

# Risk assessment checklist: "Transport of medical devices"

Authors: D. Betz, L. Dreikausen, R. Glandien, A. Jones, P. Knufmann, G. Lehnert, R. Otmann, A. Prössl, R. Sanchez, P. Sauer, J.-O. Scheer, M. Schick-Leisten, A. Schlepp, J. Schweder, M. Spende



1 QR code for the "Risk assessment checklist for transport processes"  
and other DGSV guidelines.

Despite the ever-increasing challenges posed by the increasing centralization of medical device reprocessing, it must be ensured that transport and storage do not adversely affect the properties of the medical device.

The KRINKO recommendation fundamentally points to the need for an established quality management system in order to ensure that processes are always of consistently high and verifiable quality.

In addition, it is recommended that process-relevant risks in the medical device cycle be defined and documented to be evaluated.

Chapter B of the guideline "Storage of reprocessed medical devices and transport for the supply and disposal of reprocessed medical devices between the CSSD and the user" describes the "Transport for the supply and disposal of reprocessed medical devices".

The checklist presented here, based on Chapter B of the above-mentioned guideline, offers practice-oriented assistance as well as an evaluation basis for the areas of "transport, as well as supply and disposal". <sup>1</sup>

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Operator of the CSSD: \_\_\_\_\_

Location: \_\_\_\_\_

Reviewed by (name): \_\_\_\_\_

Review date: \_\_\_\_\_

criteria	not relevant	yes	no	comment	action required	done
<b>transport carts</b>						
Compatibility with the transported goods e.g. DIN, ISO, small set containers, dental containers, soft packaging, etc. (maximum dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Numbering (assignment) of the transport carts for traceability available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Comprehensive documentation is available from the manufacturer (e.g. cleaning/disinfection instructions, compatibility with cleaner/disinfectant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the prerequisite for machine cleaning and disinfection met (surface, material suitability, design features [corners, joints, cavities])?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are load carriers available for machine cleaning and disinfection? (only for machine cleaning and disinfection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is cleaning and disinfection carried out after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the mechanical cleaning and disinfection documented in a comprehensible way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is manual cleaning and disinfection documented in a comprehensible way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the transport cart suitable for the planned use in terms of design (e.g. housing, seals, hinges, locking systems (sealing), handling, dimensions, arrangement of the handles, total weight)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are there any marking options (labeling field, frame, etc.) for e.g. delivery notes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the transport cart suitable for transport by road? (see ADR 2.2.62.1.5.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

criteria	not relevant	yes	no	comment	action required	done
<b>transport trolley</b>						
Is the numbering (assignment) of the wagons available for traceability, e.g. for maintenance, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Compatibility with the transported goods e.g. DIN, ISO, small set containers, dental containers, soft packaging, etc. (maximum dimensions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Does the interior fittings (e.g. rails, shelves, gratings, slide-in frame, removable if necessary) meet the requirements of the goods to be transported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Suitable for the intended mode of transport (e.g. truck, AWT/AMR, by hand...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Suitable for the intended transport route (e.g. only in the house, over fixed paths, courtyard, public road...)? (see ADR 2.2.62.1.5.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is it possible to clean and disinfect by machine (surface, material suitability, design features [corners, joints, cavities])?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is cleaning and disinfection carried out after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the <b>mechanical</b> cleaning and disinfection documented in a comprehensible way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is manual cleaning and disinfection documented in a comprehensible way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are the external dimensions compatible with the existing transfer points, locks, transport routes, elevator dimensions, passage widths/heights, if applicable, usable space dimensions of large-capacity CDD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the transport trolley suitable for the maximum transport weight of the total load (worst case)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the <b>total weight including load</b> suitable for the intended type of transport (e.g. truck, lifting platform, AWT/AMR, by hand...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the material design suitable for the intended application (e.g. stainless steel / aluminum, in terms of abrasion, stability, weight, roller design, car wash suitability...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the castor design suitable for the intended application (e.g. 4 swivel castors, 2 of which are directional fixation, at least 2 lockable, arrangement of the brakes, material, castor diameter...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the design suitable for the intended handling in terms of ergonomics (e.g. arrangement of the handles, trolley height, total weight, drivability...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the design suitable for the intended handling with regard to onward transport, e.g. by truck, AWT/AMR (e.g. trailer coupling, deflector for safety rods, guide for AWT or pallet truck...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is there a marking option (e.g. brackets, frames...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is it compatible with on-site impact protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Does the manufacturer provide comprehensive documentation (e.g. cleaning/disinfection instructions, compatibility with cleaner/disinfectant, maintenance plan, operating instructions, spare parts list, contact details for service partners, if applicable, certificate of compatibility with ADR 2.2.62.1.5.9, ...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is there a briefing by the supplier or manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Has a briefing by the supplier or manufacturer been carried out in a documented manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is it possible to seal/lock (only applies to closed transport trolleys)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

criteria	not relevant	yes	no	comment	action required	done
<b>transport trolley/maintenance</b>						
Are the running surfaces of the rollers working OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Axles of the rollers clean (e.g. no dust deposits, threads)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Brakes of the rollers OK? Note: to be checked individually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Ball bearings of the rollers, OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
If available: is the direction-fixing ("Rifix") of the rollers OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
If available: Coupling and drawbar OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Tight fit of all fasteners inside and outside (e.g. screws, nuts, rivets, bolts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the wall deflector OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
If available: is the crash protection (for truck transport) OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the push rod OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are doors and door locks working OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are door hinges OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are the circumferential door seal OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is the identification number or barcode available and OK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
If available: is the coupling systems OK? (e.g. wagons in wagon system)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

criteria	not relevant	yes	no	comment	action required	done
<b>staff training</b>						
Training on load securing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Has training been carried out on how to deal with contaminated MP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Has training been carried out in the handling of processed MP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Do you have knowledge of the tour plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Knowledge of the transfer interfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Knowledge of transport routes? In-house and in public spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Knowledge of the reporting chain? (Notification in case of deviation from the route plan or time, notification in case of accident, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
What to do in an accident situation/accident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Training on handling heavy loads. (Pulling and pushing loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

criteria	not relevant	yes	no	comment	action required	done
<b>occupational health and safety personnel</b>						
PPE for handling contaminated material (e.g. protective gowns, disposable gloves, eye protection if necessary, wearing safety shoes, etc.) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
PPE regarding occupational health and safety measures available (e.g. wearing safety shoes, etc.)? See Occupational health and safety rules etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

criteria	not relevant	yes	no	comment	action required	done
<b>implementation of transport</b>						
Are there deflectors at critical points (e.g. corners, sockets, fire extinguishers, thermostats, ...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Transport route free of obstacles (e.g. ramps, speed bumps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are there automatic doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are door stops (not for automatic doors and fire doors) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are passage widths and heights sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are the elevator dimensions and load capacities sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are bottlenecks on the transport route avoided (e.g. waiting times at the elevator, ...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
If necessary, has a test drive/test run been carried out with the largest/heaviest goods to be transported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are alternative routes specified in the event of accidents (e.g. elevator malfunction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are transfer points and parking spaces visibly defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are handover points and parking spaces protected from access by patients/visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are the transfer points/storage areas for contaminated and sterilized goods shown separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are escape routes and emergency exits kept clear at transfer points/parking areas (including safety devices, such as fire extinguishers, ...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Are there sufficient maneuvering facilities on the transport route and at the transfer points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

criteria	not relevant	yes	no	comment	action required	done
<b>motor vehicle</b>						
Does the vehicle correspond to the local conditions/areas of application in terms of e.g. tolls and environmental zones, fuel supply/charging station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Do the dimensions and vehicle weights correspond to the local conditions / areas of application with regard to e.g. passages, roofs, bridges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Does the maximum loading capacity meet the intended requirements in terms of size, weight and number of transport trolleys to be transported (worst case)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Does the interior of the cargo area meet the intended requirements in terms of fastening systems for load securing, lighting, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Does the surface of the cargo area meet hygienic requirements (e.g. easy to clean, disinfectable if necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is compatibility with on-site transfer points guaranteed (e.g. ramps, parking spaces...)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Air conditioning with load compartment temperature display in the driver's cab and insulation of the load compartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Is there a service partner close to where the vehicles are used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Footswitch on the tail lift present and in function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Hands-free system available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Rear view camera available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Tracking system available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Parking heater for charging area available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Tachograph available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Holder for tour plan etc. available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Navigation system available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Explanation:

This checklist serves to supplement the previously published guideline.  
The checklist does not claim to be complete.

<sup>1</sup>See also [Leitlinien \(dgsv-ev.de\)](https://www.dgsv-ev.de/leitlinien)