

## OSAP Checklist: Instrument Packaging

### A. Before Instrument Preparation and Packaging

#	Item	Yes	No	N/A
1	IFU readily available ( hard copy or electronically)			
	- Paper copy (i.e., IFU contained in a binder)			
	- Electronic			

### B. Inspection

(Instrument Processing Center)

#	Item	Yes	No	N/A
1	Instruments with debris are identified and re-cleaned			
2	Damaged instruments are identified and replaced			

### C. Preparation & Packaging

#	Item	Yes	No	N/A
1	Instruments are completely dry before being packaged			
2	Instruments are unhinged, and disassembled as appropriate			
3	Internal chemical indicator in ea. package			
4	If instrument/item has multiple levels, indicators are on each level			
5	External chemical indicators are visible on all sides (Air Force requirement)			
6	Limited access to instrument processing center			

### D. Wrapping

#	Item	Yes	No	N/A
1	Packages are double or single wrapped IAW wrapper manufacturer IFU			

### E. Package Labeling

(Shelf life label contains the following):

#	Item	Yes	No	N/A
1	Sterilizer #			
2	Load #			
3	Date sterilized			
4	Expiration date (when items contain an expiration date)			
5	Initials (of person responsible for package prep)			
6	Description contents			
7	Shelf life statement			
	- "Contents sterile unless package is opened or damaged (or its equivalent)			
	- "Expires" (or its equivalent)			

**Disclaimer: This checklist is an example and is not comprehensive nor definitive.**