

HAND-OVER NOTE FOR USED MEDICAL DEVICES (Reprocessing and CE-reprocessing (Full refurbishment))

Location

Caution! Your medical devices can not be processed without the completed the hand-over note. Please place it inside the shipping box.

Sender:

Customer no.: _____

Order No.: _____

Street/House no.: _____

Additional address info: _____

Postal code/City/Country: _____

Department: _____

Contact person:

Phone: _____

Please provide:

- | | | | |
|--------------------------------|-----------------|--------------------------------|-----------------|
| <input type="checkbox"/> | Collection bags | <input type="checkbox"/> | Transport tubes |
| <input type="checkbox"/> | Seals | <input type="checkbox"/> | Adhesive labels |
| <input type="checkbox"/> | Hand-over notes | <input type="checkbox"/> | |

We hereby confirm that the preparation instructions printed overleaf have been adhered with regard to the medical devices in the box that are to be sent for reprocessing or full refurbishment.

For the used medical devices that are to be sent for reprocessing or full refurbishment the ownership is transferred to Vanguard. There is agreement with regard to possible supplier audits by Vanguard AG or the responsible authorities.

Date

Sender's Signature

INSTRUCTIONS FOR PREPARATION IN HOSPITAL

The following guide explains the necessary steps to properly prepare medical devices for reprocessing or full refurbishment.

Important information

Please note the following points:

- Ensure that pre-cleaning in hospital is carried out immediately after the medical devices have been used, to avoid dry residues that are difficult to remove.
- Prepare medical devices properly and ensure they do not become damaged.
- Please include manufacturer's original data/original label with the relevant medical device.

CAUTION

Danger of infection through biohazardous medical devices!

- Handle and store medical devices according to relevant protective regulations.
- Use protective gloves and goggles.

Preparation and testing

Collect and clean only complete and mechanically undamaged medical devices (free of scratches, cracks, kinks or other damage).

Do not send in medical devices that

- have been used to administer cytostatics or radiopharmaceuticals, or the inner or outer surfaces of which have come into contact with these substances.
- have been used contrary to their intended purpose.
- as far as identifiable or suspected have been used on patients having the following diseases: AIDS/HIV, viral hepatitis, cholera, tuberculosis, haemorrhagic fever, TSE (transmissible spongiform encephalopathy), in particular Creutzfeldt-Jakob disease and its variant.
- have been reprocessed by third parties or by you or in which attempts have been made by third parties or you is to preprocess it.

Cleaning

- Avoid damage (bending of shafts, kinking).
- Wipe the surface using a moist cloth and use only cold, clear water for cleaning of medical devices. Wipe the item from proximal to distal.
- Clean movable elements in both end positions.
- Do not use disinfectants and do not carry out thermal disinfection!
- In case of lumen-catheters rinse the lumen using cold water. Avoid splashing water into the handpiece.

Drying

Dry the cleaned medical device with a clean swab or a lint-free disposable cloth.

Packaging

Bring the pre-cleaned medical device in its initial position (relaxed state) and form individual loose loops (avoid kinks!). Place the device together with the manufacturer's original data/original label (Ref. no., batch no., expiry date) in a supplied plastic bag. Close the zipper and place the prepared medical device in the transport box.

In case of the ultrasonic shears please also place the torque Lock Blade Wrench into the supplied plastic bag (without the Torque Lock Blade Wrench re-processing is not possible).

General: Please place catheter, especially with lasso, always on top, electrical connection cable always in the bottom of the box. If you have 2 boxes delivered, please use one for catheters and one for electrical connection cables.

Storage and collection

Please keep the transport box closed at all times and open it only to insert the cleaned medical devices.

If the shipping box is sufficiently filled, place the pre-printed signed transfer slip in the shipping box. Press the enclosed red seals on the right and left in the openings provided

Unless a regular pick-up time has been agreed: Please notify your contact person.