

How to use Traceability System – Quality Audit Trail Record Book

The Tristel Quality Audit Trail Book records the complete decontamination.

It tracks the following steps:

- Identification of the instrument to be decontaminated and the date and time it is decontaminated;
- Correct activation and use of the Tristel [Life Sporicidal Wipe](#) ;
- Rinsing of the instrument with Tristel [Life Rinse Wipe](#);
- Identification of the next destination of the instrument – used on patient or storage;
- Identification of the person responsible for the decontamination process.

Completion of the Record Book



1. When using the Sporicidal Wipe, peel off the “Record Book Label” part of the traceability label on the Sporicidal Wipes sachet, and affix it to the box identified in the Record book



2. If the Tristel Rinse Wipe has been used, confirm ‘yes’ in the box and log the batch number of the wipe used. If the Tristel Rinse Wipe has not been used, confirm ‘no’ in the box and state the other method employed



3. If the instrument is to be used on a patient, the “Patient’s Notes Label” part of the traceability label on the Sporicidal Wipes sachet should be peeled off and affixed to the patient’s notes



If the instrument is to be stored and decontaminated again before next use, peel off the “Patient’s Notes Label” part of the traceability label on the Sporicidal Wipes sachet and affix it to the “Destination of device/ Storage” section in the Record Book



4. The person responsible for performing and completing the decontamination process must print their full name and sign the Record Book