst condition, lamp status, membrane response or another technology-specific indicator changes unexpectedly.

MONTH-END REVIEW

Reviewed by: _____ Date: _____ Outcome / follow-up: _____